



**St. Paul UMC**  
**Preschool, Continuous Care & Afterschool**  
**Parent/Student Handbook**  
**2022-2023**

School Office Hours 8:00 – 5:30

Director Office - Phone (864) 582-2068 Email [Preschooldirector@stpumc.org](mailto:Preschooldirector@stpumc.org)

Upon Preschool registration please submit an email requesting to be added to our school email list.

Assistant Director Office - Phone (864) 582-5290 Email [Afterschooldirector@stpumc.org](mailto:Afterschooldirector@stpumc.org)

Fax (864) 583-0850 Board Email [preschoolboard@stpumc.org](mailto:preschoolboard@stpumc.org)

Website <http://www.stp-umc.org/Preschool.htm>

Upon registration, please submit an email requesting to be added to our school email list.

Church Office (For Emergencies Only – (864) 582-4040) Ask for the Preschool or Afterschool

Revised 5/09/2022

## **Mission Statement for Preschool & Continuous Care**

The St. Paul United Methodist Church Preschool and Continuous Care program will provide young children with meaningful experiences in a safe, Christian environment. We are committed to meet the individual child at his/her level of growth and then aid the child in further physical, academic and social development.

Along with a well – balanced curriculum we offer age appropriate practices so children can experience success at school. After such positive experiences, we believe the child will develop a strong individual worth and a desire for continued learning.

Meaningful play is the most effective form of instruction at the preschool age. At St. Paul UMC, we use a wide scope of activities to encourage a love for learning, emotional and social growth.

## **Mission Statement for Afterschool (School aged children)**

In response to the need for quality childcare for the church and community, St. Paul United Methodist Church formed the St. Paul UMC Afterschool Program. We, at St. Paul UMC Afterschool Program, will endeavor to provide a supportive Christian environment for children whose parents' work schedules make after school care a necessity. Care is provided in a safe setting where the child's social, emotional and physical needs can be met.

# Operating Policies and Procedures

## Preschool Child

Any child attending St. Paul UMC Preschool

## Preschool & Continuous Care Child

Any child attending St. Paul UMC Preschool & signed up for care all afternoon

## After School Child

Any child attending public school

## Admissions

### Preschool Admissions & Classroom Vacancies

A child's birthday to enter a 2 year old class, 3 year old class or a 4-year old class must be on or before September 1<sup>st</sup>. St. Paul UMC Church members and current Preschool and/or Afterschool families are offered Preschool vacancies first and then any remaining vacancies are filled from the wait list and the community.

### After School Admissions

A child must attend an elementary school from which we provide afterschool pick-up or you must provide transportation to our facility. Our program offers student pick up from Jesse Boyd Elementary School and Pine Street Elementary School.

## Hours of Operation

### Preschool Hours

\*7:30 am - 8:50 am

Early Drop-Off - **With the exception of the infant room, children should be fed breakfast BEFORE arriving at school.**

8:50 am – 12:00 pm

Toddlers – 4 Year Olds

### Continuous Care (CC)/Afterschool Hours(AS)

12:00 pm-5:45

CC-Directly following Preschool

2:30 pm - 5:45 pm

AS-when public school is operating on a normal school schedule

7:30 am - 5:45 pm

AS-when public school is closed or it is an in-service day (extra fee added)

### Office Hours

8:00 – 5:30

Monday - Friday

## Arrival and Dismissal

### Arrival (Once we are able to let parents come back into the building)

Upon arrival, please sign in your child at the sign in desk located in front of the office. Then take your child to their classroom. Once your child arrives in their Preschool classroom the teacher will also take attendance. Please drop your child off at the door. The teacher will meet you and get your child's belongings. Please remain at the door.

Please park on the Family Life Center side of the building in a marked parking space and walk your child to his/her classroom. When exiting, please go out by the Family Life Center. This is one way so please exit the gym end of the parking lot.

### **No Preschool child will be permitted into a Preschool class after 9:15 am.**

In order for all Preschool children to benefit from classroom instruction it is of the utmost importance that disruptions from the "normal" Preschool day be limited and kept to a minimum.

**\*If your child attends Continuous Care you may bring them to their Continuous Care classroom at 12:00 pm, if you know that your child will be arriving after 9:15 am. Please be aware that they will be required to lie down for a nap. Children cannot be dropped off in the afternoon during nap times.**

**Note: An exception will be made only if your child has a doctor's excuse or an approved tardy.**

**This policy will be strictly enforced by our Preschool Staff and Director/Assistant Director.**

### Dismissal for Preschool Only Children.

All Preschool Only children will be dismissed at 12:00 from their classroom. Please remember to stop at the door. A teacher will meet you with your child's belongings.

