

**ORANGE** United Methodist Church  
**Preschool**  
PARENT HANDBOOK  
2009-2010

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*Teaching the love and knowledge of Jesus to young children.*

## Orange United Methodist Church Preschool History

In the Spring of 1984, Orange United Methodist Church began ministering to the needs of parents in the church and community by providing quality morning care and preschool experiences for young children through a Mother's Morning Out program. The name of the program was changed to OUMC Preschool in 1989 as more age groups were incorporated.

Orange Preschool indeed offers a quality educational program for young children, but more importantly it is a Christian preschool. All teachers are hired on the basis of their Christian faith as well as their educational qualifications. The daily curriculum includes prayer, Bible stories, Christian music, and celebration of appropriate religious holidays.

The program is currently serving 126 children. The preschool's reputation for excellence continues to attract the attention of parents looking for qualified programs in which to enroll their children. While Chapel Hill has numerous preschools, parents have regarded Orange UMC Preschool as providing the highest quality of care and nurturing of their children.

### Statement of Purpose

Orange UMC Preschool is an outreach ministry of Orange United Methodist Church. It is our purpose to provide a Christian preschool for children that will draw them and their families into a close relationship with Jesus Christ and His Church. Under the guidance of qualified, Christian teachers, this school provides an educational program, which considers the developmental needs of the children and emphasizes growth in all areas: spiritual, social, emotional, physical, and intellectual.

### Preschool Advisory Committee

#### Chairperson

Preside over monthly committee meetings. This position requires membership in Orange United Methodist Church.

#### Treasurer

Manages all accounts and gives financial reports at meetings. This position is held by the Financial Secretary of Orange United Methodist Church.

#### Secretary

Records minutes of each meeting and distributes typed copies to committee members in a timely manner.

#### Trustee Representative

Represents the trustee board of Orange United Methodist Church.

#### Parent Representatives

Brings to the committee any suggestions ideas and other communications from parents of the preschool.

#### Children's Ministries Representative

Represents Children's Ministries of Orange United Methodist Church.

#### Staff Parish Relations Committee Representative

Represents the Orange United Methodist Church SPRC.

#### Early Childhood Education Representative

Serves as a resource to the committee as it makes child development decisions.

#### Teacher Representatives

Brings ideas and suggestions of the staff to the committee.

#### Preschool Director

Responsible for the day-to-day operations of the OUMC Preschool.

## Orange UMC Preschool Philosophy

At Orange United Methodist Preschool, we recognize each child as a unique gift from God. Our primary objective is to provide a safe, loving environment that enables children to explore and develop their abilities at their own pace. Through our nurturing environment, we hope to foster confidence and an enthusiasm for learning about the world around us, and the Lord who made it all that will last a lifetime.

Below is a list of opportunities we provide all children in our care. Many of the experiences are similar for all age groups, with the children being able to take on more responsibility and use their materials in varying, more complicated ways as they mature.

The children will have the opportunity to:

### Spiritual

- Become familiar with worship and praise in the Church Sanctuary.
- Rejoice in the love of God by praying to, praising in song and talking about God.
- Celebrate Christian holidays.

### Social

- Build relationships with peers and adults.
- Resolve conflicts using words rather than physical contact.
- Encounter the joys and difficulties involved in group play. Sharing is HARD!
- Observe caregivers using and practice using courtesy and kindness to others through actions such as saying “please”, “thank you” or comforting someone who is sad.
- Become aware that life is made up of many rules that change according to the situation.  
Example – loud voices are for outside.

### Emotional

- Have hugs, cuddles and a warm lap to sit on whenever needed.
- Express their own emotions and witness others express emotions.
- Develop self help skills by being encouraged to help keep room organized, dispose of trash appropriately, wash hands, clear away own snack items when finished, and put on/take off necessary outside clothing.
- Say “I did it” and hear praise for their accomplishments.
- Make their own choices for daily activities from a number of centers. This values their ideas, strengthens decision-making skills, allows independence, and develops time management and a sense of time. (Example – a child chooses to spend all of his/her time building with blocks, but is upset when the paints are put away and he/she has no picture to take home. The next day he/she may use their time differently).

