



# PARENT HANDBOOK

DUE WEST METHODIST PRESCHOOL MINISTRY  
3956 DUE WEST ROAD  
MARIETTA, GA 30064  
770-590-0982

2023-2024

PRESCHOOL OFFICE PHONE:  
770-590-0982 ext. 242

CHURCH OFFICE---770-427-3835

## PRESCHOOL HANDBOOK OUTLINE

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## WELCOME!!

Dear Parents,

We are excited that your child will be attending the Due West United METHODIST Church Preschool Ministry this year! Thank you for sharing your precious child with us. We are looking forward to working with you to ensure that your child has a wonderful year.

The purpose of our program is to provide each child with opportunities to learn about God and the love of Jesus, to love learning, to feel good about himself or herself, and to be prepared with the basic readiness skills needed to prepare them for the future. We strive to offer a balanced program encouraging growth in the areas of spiritual, intellectual, physical, emotional, and social development.

Our entire staff sincerely cares about each child and we plan very carefully for each child to meet with success and to enjoy learning. We are all dedicated to providing a Christian atmosphere where love and acceptance are demonstrated by our words and our actions.

We encourage you to become involved in your child's education program because we believe your participation will make your child's experience more meaningful. Try to discuss your child's day with him or her and take pride in all of his or her accomplishments.

This handbook is your guide to the policies and procedures of our preschool. After you have read it, please know a copy will be on our website. Please feel free to call or email the preschool office if you have any questions, concerns, or comments. Monthly calendars and weekly email newsletters will be sent home to give you detailed information on events and activities.

We are looking forward to a great year together!!

[Shelly Kubek](#)

Preschool Director

770-590-0982

[skubek@duewest.org](mailto:skubek@duewest.org)

## OUR OBJECTIVES IN WORKING WITH YOUR CHILD

**SPIRITUALLY:** To help your child:

- grow in the knowledge and love of Jesus and the Bible.
- develop happy, wholesome feelings toward his/her church and church family.
- become familiar with selected Bible stories, songs, and verses.

**SOCIALLY:** To help your child:

- grow in his/her ability to work and play with others.
- respect the personal and property rights of others.
- become more friendly, likable, thoughtful, and helpful.
- develop an attitude of kindness, cooperation, and courtesy.

**PHYSICALLY:** To help your child:

- establish desirable health and safety habits.
- strengthen and coordinate his/her body through large and small muscle activities.

INTELLECTUALLY: To help your child:

progress at his/her own rate.

develop independent thinking, problem solving, following directions, and carrying out planned procedures to the best of his/her ability.

EMOTIONALLY: To help your child:

gradually mature in emotional response.

properly express emotional responses.

face and overcome emotional problems.

develop a positive self-image.

#### READINESS FOUNDATION

A readiness program for reading, math, music, and art will be presented appropriately according to your child's age. Monthly thematic units will be used to teach and reinforce all skills and meet our objectives.

### DUE WEST METHODIST PRESCHOOL MINISTRY MISSION STATEMENT

The mission of Due West METHODIST Preschool Ministry is to provide a safe early learning experience in a Christian environment.

We believe:

1. The foundation blocks for this ministry are Christian values.
2. Each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to the fullest potential.
3. Each child will be accepted and nurtured at their level of development with flexible age-appropriate opportunities.
4. The church is called to ministry, caring for children, living out the message of God's love expressed through Jesus Christ.

5. This weekday ministry is a means to live out the gospel in the community.

PRESCHOOL BOARD  
2023-2024

Preschool Board Chairperson	Debra Hebert / 770-363-1970	<a href="mailto:debrahebert@earthlink.net">debrahebert@earthlink.net</a>
Secretary of Preschool Board	Courtney Kunkel / 404-391-3883	<a href="mailto:ckunkel@duewest.org">ckunkel@duewest.org</a>
Class of 2026	Trish Olsen/404-569-2434	<a href="mailto:Trisha1156@gmail.com">Trisha1156@gmail.com</a>

Class of 2026	Sonya Sallis /770-722-4973	sonyasallis@gmail.com
Class of 2026	Brain Hambrick/404-722-4973	dawg88@att.net
Class of 2024	Dana Augur / 770-315-3376	danahope@bellsouth.net
Class of 2024	Doug Roberts / 770-335-8930	jbekahroberts@att.net
Class of 2025	Stephanie Shamblin / (404) 932-9487	stephanieshamblin@gmail.com
Class of 2025	Patti Pass / (678) 574-3160	patriciapass@comcast.net
Class of 2025	Matt Reeves / (678) 439-1489	mattr818@gmail.com
Preschool Director	Shelly Kubek / 770-773-0042	skubek@duewest.org
Trustee Representative	Robert Mooney/404-388-2904	rmsbs@comcast.net
Dir of Discipleship	Sam Gindlesberger/330-676-8064	samg@duewest.org

**DUE WEST METHODIST PRESCHOOL MINISTRY STAFF  
PRESCHOOL OFFICE 770-590-0982 ext. 242**

Director        Shelly Kubek  
Assistant Director Courtney Kunkel

<u>Class</u>	<u>Teacher</u>	<u>Assistant</u>
One Year Olds:		
Monday & Wednesday	Morgan Almon	Diane Baynes
Tuesday & Thursday	Morgan Almon	Jenny Crocker
Tuesday & Thursday	Lisa Thigpen	Daine Baynes
Young Two Year Olds:		
Monday & Wednesday	Judy Morrison	Alice Manulla
Monday & Wednesday	Lisa Thigpen	Monica Sheffield
Tuesday & Thursday	Judy Morrison	Alice Manulla
Tuesday & Thursday	Jessica Halkyard	Amanda Coppinge

Older Two Year Olds: Tuesday & Thursday	Pam Schaefer	Monica Sheffield
Friday Twos:	Pam Schaefer	Monica Sheffield
Three Year Olds: Mon., Wed., Fri. Mon., Wed., Fri. Monday-Thursday Monday-Thursday	Rachel Westbrook Lauren Sanford Debbie McGaha Dana Clark	Nancy Alfieri Nancy Palmer Lisa Thigpen Kathleen Carpenter
Four Year Olds: Monday - Thursday Monday - Thursday Monday-Friday Monday – Friday	Edie Golden Alison Garruto Lauren Ericks Lisa Olejniczak	Amber Taylor Leigh Tinney Jayla Walden Julie Akers/Valerie Watkins
Kindergarten Monday – Friday	Jamie Watt	Susan Kidd/ Ellen Estes

Our entire staff has been carefully chosen to ensure a quality preschool program. Each person has a pre-employment and every 5 years background check. They also are CPR and first aid trained, yearly child abuse prevention training, plus 6+ hours of preschool related continuing education. each person is a Christian who loves children and wants the best for each child in our program

## OPERATION POLICIES

**DAYS AND HOURS OF OPERATION:** The preschool ministry program operates from August until May We follow the Cobb County Schools schedule except their beginning and ending dates, their early release days.