*Any parent arriving more than 10 minutes after dismissal will be charged \$1.00 for each minute they are late (maximum \$30.00 per child). Anything more than 20 minutes after dismissal the student will be sent to the Preschool Continuous Care Program and charged \$30. Please make every effort to pick your child up on time.*

**A late fee invoice will be billed the following day and must be taken care of upon receipt.**

## Dismissal for Continuous Care Children

Please park in the back parking lot and enter the main entrance of the Children's Building. For safety purposes this will be the only door unlocked at this time. When picking up your child, you must come inside the building and sign your child out on the sign in/out sheet outside of the office for the day before proceeding to their classroom. Your child will not be released to anyone not listed on their sign out list without PRIOR authorization from a parent or guardian **(Individuals on your pick-up list must be 16 or Older)**. Please remain at the classroom door when picking up your child. A teacher will gather your child's belongings and bring them to you.

*Any parent arriving after dismissal (5:45) will be charged \$15.00 for being 1-5 minutes late.\$30.00 for 6-10 minutes late. Etc.... Please make every effort to pick your child up on time. We will have your child's belongings together and ready for your arrival. Please depart after meeting your child so staff may complete closure procedures. Older children will often be waiting with staff in the reception area after 5:35 PM for your convenience.*

Please refrain from lengthy conversations at pick-up from the playground. Teachers must immediately return to the supervision of the remaining children, as all staff must stay at assigned posts in order to always maintain safety on the playground. Please refrain from allowing other children in your care from entering the classrooms at pick-up/dismissal. Teachers may have already sanitized surfaces and toys, and she may be putting the classroom in order and preparing for departure.

**A late fee invoice will be billed the following day and must be taken care of upon receipt.**

## Afterschool Arrival and Dismissal

### Arrival

An Afterschool staff member will sign your child in upon arrival at St. Paul from public school. **If child is scheduled to ride the bus and you do not notify us before pick up from the child's school that they will not be on the bus for any reason, we will add a \$5 a day charge.** If a child's bus schedule varies from the school year registration selection you must submit this request in writing prior to any changes being approved. On full days you must walk in with your child and sign them in and walk them to their designated place.

### Dismissal

You must come inside the building and sign your child out for the day. Please park in the back parking lot and enter the main entrance of the Children's Building. For safety purposes, you must have a code to enter the building. Your child will not be released to anyone not listed on their sign out list without PRIOR authorization from a parent or guardian. A verbal communication from the child is not acceptable.

*Any parent arriving after dismissal (5:45) will be charged \$15.00 for being 1-5 minutes late.\$30.00 for 6-10 minutes late. Etc.... Please make every effort to pick your child up on time.*

**A late fee invoice will be billed the following day and must be taken care of upon receipt.**

## Billing and Payment

All checks should be made payable to St. Paul UMC Preschool. **Please remember that tuition is due on the first of each month and late after the 5<sup>th</sup> of the month.** A late fee of \$30 will be added on 6<sup>th</sup> of each month for any unpaid tuition, unless a written payment agreement has been filed with the office. Please see the Preschool Director or Afterschool Director if you need to make alternate payment arrangements. All payment arrangements must be updated yearly and agreed upon with the Director. Late fees will still apply if payment is not made within five days of the agreed upon due date. If tuition and late fee are not paid by the close of business at the end of the month your child MAY NOT return to our programs until all fees are paid and up to date. We can no longer extend payments from one month to the next.

- We currently accept cash or check. Please make checks payable to St. Paul UMC Preschool. You may also choose to have your bank mail us a check directly. Our address is 1320 Fernwood-Glendale Rd. Spartanburg, SC 29307.
- **Please do not send payments in your child's folder or book bag.** Give payment directly to your child's teacher or place in payment box in the front office located in the director's door. This is to ensure proper credit towards your child's account. All cash payments must be made directly to the Director or Afterschool Director and require a receipt to be issued.
- There will be a \$30 charge for all returned checks. We reserve the right to request cash for future payments when a check is returned for insufficient funds.

*Any parent arriving after dismissal (5:45) will be charged \$15.00 for being 1-5 minutes late. \$30.00 for 6-10 minutes late. Etc.... Please make every effort to pick your child up on time.*

**\*\*Due to an increase in demand for care in our infant room, we reserve the right to charge a monthly "holding fee" in order to reserve a spot for a child. This fee will be determined by the Preschool Board.**

## Preschool Only Students

Preschool only students are those that begin attending on the first day of Preschool in August and only attend our half day Preschool program.

- Families with Preschool only students will be billed a full month's tuition in August and will not be billed for the month of May, since these students only attend half a month in both August and May.
- Students that are Preschool only do not attend Teacher Work Days, In-service (Reserved Child Care) days, Spring Break, or Christmas Break. These days are reserved for our Continuous Care students.

## Continuous Care Students

Continuous Care students are those that are enrolled in our full day program.

- Continuous Care students will be billed monthly throughout the entire year.
- Students who do not wish to attend Summer Camp are not required and no fee is charged to hold a student's spot over the summer. Summer attendance refers to June and July only.
- Attendance on Teacher Work Days, In-service (Reserved Child Care) days, Spring Break, and Christmas Break is included in your monthly tuition, however, students must sign up to attend. Reservation forms are generally sent home 3-4 weeks in advance. Each form will have a return deadline for reservations, in order to ensure ample staffing for the day. A \$15 fee will be added to your child's bill if your child's spot has been reserved, yet s/he does not attend. If your child becomes ill, a doctor's note will excuse the fee. If you wish to withdraw your reservation, this may be approved in advance without penalty, if staffing has not yet been scheduled.
- If your child does not attend everyday, then they can only attend in-service days which fall on their normal full days. If you ask to add the Preschool Only day, you will be charged an additional fee. This is also based on availability.