### Physical

- Identify various body parts and experiment with the movement of each using song, dance, music and fingerplays.
- Practice gross motor skills (running, climbing, jumping, etc.) through outdoor play.
- Strengthen fine motor and eye/hand coordination skills through numerous activities such as catching bubbles, coloring, stringing items, puzzles, stacking, cutting, weaving and playing with small manipulatives.
- Explore various materials using all the senses – sight, sound, taste, smell, and touch.

### Intellectual

- Play! We realize that an abundance of play at this stage provides a crucial foundation for academic skills needed later. Through play, children develop an understanding of the world around them, build relationships and explore (ultimately mastering) skills at their own pace.
- Explore language by speaking own ideas, listening to others, singing, reading stories and observing words in a print rich environment.
- Express their creativity by making their own unique artwork. We provide a large amount of different art materials for the children to use to express themselves.
- Become familiar with numbers through counting items as a group, singing songs involving adding or subtracting items, estimating, viewing items grouped in different amounts and changing those groupings.
- Compare, contrast, sort, match and classify everything.
- Explore the natural world around us and then bring items inside for further study.
- Identify shapes, colors, and objects using items in our environment.
- Develop a sense of time by experiencing and discussing lengths of time such as a minute, hour, day, week, month, and year.
- Build and tear down using many materials such as wooden blocks, legos, pegs, and foam shapes. Building requires imagination, balance, understanding of basic physics and a sense of spatial relationships.
- Have ooey, gooey fun. Sensory experience such as sand, water, play dough, silly putty, cornstarch, clay birdseed, macaroni and shaving cream brings out the scientist in all of us.

Orange UMC Preschool  
Policies

Registration and Tuition Information

Calendar Year

OUMC Preschool operates for 37 consecutive weeks with breaks at Christmas and Easter. Starting after Labor Day and running through the 3<sup>rd</sup> week of May.

Ages

Children must reach the appropriate class age by August 31. One-year-olds must reach age one, by July 1<sup>st</sup>.

Class Composition

One Year Olds:	Class I:	Tuesday/Thursday Teacher/student ratio: 2:8
Two Year Olds:	Class I:	Monday/Wednesday/Friday
	Class II:	Tuesday/Thursday
	Class III:	Monday/Wednesday/Friday Teacher/student ratio: 2:10
Three Year Olds:	Class I:	Monday through Friday
	Class II:	Monday/Wednesday/Friday
	Class III:	Tuesday/Thursday Teacher/student ratio: 2:12
Four Year Olds:	Class I:	Monday through Friday
	Class II:	Monday through Friday
	Class III:	Monday through Thursday Teacher/student ratio Class I, II: 2:14 Teacher/student ratio Classes III: 2:12

Priority Registration

Priority registration occurs in January. Priority for admission is as follows:

1. Currently enrolled
2. Church members
3. Siblings of currently enrolled
4. Waiting list

Application Fees

During priority registration in January, an application fee will be due. The rate is \$25 for new enrollments and waitlist applicants. This fee is non-refundable.

## Tuition

Tuition is due by the 10th of each month. Please make checks payable to Orange UMC Preschool. Rates are as follows:

- 2 days a week - \$150 monthly
- 3 days a week - \$210 monthly
- 4 days a week - \$260 monthly
- 5 days a week - \$315 monthly

A \$25 fee will be charged for any returned checks. Tuition envelopes are found upstairs and downstairs. Please do not give tuition checks to teachers or office staff.

If you are having difficulty making your tuition payment please contact the director immediately. If tuition is unpaid for two consecutive months you will be asked to withdraw your child from the preschool.

## Scholarships

Limited scholarships are available to qualified students. Applications are available upon request.