All ones through two year old classes meet from 9:00 to 12:00 with an optional “lunch bunch” hour every day until 1:00 PM beginning the third week of school. The three & four year old classes meet from 9:00 to 1:00. The kindergarten class meets from 9:00-1:15.

Classes are limited to the following number of children and the number of days per week, one year olds—7 children, 2 days, two year olds—9 children, 2 or 3 days, older two year olds—11 children, 2 or 3 days, three year olds—13 children, 2, 3 or 4 days, four year olds—15 children, 4 or 5 days, and Kindergarten—14 children, 5 days

**DROP OFF: 9:00-9:15 AM PICK UP: 1’S and 2’S 12:00 – 12:15 OR 1:00-1:15 (if doing lunch bunch. PICK UP: 3’S -4’S 1:00 – 1:15. PICK UP KINDERGARTEN: 1:15 – 1:30**

**at pick up please pick up younger child first and then your older**

- **Ones & Twos year old Carline:** Both ones and twos are dropped off and picked up in front of building A (off Burnt Hickory Rd). Please go to the awning in front of the church. One year old parents may get out of the car to buckle in their child. We ask that 2 year old parents stay in their cars and we will place your child in their car seat. You then can drive to an open space in the parking lot to buckle them in.
- **Kindergarten Carline:** you will drop off and pick up in front of building A (off Burnt Hickory Rd). Please go to the awning in front of the church. We ask that kindergarten parents stay in their cars and we



will place your child in their car seat. You then can drive to an open space in the parking lot to buckle them in. Please do not enter the afternoon carline until you see the front door of the church is closed. This will be your indication that the carline for ones and twos is complete.

- Three & Fours Carline: you will enter your carline from Due West Rd. Go past the church and turn in by the scout hut. Follow the road by the big field toward the preschool building. Stay in the right lane for 4 year olds and 3 year olds stay in the left lane. Fours will turn right at the bottom of the hill and Three will turn left. Four year old parents will pull in front of the DWKids blue doors to collect your children. Three year old parents will pull in front of the flame cross doors next to the small playground to collect your children. We ask that all parents stay in their cars and we will place your child in their car seat. You then can drive to an open space in the parking lot to buckle them in front of the large playground.
- Every child will be dropped off and picked up in the carline. This is for the safety of your children and our staff.

\* Admin 2 is NOT an entrance to the preschool.

Please try to get your children to school on time. It is difficult for them to walk in when activities have already started, plus they miss the transition time from home to school that happens at the beginning of the day. Regular late arrivals are much like an adult starting their workday late for a meeting with no cup of coffee! We recommend that you speak regularly of being on time to set this habit in preparation for later years in school.

When the carline is over at 9:15 all staff members will go to their rooms and the door to our hallway will be locked. You will need to call and a staff member will come let your child in. Please pull to Burnt Hickory Rd side entrance if you are late. Someone will be there until 9:20am, if not park and walk in and ring the bell to the preschool hall. We want all students here by 9:30am. It is a distraction if a student is late to the whole classroom.

\*\*\*Security To ensure the safety of the children, the doors on the preschool wing both upstairs and downstairs are locked from 9:15am-1:00pm every day. If you need to pick up your child early, please send a note so we can have them ready and have your carline tag with you.

**WE WILL NEED WRITTEN PERMISSION OR PHONE CONFIRMATION TO SEND YOUR CHILD HOME WITH SOMEONE OTHER THAN YOU.** Ask them to have ID ready.

\*We need a note or a phone call even for the people who are on your emergency list. This is for your child's protection. That list is in the office and we cannot check it from the carline. If this person is going to pick up your child every day, we'll need a note that says that. We also need a copy of a custody document if specific adults are **not** allowed to pick up your child. Please be prompt when picking up your child.

\*Any child who is not picked up by 12:15pm (ones or twos not staying for Lunch Bunch) or 1:15pm when we finish carline will be taken to the Preschool office and there will be a \$10.00 late fee for every five minutes after that. This fee is due immediately or no later than upon arrival the next day that your child attends school. Please share the drop-off and pick-up procedures with anyone else who transports your child.

Remember, according to Georgia law, every child under eight years old is required to be in a car seat or booster seat. Please keep your children safe! We will not put a child into a car that does not have a car seat or booster.

**MESSAGES:** Please send all messages to the school in writing (email is accepted from your email address).

Verbal messages in carline are not dependable. Please notify us if you will be picking up your child early so we can be sure he/she is ready. Remember that the teachers are in their classrooms until the end of school and cannot answer the phone unless it is an emergency. You can leave a message in the preschool office and the teacher will call you as soon as possible.

If your home phone number, work phone number, cell phone numbers or emergency

numbers change after you've filled out your forms, please notify us immediately in writing Please email Mrs. Kunkle at [ckunkel@duewest.org](mailto:ckunkel@duewest.org).

**CLOTHING:** We recommend that children wear play clothes that are practical, comfortable, washable, and easy for the child to put on and take off. Girls who wear dresses should wear a pair of shorts underneath.

