

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 the 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. **Current **Medical form**, signed and dated by a physician, on file**
3. **Completed Tuition/ Enrollment Agreement form signed & dated**
4. **Completed Attestation of Daily Health Screening signed and dated**
5. **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 year old class - must be 2 yrs by August 31, 2025.
2. 2/3 year old class - must be 3 yrs by March 31, 2026. **(must be working on potty training*)**
3. 3 year old/2day class-must be 3 yrs by Dec 1, 2025.
4. 3 year old/3day class-must be 3 yrs by June 30, 2025
5. 3/4 year old/3day class-must be 3 yrs by January 31, 2026
6. 4 year old class-must be 4 yrs by Dec. 1, 2025 (includes AM & PM classes)
7. Pre-K Class-must be 5 yrs by March 31, 2026

It is expected that our 3 year olds, 4 year olds and Pre-K students are potty trained. We understand that accidents do occur. If accidents are occurring on a regular basis, parents may be asked to come to the preschool and change their child.

***We ask that children wear pull ups and have extras in their backpacks. We also ask that parents keep wipes in the backpacks. Parents may be asked to come to the preschool and change their child if accidents are occurring on a regular basis.**

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

Tuition

There is a registration fee of \$150/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 2025-May 2026 preschool year are:

2 days (2 Year Old, 2/3 Year Old, and 2 day 3 Year Old Program) - \$1,890/year

3 days (3 Year Old, 3/4 year old Combo, and 4 year old) - \$2,160/year

4 Days (4 Year Old 4 day) - \$2,565/year

5 days (Pre- K) - \$3,105/year

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

If paying in full, it is due on or before August 1, 2025. If making payments for tuition, the first payment is due on or before August 1, 2025. (Please see your tuition agreement for the remaining payment schedule for the year.) Payments are due the first (1st) of the month, regardless of whether your child is in attendance for any reason. There is a \$25 fee for late tuition payments received after the 5th (fifth) of the month. 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.
- **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. Please allow extra time for bank issued checks to be delivered to us. **There will be a \$50 fee for returned checks.**

Fundraisers/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 ClassDojo. We will announce fundraisers via ClassDojo, but **please don't give money through ClassDojo**. If you ever receive a donation request from ClassDojo, please let us know.

Days and General Hours of Operation

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

- 2 Year Old Program
 - Tuesday/Thursday: 9:15-11:15am
- 2/3 Year Old and 3 Year Old/2day Program
 - Tuesday/Thursday: 8:50-11:20am or 9-11:30am
 - Tuesday/Thursday: 12:20-2:50pm
- 3 Year Old/3day Program
 - Monday/Wednesday/Friday: 8:50-11:20am or 9-11:30am
- Young 4/Older 3/3day Program
 - Tuesday/Wednesday/Thursday: 12:20-2:50pm
- 4 Year Old Program
 - Monday/Wednesday/Friday: 8:50-11:20am
 - Monday/Tuesday/Wednesday/Thursday: 12:30-3pm
- Pre-K Program
 - Monday/Tuesday/Wednesday/Thursday/Friday: 9-11:30am

See drop off/pick up schedule for specific class time

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 Renauto/Hopkins

T/Th morning

- 8:50am-11:20am: AM 3s B/Locke
- 9:00am-11:30am: Pre-K and AM 2/3s T/Th Hanna/Simpson
- 9:15am-11:15am: 2 Year Old Francis/Black

T/TH afternoon:

- 12:20-2:50pm: PM 3s Francis/Poulsen

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/Renauto

Drop off will be outside, in front of the church entrance. Please drop your child off in the designated area of the parking lot at designated times, unless arrangements have been made with the teacher in advance. Please put the sign in your front passenger with your child's name and class. First drop-off should pull up to the building and get their child out of the car. Please wait for a staff member to get your child at the car and walk them to the entryway. **PLEASE do not pass any cars once you are in the parking lot.** If you are dropping off for the first drop-off (8:50am or 12:20pm), you may pass cars in the driveway that are pulled over for the second drop-off. .