## Operating Expense/Supply Fee

The supply fee is paid annually and is due no later than March 15. Tuition for May of the following year will be due by May 15th. These payments are non-refundable. The supply fees are as follows:

- 2 days a week - \$85
- 3 days a week - \$120
- 4 days a week - \$155
- 5 days a week - \$185

## Withdrawal Notice and Fee

Two-week notice is required when a child leaves the Preschool permanently. Parents are responsible for tuition through the end of the school year, unless a replacement is found.

## Health Form and Immunization Records

All children attending Orange UMC Preschool must have a medical form completed by their child's physician and the state required immunizations.

## Repeating a Class

A child repeating a class will not get priority over new children except as recommended by teachers or the Director after parental consultation. Please advise the Director and teacher in September, if you are considering this as a possibility

## Drop Off and Pick Up Information

### Hours and Late Policy

School opens at 9:00 a.m. And closes promptly at 12:15 p.m. If you arrive before 9:00 a.m., remain with your child outside the classroom until the class begins. Please drop your child off before 10:00 a.m. Your cooperation will reduce disruptions in the classroom. Teachers' doors open at 12:05 p.m. for a 10-minute pick up time. This allotment provides time necessary for those parents who pick up more than one child. Please allow this time for yourself rather than rushing in the last few minutes. Late fees begin at 12:16 p.m. at \$1 per minute late. For example, if you pick up your child at 12:20p.m. you will be charged an additional \$5.

### Bringing Your Child to Class

An adult must accompany each child to his or her classroom. Children are not to be dropped off on the playground or in the fellowship hall to come to the classroom by themselves. Good hygiene helps reduce germs. Take your child to the restroom and wash hands before coming to class. The classroom doors are open at 9:00 a.m. Preschool entrance doors are upstairs on the side of the fellowship hall and downstairs by the playground. These will be the only doors unlocked during preschool hours to control access to the building.

### Parking Lot

Drive slowly in the parking areas. Parents arriving late to pick up their child(ren), must remember a child's life is more important than a late fee. Please be careful. Do not leave children unattended in vehicles.

### Brick Wall

Children are not allowed to climb on the brick wall, which runs along the sidewalk to the playground and downstairs classrooms. Supervise your child accordingly.

### Picking Up Your Child - Permission Forms

Classes end at 12:05 pm. All children are picked up from their classroom or playground. If your child is picked up from the playground, you must remain outside the fenced area until your child is brought to you and all children must be signed out by the person picking up. All persons who pick up your child must be listed on child's personal information sheet and show a valid driver's license. If your child is going home with someone other than the parent or babysitter, please complete the permission form indicating who is to pick up the child. This form is available in each classroom.

### Parents/Legal Guardians Custody Procedures

We cannot accept notes from one parent telling us that the other parent may not see or take the child from the school. If one parent has custody of the child, and there is a potential problem, we must have an enforceable legal document for our files stating the identity of legal guardian.

## Suspected Child Abuse or Neglect

Please be aware that we are required by law to report any suspected child abuse or neglect. All Staff have been trained in Safe Sanctuaries which is mandated by the United Methodist Church Conference. Safe Sanctuaries is a program to ensure the safety of our children and youth as well as our teachers and volunteers.

## School Closing Inclement Weather

In case of inclement weather, please watch WRAL or WTVD TV, or go to their web sites ([www.wral.com](http://www.wral.com)) for an announcement of our school's closing. Orange UMC Preschool may not follow any area school district closing decisions. Tuition will not be refunded for days missed due to inclement weather. It is Orange Preschool's policy not to make up snow days.

Please watch WRAL or WTVD rather than calling the Church office, teachers, or the Director. We are listed under private schools and large day cares. We are basically concerned about the safety of everyone driving on icy roads.

