



Dear Parents,

We want to extend 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 handbook 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 provide 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 PUMP FAMILY!!

Sincerely,

**Susan Marren
Director**

Enrollment

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

1. Completed registration form signed and dated and registration fee paid
2. Completed **medical form** signed and dated by a physician
3. Completed Tuition/ Enrollment Agreement form signed & dated
4. Completed Attestation of Daily Health Screening signed and dated
5. 1st month's tuition paid.

Eligibility

In order for a child to be eligible to attend Penfield United Methodist Preschool, children must meet the following criteria:

1. 2/3 year old/2day class-must be 3 yrs by March 31, 2024. **(must be potty trained*)**
2. 3 year old/2day class-must be 3 yrs by Dec 1, 2023. **(must be potty trained*)**
3. 3 year old/3day class-must be 3 yrs by June 30, 2023 **(must be potty trained*)**
4. 3/4 year old/3day class-must be 3 yrs by January 31, 2024
5. 4 year old class-must be 4 yrs by Dec. 1, 2023 (includes AM & PM classes)
6. Pre-K Class-must be 5 yrs by March 31, 2024

***parents may be asked to come to the preschool and change their child if an "accident" occurs.**

We have a non-discrimination policy. No child will be turned away due to race, ethnicity, religion, etc.

Fund Raisers/ Mission Work

There are opportunities for fundraisers during the year. Tuition alone does not meet our expenses. We rely on fundraisers as part of our budget. The funds raised will be used for PUMP to enhance our programs and support our 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.

We will never fundraise through Classtag. We will announce fundraisers via Classtag, but **please don't give money through Classtag.** If you ever receive a donation request from Classtag, please let us know.

Tuition

There is a registration fee of \$125/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 2023-May 2024 preschool year are:

3 Year Old Program-AM (T/Th) - \$170/month or \$1530/9 months

3 Year Old Program-PM (M/W) - \$170/month or \$1530/9 months

3 Year Old/3 Day Program-AM (M-W-F) - \$200/month or \$1800/9 months

4 Year Old/3 Day Program-AM (M-W-F) - \$200/month or \$1800/9 months

Young 4 year Old /3 Day Program-PM (T,W,Th)- \$200/month or \$1800/9 months

4 Year Old/4 Day Program -PM (M-Th) - \$240/month or \$2160/9 months

Pre- K Program -AM (M-F) - \$290/month or \$2610/ 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, 2023. 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, 2024 for the month of May. You are responsible for tuition, regardless of attendance. See below for tuition due 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; payable to **PUMP**, bank checks, 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 preschool/ church.

Days and General Hours of Operation *See drop off/pick up schedule for time changes**

- 3 Year Old/2day Program
 - Tuesday/Thursday: 9-11:30am
 - Monday/Wednesday: 12:20-2:50pm
- 3 Year Old/3day Program
 - Monday/Wednesday/Friday: 8:50-11:20am
- Young 4/Older 3/3day Program
 - Tuesday/Wednesday/Thursday: 12:20-2:50pm
- 4 Year Old Program
 - Monday/Wednesday/Friday: 9-11:30am
 - Monday/Tuesday/Wednesday/Thursday: 12:30-3pm
- Pre-K Program
 - Monday/Tuesday/Wednesday/Thursday/Friday: 9-11:30am

***Schedule of Daily Operation: 8:50-11:30am & 12:20-3pm**

Drop off/Pick up Schedule:

M/W/F morning

- **8:50am-11:20am: AM 4s B/Locke and AM 3day/3s Francis/Poulsen**
- **9:00am-11:30am: Pre-K and AM 4s DeMartin/Kuby**

T/Th morning

- **8:50am-11:20am: AM 3s B/Locke and AM 2/3s Francis/Poulsen**
- **9:00am-11:30am: Pre-K and AM 3s T/Th Wilson/Lincoln**

M/W afternoon:

- **12:30-3pm: PM 3s Francis/Kuby**

T/W/Th afternoon:

- **12:20-2:50pm: PM 3day/ 4s C. Wilson /Lincoln**

M/T/W/Th afternoon:

- 12:30-3:00pm: PM 4day/ 4s Farley/Smith**

Please drop your child off in the parking lot in the designated area at designated times unless arrangements have been made with the teacher in advance. **Pick up will be in the building at designated times. Please park in lot and enter building.** 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.** Thank you for being prompt.