**Tennis shoes are the best choice for preschool feet.** Because of the danger of slipping on the playground or harm to other children **NO FLIP FLOPS, SANDALS, CROCS, BARE FEET, OR HARD SOLED SHOES, PLEASE!!** Also, dress up clothes are not allowed unless it is a special occasion or spirit type day that was designated by your classroom teacher or the school

**Any piece of clothing that your child might take off at school (sweaters, coats, hats, gloves, raincoats, etc.) should be clearly marked with your child's name.** Your child will need warm, removable clothing (coat, mittens/gloves, and a hat) to wear outside in cold weather. We will

go outside to play every day unless the weather is too bad, so please send appropriate clothes.

**Every child will need a complete change of clothes to be left at school in case of any spills or accidents.** Please put them in a Ziploc bag.

**SCHOOL TOTE BAGS:** Children ones-Older Fours must have a Due West tote bag with a name tag to carry their diapers, cups, school papers, and art projects. There will be a folder inside for us to send information to you and for you to send information, payments, etc. to us. Please check it every day to be sure you are getting the information you need and return any replies promptly. Kindergartners may bring their own backpack. Returning children can use their bag from last year or buy a new one. Students can purchase one at orientation.

**ONLINE PAYMENTS:** If you are interested in paying online, please let Mrs. Kunkel know. We will need to add you to our online system for billing. There is a surcharge for paying through this payment system.

**THINGS BROUGHT TO SCHOOL:** Please send anything brought from home clearly marked with your child's name. We strongly discourage toys from home being brought except on special Show and Tell days.

**EMERGENCY PROCEDURES:** We will conduct regularly scheduled fire and tornado drills. In case of an actual emergency we will follow our emergency procedures. If a tornado happens during carline the staff will leave to take care of the children in the building. You should leave your cars and join us in our safe location (downstairs through the DWKids doors is a tornado shelter). In an actual emergency we will contact parents to let them know where your child is and the procedure for picking them up.

**Please be sure we have your current emergency number and email and that your cell phone is turned on when your child is at school.**

We do not do a tornado drill the first Wednesday of each month when the county tests the sirens at noon.

**ATTENDANCE:** We encourage children to be in attendance every day at preschool. However, if a child shows any signs of illness, please keep him/her at home. If the absence is planned in advance, please send a note ahead of time. Call or email the preschool on the day he/she is out if the absence is due to a communicable disease so we can notify the other parents.

**CALENDAR:** The preschool follows the Cobb County School calendar (except for beginning and end of school). We will be closed any day that they are closed, plus we will be closed for Good Friday and we may close earlier for Christmas break. Please check the Year at Glance Calendar located on the website for more information. We do not follow their early release days or ALD days if possible. We will also close any day that Cobb County Schools close for bad weather conditions. We do not make up any days that are lost due to weather or other emergencies unless the county schedules them. Listen to your local radio or TV station for announcements of school closures. We will send email and post on social media. If Cobb has a delayed start over 2 hours, we will not have school.

**MEDICATIONS.** We do not give medication to sick children at school, except Epipens, Benadryl for allergic reactions ( parents must provide)and asthma inhalers for children. A sick child who needs medication during school hours should be kept at home.

We do not put on lotion, sunscreen or diaper cream. If this is required by a doctor, we will ask the parent to come in and administer it. If this can be done before or after school, we prefer that method.

If your child is not well enough to go outside on the playground, he/she is not well enough to come to school. Please do not ask the teacher to allow your child to remain inside during this time. All staff members go outside with the class.

Your child's health form and immunization form (#3231) must be kept up-to-date and on file in the preschool office. The Georgia Health Department requires this form. The preschool must also have a signed permission for emergency treatment for your child.

**\*\*\*\*It is very important to keep updated emergency numbers and emails on file and to keep your cell phones turned on when your child is at school**

### **Health Policy**

**HEALTH:** We follow hygienic practices at school including regular hand washing with soap (at least 4-5 times a day), use of disposable gloves when changing diapers and exposure to bodily fluid and disinfecting tables and toys. We also encourage the children to use and dispose of Kleenex properly and to wash their hands afterward. We encourage you to make hand washing the routine at home as well.

We ask for your cooperation in keeping your child at home whenever he/she is sick. We will contact you to come and pick up your child if he/she becomes sick while at school.

**Health conditions that may represent a contagious disease are:**

- **Fever within the last 48 hours**
- **Vomiting or diarrhea within the last 48 hours**
- **Rash of unknown origin**
- **Cold symptoms—yellow or green running nose, frequent cough, constant running nose regardless of color of mucus**

**Any child exhibiting the above symptoms should not be with other children until the symptoms are not present for 48 hours.**

**Any child who has had a communicable disease or condition may return to school only after the following procedures have been met:**

- **Strep Throat**                      **Must be on antibiotic for 24 hours and need a doctor's note**
- **Conjunctivitis**                      **Must be on antibiotic drops for 24 hours**
- **Chicken Pox**                      **All spots must be dry and need a doctor's note**
- **Head Lice, Scabies**                      **Proof of treatment is required and no nits in the hair**
- **Whooping Cough**                      **After two weeks and with a note from the doctor**
- **Flu**                      **Must be fever free for 48 hours and feel better**
- **RSV**                      **Must be fever free for 48 hours**
- **Croup**                      **Must be fever free for 48 hours**
- **Hand, Foot & Mouth**                      **Must be fever free for 48 hours and blisters must be dry and crusted over**
- **Pneumonia**                      **Must be fever free for 48 hours**
- **Stomach Virus**                      **Must be symptom free for 48 hours**

#### **Covid Health Policy 2023-2024**

**If your child tests positive even if they do not have symptoms, please let us know. Your child will need to stay home 5 days from a positive test or onset of symptoms (Day 0 is counted as the day symptoms begin or the day of a positive test result.) Your child will need to be symptom free to return regardless of vaccination status.**

**ALLERGIES:** If your child has an allergy of any kind, please be sure you have filled out the food allergy or asthma forms and action plan. They contain the information we need to help your child. We will try to keep him/her as comfortable as possible and away from anything that would cause an allergic reaction. If a child has a food allergy, we will only give him/her food that we know is safe.