## Snacks and Lunches

### Snacks

Parents are asked to provide the snack for their child's class. Your commitment will be 3 to 4 times during the year. Teachers will post a snack schedule in each classroom. Orange Preschool is committed to promoting good healthy eating habits. Please bring two non-sweet snack items and Water, cups and napkins. You will find a snack suggestion list at the end of this handbook. Notify your child's teacher, if you would like to celebrate your child's birthday at school.

### Lunch Bunch

This program is an extension of the school and provides an environment where children can enjoy lunch, friends and play. Each child is asked to provide his or her own lunch box and drink. (Please NO RED JUICE) Please label the outside of the lunch box and any individual containers. Parents should pack lunches that will be safe without refrigeration during the morning. Remember to provide appropriate eating utensils if needed. Simple, nutritious meals are appreciated. Lunch Bunch is offered on Monday, Thursday, and Friday, meeting from 12:15 until 12:55 p.m. Our late policy remains in effect during Lunch Bunch and begins at 1:00 p.m. Our three and four year olds who are potty trained and can handle their bathroom needs independently may register for the Lunch Bunch program on the days they attend school. The cost is \$5.00 per day.

Children will be picked up in their classrooms, guided through hygiene routines, and brought to the designated room by the Lunch Bunch adults. When picking up your child, you must remain outside of the fenced area. All children must be signed out on our lunch bunch schedule by the person picking up. Once your child has been signed out they must leave the playground area. If someone other than a parent is picking up, leave a note with your child's teacher that morning. Parents and siblings may not attend lunch bunch with your child.

During inclement weather, lunch bunch will be held downstairs in classrooms, after children have finished eating they will be accompanied to the youth suites for videos and board games.

Lunch Bunch is limited to 30 children per day and will be staffed by 4 adults. The program begins during the second week of school and ends the third week of May.

Make your Lunch Bunch payment by the first of each month in the envelopes marked for this purpose. There is no tuition refund for lunch bunch days missed. You must pay for all lunch bunch days each month to reserve your spot.

### Playground

Orange United Methodist Church playground is reserved for preschool children only, during preschool hours. Parents and siblings may use the playground after school hours and lunch bunch hours, when teachers have accounted for all students and left the playground.

## Illnesses and Emergencies

### Illness

Any child with a fever or intestinal upset should not come to school within 24 hours of the upset. Children on antibiotics should return to class only after a full 24 hours of treatment. Any child sent to school must be well enough to participate in our regular program, including outdoor play.

H1N1 symptoms are fever, headache, tiredness, cough, sore throat, runny nose or body aches. Your child must remain home until they are fever free for 24 hours **without medication**. Your child must be able to participate in planned activities which includes going outside.

### Medications

Teachers are not allowed to administer any medications to children during preschool. Exceptions will be made when dealing with chronic illness such as inhalers, etc. Prescribed medication shall be in its original container with written instructions for dosage.

### Emergency Procedures

Our teachers are certified in CPR. A first-aid kit is kept in every class. If your child becomes ill during the day, you will be contacted and asked to pick up your child as soon as possible. If your child is injured or becomes ill and immediate medical attention is necessary, emergency assistance will be requested by 911. You will be notified immediately. It is very important that you provide us with a telephone number where you can be reached for any emergencies.

The following is a quick reference guide to store in a handy place to aid in last-minute judgment calls. Let's be conscientious about having a healthy program.

## Symptom Recommendation

### Coughing

If your child has a mild, intermittent cough (i.e. Can go 15 minutes without a cough), he/she may be considered safe to attend. If they cough persistently, this indicates infection that will spread through cough droplets.

Runny Nose	Basic Rule - if discharge is clear, child is safe. However, children with continual runny noses (i.e. Wiping needed every 10- 15 minutes), can be very demanding for the teachers. Use your discretion. If the discharge is thick and discolored it is considered infectious.
Fever	A child who has had any fever on Sunday should not come on Monday. A child needs to be free from fever for 24 hours in order to be considered free from infection.
Sore Throat	Unless accompanied by other symptoms, consider the child safe and simply judge by how he/she feels.
Ear Infection	Not considered infectious in itself, but the cold that set it up is, so go by those symptoms.
Antibiotic	Children are no longer contagious after being on antibiotics and fever free for 24 hours.
Diarrhea	More than two loose stools in a single day should be considered infectious and given a 24-hour waiting period.
Conjunctivitis	Children should be on antibiotic for 24 hours.