- **If you are the first drop-off - 8:50am or 12:20pm,** please get in the line and 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 put your hazards on and 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.**

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 \$15 late fee may be assessed if a child is at PUMP for more than 15 minutes after dismissal.** Thank you for being prompt.

***See picture on the website**

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 and check email and ClassDojo.

Activities

We are planning some special events throughout the year. The following is our projected list:

- 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: to raise money for Golisano Children's Hospital in April
- Father's Day ("Dynamic Dads 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 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.

Parent Visitation

Opportunities for parent volunteer and/or visitation will be communicated to you throughout the year via email and/or ClassDojo. 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 check in at the PUMP 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 siblings!

Please feel free to call the office or schedule a conference if you have any questions.

Behavior Policy

At Penfield United Methodist Preschool, our goal is to maintain a safe and welcoming environment in which your child can learn, play and grow. All classroom expectations will be clearly taught and appropriate behavior is promoted with positive reinforcement. Behavior problems do not often occur, however, when behavior has been determined to be upsetting to the physical or emotional well-being of another child/class the following actions might be taken:

- Redirect student to a different activity
- Use social stories to help teach appropriate behaviors
- Speak to child about his/her behavior followed by immediate & appropriate consequences
- Role-play proper ways to handle a situation
- Remove child from group but keep in classroom (safety concerns)
- Take child to director's office
- Director /Teacher will discuss with the parent if the concerned behavior does not improve. The child might need to be picked up early if behaviors continue and affect the classroom and other students.
- Behaviors will be recorded on incident reports in the classroom and shared with parents at pickup or via the school app

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties at Penfield United Methodist Preschool. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of another child/class may require the following action:

Initial consultation:

- The parents will be asked to meet for a conference with the child's teacher and PUMP Director. The problem will be identified and a course of action established to resolve the situation. In some cases, with parental permission, an outside community resource may be consulted. In some situations, parents may be asked to seek a professional evaluation and/or seek additional services from their school district.

Second consultation:

- After an agreed upon time from the first consultation, if no improvement and the initial plan for helping the child is not working, the parent(s) will again be required to meet with the Director and the child's teachers. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.
- If, after the additional set timeframe from the second consultation and 2 Parent/Teacher/Director conferences, the child is still unable to participate in group experiences, the behavior problems continue, and it is determined that all possibilities have been exhausted and that the child is incompatible with our program, the child will be dismissed from Penfield United Methodist Preschool and the parents will need to seek other arrangements.

****Please note, if a child poses an immediate threat to self, staff or other children in the program, these steps may be accelerated as needed for the safety of all. ****

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.

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, washable 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. **We request that children wear closed toe rubber soled shoes (i.e. sneakers) for their safety.** (Please no loose sandals, flip flops, or Crocs) All children need to have an extra set of clothing in their backpacks 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 students 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). You will be notified by your child's teachers if they will be going outside in the winter. (We will not take students outdoors if the temperature is below 25 degrees with or without the wind chill. Students must have all the appropriate snow gear to go out during the winter months! This includes snow pants, hats, boots, mittens/gloves and jacket. If it is a sunny day, please consider applying sunscreen prior to drop-off and/or send in a hat.)

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

Snack

Please provide a water bottle (labelled with your child's name) 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.

Safety Policy

1. **A staff member will be responsible for the group at all times. Students WILL NOT be left unattended.**
2. **ALL visitors MUST check-in at the PUMP office before entering a classroom. Student providers must sign-in at the PUMP office.**
3. **Plans for fire 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. Teachers are CPR certified.**
7. **A written note, email, or phone call must be provided to the teacher or director if a student 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 student when any changes occur.**

HEALTH POLICIES

1. **We ask that all students & 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**
2. If a **student** 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. **Students** 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. (A fever is anything 99.5 degrees and over.)**
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.

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

Penfield United Methodist Preschool

1795 Baird Road

Penfield, NY 14526

(585)381-3190

director.pump@gmail.com

Susan Marren, Director