We will keep Epi Pens, Benadryl for allergic reactions and asthma inhalers for children who have food allergies or asthma in the classroom emergency bag. This bag goes with the class wherever they go. Parents must provide these items for their children. **Do not leave any medication in your child's tote bag.** It should be given to the teacher to keep at school in the original pharmacy container with exact instructions from the doctor.

**ACCIDENTS:** If your child has a minor accident at school, the staff will administer first aid and you will receive a note from the teacher. If medical attention is required, the staff will call 911 and you will be notified as quickly as possible. Please inform your child's teacher of any illnesses or injuries that happen on the weekend or the days the child is not at school.

**FOOD AND GUM:** The only food sent to school should be your child's snack and their lunch. The children should not come into the building in the morning with food in their hands or gum in their mouths.

**LUNCH BUNCH:** Beginning after the second or third week of school (depending on start date) we will offer an optional “lunch bunch” for the ones and two year olds. Lunch Bunch is an opportunity for your child to stay at school an extra hour until 1:00 to eat his/her lunch and play. The teachers of these classes will let you know if your child is ready for a longer day. It may be better for some of them to wait for a month or so before they stay the extra hour. (Three and four year olds and Kindergarten children stay for lunch every day that they are here.)

The cost for Lunch Bunch is \$5.00 a day. A sign-up sheet will be sent home each month so you can choose the days you would like your child to stay. The money is due at the same time as tuition and can be included in the same check. There will be no refunds for missed days. Your child can stay on a day you had not made a reservation, but the cost is \$6 and you will need to put the money in their folder to cover the lunch bunch fee for that day. We ask that you pay and plan ahead as we staff the class according to how many children we know are staying.

**LUNCHES:** We ask that you send food that your child can eat independently. Finger foods are great. Please cut the food into bite size pieces if you send Lunchables for one or young two year olds, due to choking hazards from the large pieces. **Also, do not send any foods that are a choking hazard: raisins (infant-tuos), whole grapes or cherry tomatoes (unless they are cut in quarters), hot dogs or Vienna sausages (unless cut in length wise strips), popcorn, “gummy” type snacks (including Fruit Roll-ups), marshmallows, hard candy, gum or nuts.** **We will not allow a child to eat these foods at school. They will be returned home in your child’s lunch box with a note reminding you that they are not allowed at school. Also, please do not send any glass containers to school.**

Please send food in disposable containers or labeled if you want them returned, any spoons or other utensils that your child will need to eat his/her food as well as a cold pack if it needs refrigeration.

**SNACKS:** For children whose classes have snack, please provide a snack daily in your child’s bag.

**Foods that we never serve due to choking hazards are: raisins (ones-tuos), whole grapes or cherry tomatoes (they can be cut in quarters), hot dogs or Vienna sausages (unless cut in length wise strips), popcorn, “gummy” type snacks (including Fruit Roll-ups for threes and younger, marshmallows, hard candy, gum or nuts.**

**WATER BOTTLES:** We ask that all children bring a water bottle to school. Ones – Twos should bring a sippy cup with a secure lid, threes can bring a water bottle.. Ones, twos and threes will use them for snack and after play times. 4’s through kindergarten keep them in their rooms for drinks during the day as well as taking them outside on a hot day. Their water bottles should have a lid that closes easily. Plastic water bottles are discouraged as they spill them and cannot be put on the cap easily.

**BIRTHDAYS:** You are welcome to provide a special snack on or near your child’s birthday. Summer birthdays will be celebrated with an “unbirthday” party. Please remember that this is a special snack and not your child’s birthday party. You can send in a **store bought snack,** plates, napkins, and utensils (if needed). We suggest that you send cookies (individual or the large message cookies), Rice Krispies Treats, doughnuts, ice cream cups or other foods that are easy to eat and clean up. **Do not send balloons, candles, or goodie bags!** We will try to schedule your turn for snacks to coincide with your child’s birthday. Please check with your child’s teacher before bringing a birthday treat.

We will distribute birthday invitations and thank you notes only if there is one for each child in the class or for all the boys or all the girls. If there is not, you will need to mail them. Any goodie bags or gifts that were not given at the party need to be given to the parent directly and not sent into school.

**HOLIDAY PARTIES & SPECIAL EVENTS:** Children will celebrate the fall, Christmas, Valentine’s Day and Easter. Teachers will contact you with information and needs. We also celebrate Christmas school wide with

different activities or performances based on age. We also have spring performance for our 3's and Graduation for 4's and Kindergarten. We also will have a preschool Sunday at church. We also have end of the year celebrations based on

**FIELD TRIPS:** Field Trips will be planned for 4's, and kindergarten.. Teachers will contact parents about driving and permission. We do provide in house field trips for 3's and above as well.

**ENRICHMENT PROGRAMS:** STREAM (science, technology, religion, engineering, art and math) classes will be monthly, Music will be 2 times a month, Storytelling will be monthly, and various other enrichment programs will be scheduled throughout the year depending on the child's age.

**VISITORS:** We have a security system to ensure the safety of our students. We are still limiting the amount of adults and visitors in the preschool. Parents must buzz in to drop off or pick up if it is after carline hours.

**COMMUNICATION:** We will do our best to keep you informed of the activities of the preschool and the progress of your child. It is very helpful if you read this handbook, the other things that we send home, and emails from the teachers and office. We will communicate through emails and through our facebook page, monthly class calendars, progress reports, notes from the director and teachers, phone calls and emails from the director and teachers and face to face conversations. **The majority of our written communications are sent by email unless we have a written request from the parent to receive paper copies.** Please help us by keeping us informed of any problems or changes with your child. Feel free to call the teacher or director with **any** questions, but please respect their time with their families in the evening. We send a weekly newsletter on Fridays called Due West Digest. Also, every class at Due West uses Class Dojo. Please make sure you are on that app to receive class communication. Kindergarten may have additional resources.

**PARENT CONFERENCES AND PROGRESS REPORTS:** Parents in the ones through two year old classes will receive daily written reports. After the first few months of preschool the teachers of the three and four olds will send home a brief progress report to let you know how your child is adjusting to school. Parents of three and four year olds will receive a detailed progress report in the Fall and Spring. Kindergarten students will receive a report card three times during the year. Please feel free to call your child's teacher to discuss your child at any time during the year.