### General Classroom Information

#### Clothing

Children should be dressed appropriately for school each day. Good shoes are essential for the playground. If your child does wear sandals to school they must have a strap to stay on their foot. Each child needs a change of clothing to be kept at school or brought each day in the child's diaper bag or backpack. Please change from a warm weather outfit to a cold weather outfit at appropriate times of the year. Be sure to label all of your child's belongings.

#### Diapers

You are responsible for bringing disposable diapers and wipes for your child. Children in our 4-year-old program will be expected to attend to their own toileting needs.

#### Toys

It is requested that toys be left at home unless it is important for your child in separating from home. Each classroom will give more specific guidelines for toys brought for Show and Tell.

#### Field Trips

The older classes will participate in field trips throughout the year. These trips provide many new and exciting learning experiences. Trips will be completed during regular school hours. Prior to each trip, parents will be notified and asked to sign a permission slip. Parents are invited to help with trips as

necessary. All drivers must submit to the school, in advance of any field trip, their insurance verification to prove current auto coverage.

### Birthday Parties

Parents are asked to be considerate when extending birthday party invitations to children in their child's class by either extending the invitations personally to all children in the class, or by mailing the invitations to the invited children. Your regard of this policy will help maintain a feeling of acceptance for all children in your child's class.

### Special Needs Children

The OUMC Preschool staff is not specifically trained to handle all special needs, OUMC Preschool will accept special needs children into the program provided the special needs can be met within the health and safety capabilities of the school. Because special needs are greatly diversified, teachers are constantly evaluating the children's progress and making referrals to parents whenever necessary. If an OUMC Preschool child is working with an outside professional, the child's teacher should have access to this professional to insure the best possible learning environment for that child.

In the event that a special need becomes apparent for the first time during the course of a school year at OUMC preschool, the OUMC preschool staff will strive to collaborate with the child's parents in determining what evaluation may be necessary, and after a period of assessment, whether OUMC preschool remains an appropriate placement for the child. We, of course, will strive to keep all children who start a school year here in our program; however, there are occasions when this may not be in the best interest of the child as determined by our staff and/or any professional consultant who is involved.

### Discipline Policy

The discipline policy of Orange UMC Preschool is designed to promote positive behavior management. Teachers reinforce acceptable behavior by praising the child for what he/she is doing. Positive reinforcement encourages good behavior and makes the child feel good about him or herself. For the child who exhibits unacceptable behavior, the teacher may remove that child from the situation to help calm and refocus, then the child may rejoin the group.

### Policy for Potential Dismissal

If a child does not respond to repeat disciplinary actions, is a threat to other children, or is a serious disruption to the classroom, then the following steps are taken:

1. A conference between parents and teachers is called with written documentation of the problems.
2. A letter informing the parents of improvement or regression is sent two weeks after the initial conference.
3. A follow-up conference is held no more than four weeks after the first meetings. If the behavior has not improved, the child is dismissed from the program. If at all possible, a two-week grace period is given to the parents and the child so that arrangements can be made.

### Policy for Action on Suggestions, Concerns, and Problems

This policy is written as a guideline for parents. In the event parents have concerns, suggestions or feel that there are problems at Orange UMC Preschool, parents should do the following:

1. Speak to the person with whom there is a problem.
2. If the parent is unable to speak directly to the person(s) for any reason, then the parent may contact the Director. If the concern involves policy issues please speak directly to the Director and if the issue is personal please speak to the Preschool Advisory Committee Chairperson or the OUMC Pastor.

The policies in this Parent Handbook are subject to change with appropriate notice to parents.