- ❖ **If you are the first drop-off - 8:50am or 12:20pm, please get in the line to pull right up to the church.**
- ❖ **If you are in the second drop-off - 9:00am or 12:30pm, please do not pull up until it is your designated time. If you arrive before your drop off time, please pull over at the first drive way (that leads to Fellowship Hall) after you pull in from Baird Road. If you pull up to the drop off and it is not your drop off time, you will be asked to circle around and get back in line. Thank you for your help in getting our children in safely and in a timely manner.**

Calendar of School Closings

The Penfield United Methodist Preschool will generally follow the Penfield Central School District calendar of closings for holidays, breaks, and weather. We will have snow days for inclement weather closings, please tune in to local TV channels, radio stations, email, and ClassTag.



Activities

We are planning the following projected events. Thank you for your support and patience.

- Fire Fighter visit
- Farm Visit **Pre-K & All 4s only**
- Santa Breakfast
- Christmas Concerts
- 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.
- Trike-a-Thon: Mission project for St. Jude Children's Research Hospital in April
- Father's Day or "Favorite Fellows Day" in April, 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.
- Graduation Ceremony in May will be held for all 4 year olds and Pre-K during preschool hours.
- An End of the Year Park Day 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

Opportunities for parent volunteer and/or visitation will be communicated to you throughout the year via email and/or Class Tag. We encourage **YOU** to be a part of your child's preschool experience. When visiting, remember to follow the guidelines and **come prepared to participate!**

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

1. Please notify the director's office of your upcoming visit
2. You must sign in the visitor's book & fill out the health questionnaire located in our office.

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 who attends 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

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. Parents must provide the director with updated emergency contact information. **If your work or home number changes, inform the office as soon as possible.**

Electronics

Students are not allowed to use electronics in class during the school day. This includes, but is not limited to, iPods, iPads, cell phones, and smart watches. Electronic devices are a distraction to everyone in the classroom and should be left at home. In addition, this is considered a violation of privacy for teachers, students, and special service providers in the classroom. If a student has an electronic device with them, it will be turned off and put in their backpack.

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. We will be participating in special occasion snacks for holidays, as designated by the school/classroom teacher. This will be 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, class tag, 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 closed toe rubber soled shoes (i.e. sneakers) for their safety.** (Please no loose sandals/Crocs) 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. 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** sign in the office before entering your child's classroom..
3. Plans for fire, weather and all emergencies are posted in each classroom.
4. A fire drill will be held periodically throughout the preschool year.
5. A staff member shall immediately notify the local authorities when child abuse or neglect is suspected.
6. A first-aid kit is available. All teachers are CPR certified.
7. 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 form. A valid driver's license will be required to release a child when any changes occur. No child will be dismissed from the playground.

HEALTH POLICIES

1. **We ask that all children & staff remain home when they are sick.** Before dropping your child off at preschool, please consider the following statements.
 - **Fever reducers/medications will not be given to my child on any day of attendance, regardless of reason**
 - I understand that the COVID-19 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.
2. 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)
3. Children who have been ill may return to school when they are feeling better. **Please allow at least 48 hours fever free without medication before your child returns to preschool following an illness to prevent the spreading of germs.**
4. Parents will be notified if their child has been exposed to a contagious illness (ex: chicken pox, conjunctivitis, COVID 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:

We will follow **CDC & MCDOH** guidelines and recommendations. This situation is very fluid and we reserve the right to make any necessary changes to our COVID-19 guidelines deemed necessary.

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.



PENFIELD UNITED METHODIST PRESCHOOL PARENT HANDBOOK



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