**PARENT INVOLVEMENT:** We will have room parents who will inform parents about special celebrations in the class. We are planning on having our Holiday Market fundraiser in November and will need lots of help. This is a great way to meet other parents. Along with the Children ministry, we offer ways for you to get involved. Please reach out to the Director for more information.

**POTTY TRAINING POLICY:** **Three, four and kindergarten classes:** Every child must be fully potty trained at the beginning of the school year. Each child must wear underwear, not pull-ups or diapers while at school. Each class takes scheduled bathroom breaks every day. Children also have access to the bathroom on an as-needed basis.

Our definition of fully potty trained is:

- The child is capable of performing all potty related functions independent of assistance from an adult.
- Child is capable of keeping his/her underwear clean and dry
- Child recognizes the need to go to the restroom
- Child verbally informs an adult of the need to use the restroom
- Child enters the restroom stall on his/her own
- Child manipulates his/her clothing off and on with little or no assistance
- Child sits or stands at the commode, initiates voiding without directive, and handles own wiping/cleaning needs
- Child washes his/her hands at the sink and rejoins the class

Staff members may help with zippers, belts, etc. but do not wipe bottoms except in an emergency, such as

diarrhea.

**POTTY ACCIDENTS: Three, four and kindergarten classes**

We show grace and understanding when it comes to the potty. This is a skill that needs time to master at this age level, and we have rules and expectations for accidents. The parents will be notified after each potty accident. If a child has more than 2 or more accidents in a 7 day period. A parent will be asked to pick up their child from school after the second accident. If this happens again, the Director may ask the parent to keep the child home for 5 days to work on potty training before returning to school. Please refer to the potty training policy for guidance. If soiling accidents occur at any time at school and it is more than the staff can clean with wipes the parent will be called to pick up the child.

**Ones, young twos, and older twos that are potty training:** Staff members will help children who are in the process of potty training. We have child size commodes in the bathrooms upstairs that the children can use. Children must wear pull-ups with Velcro on the sides or diapers to school until they are fully potty trained. Teachers and parents work together to decide when the child is ready to wear underwear to school. We do not use potty seats for sanitary reasons. Please talk to the teacher when you are ready to start potty training your child.

**Ones, young twos and older twos that are in underwear:** You must be able to follow the potty-training policy above to wear underwear to school. The parents will be notified after each potty accident. If underwear soiling is occurring at school, we will ask the parent to return their child to diapers or pull-ups until the teacher or director feels the child is ready. If soiling accidents occur at any time at school and it is more than the staff can clean with wipes the parent will be called to pick up the child. If the child has 3 or more accidents in a 7-day period, they must return to pull ups or diapers at school. The teacher or the preschool director will notify the parent when the child can return to underwear.

**DISCIPLINE:** We use positive discipline in our preschool. We try to concentrate on the positive by telling the child what we want them to do rather than what not to do. We structure the classroom, the daily schedule, and activities in such a way as to prevent problems from occurring. However, when discipline becomes necessary we follow the following steps:

1. We will gently remind the child of the acceptable behavior.
2. We will redirect the child to another toy or area of the room.
3. If the inappropriate behavior continues, we will remove the child from the situation or the group within the classroom. This “time out” will last as many minutes as the child’s age.  
The parent will be notified if the child repeatedly exhibits inappropriate behavior.
4. If “time out” is not effective or if the child is extremely disruptive or dangerous to the other children or adults in the room, the child will be removed from the classroom and taken to the director’s or assistant director’s office. If the child has to be removed from the room for more than a short time or for repeated incidents of the same behavior, the parents will be called to come and pick up their child for the day. We will always start each new day with a clean slate.

**BULLYING:** We will not allow any child to intimidate other children either verbally or physically. We will constantly supervise the children so that we can monitor any incidences of intimidation. If a child is being intimidated, we will comfort them as well as teach them that they can say, “Stop, I don’t like that!”, to the other child. The child who is the intimidator will be put in time out and we will discuss how his/her actions or words are hurtful and wrong. We will make it clear that it is not acceptable to treat other people that way. The parents

will also be involved in solving this problem. We will send the child home for the day if the behavior continues to happen. We will not use the word “bully” with the children, but talk about how they are treating others.

**BITING POLICY:** Our response to biting depends on the age of the child. It is age appropriate for a child under 3 or those with communication difficulties to go through a stage of biting others. It is typical for a child in this age group to feel frustration at his/her inability to communicate with others verbally. Therefore, the only method he/she may have of communicating is through physical means. The child is not trying to hurt another child, but only trying to tell that child what he can't say with words. Teaching sign language in these classes helps the children communicate before they talk.

Our response to biting in a one or two year old class:

1. If a biting incident occurs we will send home the biting note to all children involved. The staff will comfort the child who was bitten and reinforce the idea that “we don't bite our friends” with the biter and give them something that they can bite on. We will also watch the child who bites to try to stop them before they bite again.
2. If it happens frequently the biting note will be sent home and a conference with the parents will be held.
3. If the biting continues after a reasonable discipline plan has been implemented, we will ask that the child not return to school until the biting stage is over.

It is not age appropriate for children 3 and over to bite. These children will immediately go to time out and the parents will receive a note. If it happens again, the parents will be called to pick up their child for the day and the child will sit in the director's office to wait for the parents. If it continues beyond that the child will not be able to attend school until they have stopped biting.

**MUTUALLY HAPPY ENVIRONMENT:** Due West METHODIST Preschool is a “mutually happy” environment. We believe that staff, parents, and children's feelings and emotional well-being should always be valued.

Although our staff has extensive professional staff development training, we may not have the staff, materials, or equipment adequate for students with significant learning disabilities, emotional disturbances, hyperactive behavior, or severe sensory or learning impairments.

If at any time we feel we are not equipped to provide appropriate programming for your child, we may require additional testing to determine appropriate placement or services. You will be required to comply for your child to remain at Due West. This is done in the best interest of everyone.

All requests for educational testing or evaluations from any institution like a school system, government program or private therapy group must be sent to the preschool office. The preschool office will work with the teacher to help get the information to the agency. Parents must give consent for us to process any information.

All outside contractors must have a background check to be onsite. The preschool does not pay for background checks.

**REASONS A CHILD WILL BE SENT HOME FOR THE DAY:** 1. The parent of any child who has been crying nonstop for an hour will be called to pick up their child. We will work with the parents for a gradual transition to school 2. A child who is sick or displays symptoms that need medical attention will be sent home. 3. A child whose behavior is harmful to the children or adults, extremely disruptive to the class, or disrespectful to the adults will be sent home for the day.

Please be sure to keep your cell phone on when your child is at school.



**REASONS FOR DISMISSAL:** 1. Non-payment of fees---any account as much as 30 days in arrears will make the child subject to suspension until payment is received. 2. Extremely disruptive, destructive, or dangerous behavior of a child in a classroom will be cause for dismissal. Every effort will be made to work with the parents and child before dismissal.

**WITHDRAWAL:** We need one month's notice in writing for all withdrawals.

**TUITION:** Tuition is due on the first day of the month and is collected one month in advance August - April. Tuition must be in the preschool office or paid through online payment system by the 5<sup>th</sup> of the month. If payments are received after the 5<sup>th</sup> of the month there is a \$15.00 late fee. There is a \$20 late fee for all payments received after the 10<sup>th</sup> of the month. You can pay by check, cash or online payment system( an invoice will be sent each month). You also can do a direct payment from your bank. All checks should be made payable to DWMETHODIST Preschool( please put your child name in the memo). Your first month tuition was paid in June for August. Your next payment after June is not Due until August.

Tuition fees are the same each month and are not refundable for absences, holidays, bad weather days, emergencies, acts of God, etc. The preschool operates on a ten-month basis and tuition is paid in ten equal payments.

**\*\*Please contact the director if there is a need to make a late payment.** Unless arrangements have been made with the director, the preschool board will review delinquent accounts and dismissal of the child from the program may be considered.

**ACTIVITY FEES:** Activity fees are typically charged at the beginning of the year to pay for extra programs that we bring to the preschool. They typically pay for music class twice a month for the ones through first. Scholastic magazines, Twos – first go to STREAM (science, technology, religion, engineering, arts, and mathematics) class monthly, and a monthly Storytime for the twos- kindergarten. It also is used to cover Barnyard Friends for the ones through first, Science classes, Christmas and the Spring Program, field trips for the fours, and Kindergarten classes.

**FUND RAISING:** The preschool sponsors fundraisers to help maintain a high quality program at an affordable price for parents. This money helps us to buy playground equipment, scholarships, materials, furniture, and other items that are not in the preschool budget. We try to choose fundraisers that are profitable to the preschool, products that are good values for families, and activities that are as painless as possible for our families and the volunteers that are organizing them. You will receive information about all of the fundraisers that happen during the school year. You are not required to participate in any fund raising activities that you do not choose to join. We have one major and several smaller fundraisers during the year. The biggest event is usually The Holiday Market in November. It is a day filled with vendors and a large silent auction. It takes a lot of volunteers to make this happen! You can participate in the committee, donate something for the silent auction, or help us on Saturday during the day. All of the profit stays in the preschool.

We also have other fundraisers such as Square 1 art\_ orders which gives us points to order books for the school when parents place orders, and Square 1 art. **Publix also has a wonderful rewards program which gives us a percentage on all purchases. To help us earn money, you need to go to your Publix account and choose Due West METHODIST preschool as the recipient of your rewards. Each time to check out, you put in your phone number and we get reward money just for you shopping there.**

A professional photographer will come to the school twice a year (fall and spring) to take pictures. !

**REGISTRATION:** Each child must be the age of the class on or before September 1<sup>st</sup> to be admitted into the class. The Older Twos need to be 3 by Dec. 31<sup>st</sup> and the Older Fours turn 5 by Dec. 31<sup>st</sup>.

Registration for the next school year will be held in January for current preschool families. We will out home the forms. You will also be able to register a sibling who is not currently enrolled. The siblings will be placed after the current students. We also give tours to new families in December to give them priority placement after current students are placed. Opportunities for preschool registration will be provided in the following sequence:

1. Preschool Board Members and Staff
2. Current students of Due West METHODIST Preschool Ministry
3. Siblings of current students
4. Due West METHODIST congregation, siblings of Due West alumni, and community families

Enrollment is limited to ensure a low student/teacher ratio and provide the best possible program for each child.

**SCHOLARSHIPS:** Scholarships are available to preschool families based on financial need and when funds permit. You must ask for a Scholarship form. We accept donations to our scholarship fund at any time.

**NONDISCRIMINATION POLICY:** The preschool welcomes all children and does not discriminate between them due to physical, mental, emotional, spiritual, or racial differences. However, our facilities, equipment, staff training and ratio numbers limit our ability to meet the needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and the preschool board.

## Playground Rules

The small playground is designed for children from toddlers to two years old. The large playground is designed for children ages 3 to 6 years old.

1. Children go down only on the slides (up the stairs and down the slides)
2. Children sit on their bottom, feet first to go down the slides.
3. All toys stay on the ground, not on the SLIDE or any equipment

4. Only teachers unlatch the gate or open the storage shed.
5. Children do not play with sticks.
6. No one climbs on the fence.
7. No one climbs on the top of the houses, cars or on the outside of large equipment.
8. We Keep the mulch on the ground
9. Digging should be done only in the digging box.
10. Clean up and put the toys away when you are finished.

#### TIPS FOR HELPING YOUR CHILD ADJUST TO SCHOOL

- Make sure your child is receiving adequate sleep. Try to stay on a regular sleep schedule with set bedtime and wake-up times.
- Plan for your child to have enough time for getting dressed and eating a nutritious breakfast in an unhurried manner. Make sure he/she has visited the bathroom and washed hands before leaving for school.
- Arrive on time with the other children at school. It's hard to walk in late. Every child needs some time to adjust to leaving home and the first 20-30 minutes of the preschool day are used for more individual activities to allow for that adjustment.
- Maintain a cheerful, matter-of-fact attitude and do not seem hesitant yourself at drop-off time. Assure your child that he/she will have fun and that you will return to pick him/her up later and then leave. Your good-bye should be short, sweet, warm, and firm. Remind your child when you pick them up that you

returned as you promised. Most children become involved in the class routine within a few minutes of arrival.

- Many children do better when they leave their parents from the car. We do not mind taking crying children from the cars because we know they will soon be distracted and enjoying themselves in their classrooms.
- Greet your child cheerfully at the end of the school day and show real interest in what your child has done that day.
- Do not pressure your child. Each one of us grows and develops at an individual rate.
- If you are concerned about your child's progress, call the teacher or the director to talk or schedule a conference. Do not talk about your child in front of them at school or on the phone.
- Make sure you check your child's class calendar, newsletter, and notes from school so that your child is prepared for each school "event".
- If your regular plans change with regard to picking up your child, tell him/her (if possible) so that he/she will not be upset or frightened by the change of plans.

## WHAT A CHILD LEARNS FROM PLAY

When he builds with blocks:

He learns to use his imagination to create something from his own thinking.

He has the satisfaction of being able to make something.

He learns about sizes and shapes, weights and balances, height and depth, smoothness and roughness.

He may be learning to play with others.

When he paints:

He learns about colors and how he can use them.  
He learns to use his imagination and transfer his ideas to paper.  
He gets emotional satisfaction from being able to express himself.  
He learns how to use small muscle coordination to handle a brush.

When he plays in the home living center:

He learns what the roles of family members are.  
He understands what it feels like to play at being somebody other than himself.  
He learns to use his imagination.  
He learns to cooperate with other children.

When he makes a gift out of paper and glue:

He learns about doing things for others.  
He learns how to use materials like scissors and paste.  
He learns how to use his imagination to make the kind of present he has in mind.  
He learns about shapes, sizes, and color.

When he plays on the playground equipment:

He learns how to use his body effectively.  
He experiences joy in achieving a skill.  
He has the fun and relaxation to be found in bodily movement.  
He learns the limitations of his body.  
He learns safety and caution.  
He learns to take turns and to share a piece of equipment.  
He learns how to use his imagination and find new ways of using the equipment.

## IDEAS FOR NUTRITIOUS SNACKS

**Please remember that anything you send should be in an unopened container if purchased, ready to serve and easy to clean up.**

This list was compiled to give you some ideas for things to send for snack in the preschool classes. We've taken into consideration such things as safety for the children (nothing that could pose a choking hazard) and popular snacks from past years.

Children ages 1 and 2:

Cheese crackers	Breakfast bars
Goldfish crackers	Jello Jigglers
Graham crackers (plain or cinnamon)	Applesauce, pudding, Jello, yogurt cups
Vanilla wafers	Fruit cups (2's only)
Dry cereal (low sugar)	Cheese (slices or cubes)

Pretzels (small twists, not sticks)

Bread sticks

Children age 3

Above list plus:

Raw fruit and vegetables cut in sticks, slices, or sections

Dips for fruit and vegetables--purchased or made with cottage cheese & seasonings, yogurt, etc.

Ham and turkey cubes

Bagels spread with cream cheese or peanut butter and cut into fourths

Small muffins

Jello Jigglers

Saltine crackers (plain or spread with peanut butter, cheese spread, or margarine)

String cheese

Children age 4-Kindergarten

Above two lists plus:

Celery (spread with cream cheese or peanut butter and sprinkled with raisins, chocolate chips, or shredded carrot)

Fruit kabobs (fruit and cheese cubes strung on a toothpick)

Pop Tarts

Granola Bars

Gummy snack

**PLEASE DO NOT SEND POPCORN, WHOLE GRAPES OR GRAPE TOMATOES (THEY CAN BE CUT IN FOURTHS), "GUMMY" SNACKS (3 year olds and younger), HARD CANDY, GUM, OR NUTS. THESE ARE THE FOODS THAT MOST OFTEN CAUSE CHOKING IN CHILDREN. ALSO, WE SERVE WATER FOR SNACK, PLEASE DO NOT SEND ANY JUICE.**

## DUE WEST METHODIST PRESCHOOL MINISTRY CURRICULUM

### ALL AGES

Our goal is to provide a safe, healthy, secure, and happy environment for the children in which they can develop their skills. Within the warmth and protection of loving teachers, the children are challenged and stimulated by age-appropriate activities and materials that will address their individual needs and interests. Opportunities to participate in fun developmentally appropriate activities and use materials that are based on themes will be offered to each child.

## ONE YEAR OLD CURRICULUM

One year old children are just beginning to develop an understanding of themselves and the world around them. They begin to take their first steps, say their first words, and develop an understanding of the things around them. Our goal is to provide a safe, healthy, stimulating, secure and happy environment in which they can grow and develop.

This is a time of exploration and discovery of themselves and their worlds. This time of self-awareness coincides with the early footsteps of learning in an environment apart from home. Our emphasis is to encourage growth and development, primarily social, and to provide opportunities for receptive and expressive language.

The curriculum is designed to encourage the children to interact with their environment through exploration and experimentation with hands-on activities, social interaction and language experiences.

The following are examples of the skills that will be introduced throughout the year using the monthly themes: large motor skills, small motor skills, eye-hand coordination, social development, self-care skills, language development, listening skills, and positive self-concept. Each unit focuses on a particular color and shape, all children are taught at their independent level. A blessing before eating will be introduced to the students during mealtimes.

We will help them explore their world. We strive for this first time away from parents to be a warm and loving and happy time.

## TWO YEAR OLD CURRICULUM

Two year old children develop rapidly. Our goal is to provide the children with a loving, safe, and happy environment to explore their world and to individually encourage them in their development of cognitive skills, creativity, language development, listening skills, self-sufficiency, math, gross motor skills, fine motor skills, and socialization skills.

They will be introduced to the following skills:

### **Cognitive**

Begins to develop senses of touch, smell, taste, and hearing

Puzzles

Understands the idea of taking turns and sharing

Encourage creativity through art experiences

Begins to learn the colors

## **Language**

Encourage language use  
Encourage listening skills  
Encourage Self Sufficiency

## **Math**

Introduction to counting  
Sorting by **color/shape/size**

## **Gross Motor**

Throwing an object and catching a rolled ball  
Jumping with two feet  
Clapping with music  
Navigating stairs

## **Fine Motor**

Filling and dumping containers  
Tearing paper  
Applying glue  
Painting and coloring  
Stringing large beads  
Playing with playdough  
Building a block tower

## **Three Year Old Curriculum**

The curriculum of our three year olds continues the exploration and discovery of themselves and their world through a wider range of experiences than the younger classes. Learning is sequential and concepts, motor skills, social skills, pre-math and pre-reading skills are developed according to the individual child's ability and interest. Threes will begin to move from self-awareness to nurturing a concern for others and their world.

Here are the highlights of our curriculum:

We will introduce and work on:

one color and one shape per month

letters—recognition and sounds using the Zoo-phonics curriculum

numbers

beginning of obedience of school rules and showing respect for others;

puzzles and other motor skills

scissors readiness



listening and following directions  
use of manipulatives for coordination  
following two part directions and repeating a song or finger play  
sharing, using good manners, and respect for others  
improving fine motor skills  
social skills  
displaying appropriate behavior when in line and at circle time  
using beads and lacing to improve fine motor skills  
completing tasks and solving problems independently  
drawing stick figures  
Learning to recognize their name in print

All of these skills and concepts will be introduced and reinforced in the context of our monthly themes using fun, age-appropriate, hands-on activities and games. They will be emphasized monthly and reinforced throughout the year.

#### Large Motor Skills to Teach:

Jumping, galloping, hopping, running, going up and down stairs, throwing and catching a ball,  
balancing on a foot, balancing walking on a line

#### Fine Motor Skills to Teach:

Puzzles without handles  
building a tower of 15-20 blocks  
cutting, play dough (rolling, smashing, cutting)  
stringing beads  
lacing  
hold a pencil and marker  
painting  
using pincher grasp to use smaller manipulatives or craft materials  
peeling stickers off and applying  
using a glue stick

#### Zoo Phonics

Introduce each letter of the Alphabet and its sounds.  
Introduced to the names of the animals  
Introduced to the Zoo phonics motions for each animal  
Sings the ABC and Zoo Phonics Songs

## **FOURS YEAR OLD CURRICULUM**

Four year old children are active and enthusiastic learners so their experiences are a variety of hands-on activities involving the children in groups large and small and individually. Our desire is to promote a positive approach to expanding the interest of each child and presenting an appropriate environment of learning. Our curriculum is developed for every child to experience success, progress at his/her own rate, have a positive view of school, and acquire the readiness skills needed for kindergarten.

Highlights of our four year old curriculum are:

We use curriculum to reinforce the alphabet (lower and upper case) - SOR (Science of Reading) including recognition and sounds throughout the year.

Numbers and math skills—including counting, estimation, and recognition of numerals

Social development, body parts, and emotions

Holding a pencil and crayon correctly

Colors and shapes

Manners, recognizing first name in print, participating in group activities

Lacing and measurements

Eye-hand coordination, sequencing, large motor skills

Rhyming words, following directions, concept of whole and half

Opposites, patterns, classifying by size and color,

first and last name, age, and phone number

Speaking in six to ten word sentences, following 2 part directions

Sight words and leveled readers will be introduced throughout the year

Review of all skills and concepts taught throughout the year

All of these skills and concepts will be introduced and reinforced in the context of our monthly themes using fun, age-appropriate, hands-on activities and games. They will be emphasized monthly and reinforced throughout the year.

## **KINDERGARTEN CURRICULUM**

Kindergarteners are like sponges ready to learn in a more formal learning environment. They are curious and social so learning needs to be interesting and center based. Kindergarteners need to experience large group, small group, and independent lessons to help them navigate the new more challenging curriculum in a safe, loving environment. Our goal will be to help each child move at his or her own pace so that they can feel successful and grow in self-confidence. We will also encourage spiritual growth through Bible studies and prayer.

Curriculum Highlights:

Social/Emotional:

- Becoming more independent
- Asking for help
- Growing in their social interactions with peers
- Becoming more responsible
- Follow directions and rules

- Taking responsibility for their actions
- Claiming their fair share of the attention
- Problem solve
- Stay on task/self-monitor/self-control

#### Literacy:

- Know all 26 letters and their sounds
- Using phonics to sound out words
- Identify rhyming words
- Recognizing syllabication
- Recognize environmental print
- Begin to recognize sight words
- Begin to recognize color words
- Break down and read CVC words
- Identify nouns and verbs
- Identify consonants and vowels
- Sound out and read simple text
- Retell stories
- Write simple sentences
- Identify characters and setting
- Compare books using Venn Diagrams and T-graphs
- Author studies

#### Mathematics:

- Mathematical reasoning and breaking apart numbers to 10
- Count to 100 and beyond by 1's and 10's (2's and 5's also introduced)
- Recognize even and odd numbers
- Comparing groups of numbers and numerals as greater than, less than, or equal to
- Recognize number words
- Use graphs
- Tell time to the hour
- Recognize coins, their values and make fair trades
- Add and subtract to 10
- Recognize and count objects to 20 +
- Say months of the year and days of the week
- Make and finish patterns
- Use 10's frames to create numbers and help with number sense
- Use tallies
- Estimate objects
- Use number lines
- Count up from a number other than 1
- Find missing numbers in sequence
- Identify 2d and 3d shapes
- Ordinal numbers

#### Spiritual:

- Retell popular stories from the Bible
- Understand prayer and learn the Lord's Prayer
- Encourage a personal relationship with God
- Know that Jesus loves them
- Listen to and participate bible stories

Social Studies/Science:

- Acquire an active interest in the world
- Learn about their street, city, state, continent, country and planet
- Learn about American holidays
- Learn about American Symbols
- Classify animals in a variety of ways
- Introduce the concepts of matter and gravity
- Learn about maps and globes including cardinal directions
- Learn about living and non-living organisms
- Learn about motion (pushes and pulls)