## Afterschool Students

- Afterschool students are billed monthly. Students will pay a full month's tuition in August and will not be billed in December.
- Teacher Work Days and other holidays (ex. MLK day) in which your child may sign up to attend, will have additional \$20 charge per day per child and will be billed on the date of attendance. These charges will show up on the following month's bill.
- August In-service days (before public school starts) and Christmas In-service days are an additional charge of \$35 per day. Since we combine half the month of August and half the month of December into a one month tuition charge at the beginning of the school year, in-service days before public school begins in August and the in-service days around Christmas are not included in your monthly tuition. Students are required to sign up to attend. Reservation forms are generally sent home 3-4 weeks in advance. Each form will have a return deadline for reservations, in order to ensure ample staffing for the day. A \$15 fee will be added to your child's bill if your child's spot has been reserved, yet s/he does not attend. If your child becomes ill, a doctor's note will excuse the fee. If you wish to withdraw your reservation, this may be approved in advance without penalty, if staffing has not yet been scheduled.

**\*Monthly tuition will not be prorated based on absences or school closings. Tuition is based on the number of days in a school year and not a month. It is simply divided into monthly payments for your convenience.**

# Preschool, Afterschool, and Continuous Care Information

## Birthday Party Ideas

We enjoy celebrating your child's birthday in his or her class. We welcome you to celebrate during your child's snack time. If you wish to provide a small birthday celebration at Preschool or Afterschool, please keep it simple. Some ideas are listed below.

- Please provide a specific list of food items you will be sending to your child's teacher to serve a few days prior to the party. We must check records for allergies in advance. This is a requirement of DSS.
- Miniature cupcakes or small cake squares are preferred - easier to eat with less waste.
- Pretzels, goldfish crackers, tortilla chips, & similar snacks are welcomed. Popcorn cannot be served to preschool age children.
- **If your child is inviting classmates to a party at another location and invitations are to be given at school, all classmates must be included.** We are *not* allowed to give out last names, addresses, or phone numbers of children in our program, however we will be glad to address a stamped invitation and drop it the mail.

## Calendar

All families will be given a copy of the calendar in your packet. Please email the office if you need an additional copy.

## Communication

- Phone: 582 – 2068 for Director Office or 582 – 5290 for Assistant Director Office
- Email: [preschooldirector@stpumc.org](mailto:preschooldirector@stpumc.org) for School Director
- [afterschooldirector@stpumc.org](mailto:afterschooldirector@stpumc.org) for Assistant Director
- Notes to teacher or Director
- **Remind 101:** This is a text messaging app that allows you to receive text messages from St. Paul UMC Preschool and Afterschool. We will only use this to send out mass texts in the event of school closings or delays, or to relay important information or reminders. If you respond it only goes to the one person who sent message. It does not go to whole group.
  - **Preschool and Continuous Care Families:** To subscribe to the Preschool messages, simply type the text @gf98cb and send to 81010. We have found that it is most convenient to download the free Remind101 App for the friendly user interface and to be able to send messages back to us. However, it is not necessary to have the app to receive the messages.
  - **School Age Children/Afterschool Families:** To subscribe to the Afterschool messages, simply type the text @e9aghk and send to 81010. We have found that it is most convenient to download the free Remind101 App for the friendly user interface and to be able to send messages back to us. However, it is not necessary to have the app to receive the messages.
- Please watch for important messages via remind and Facebook. We also put messages on the easel at car pool.



## Keep Us Updated

- In order for us to be able to contact you in case of emergency, **please** make certain we have your complete and accurate phone numbers, place of work, and other vital information in our files.
- Be sure to notify us immediately by email or in writing of these changes. Also, any changes in allergies or health status need to be reported.
- **All immunization forms must be updated and a DHEC authorized form provided for our files when new immunizations have been administered. DHEC will audit our Immunization records periodically throughout the year.**
- When possible, please notify the office of extended absences or contagious illnesses by emailing or calling us and leaving a message.

## \*Discipline & Behavior

Children are expected to behave in a way that doesn't disrupt a group setting. Horseplay and wrestling are not allowed in any way. Inappropriate language will not be tolerated. Children are expected to follow directions given by staff persons. Parents are expected to reinforce these behaviors at home.

### Aggressive Behavior Policy:

St. Paul UMC Preschool and Afterschool do not accept aggressive behaviors that disrupt the normal flow of the classroom environment and/or the mistreatment of other children such as to cause them physical harm. Some examples of aggressive behavior may be, but not limited to: biting, hitting, pinching, and pushing.

When an aggressive behavior is exhibited by a child we:

- First, tend to the child that has been mistreated.
- Second, we discipline the child who demonstrated the aggressive behavior. We sit the child in time-out and explain in very simple terms that we do not hurt our friends and that it does not feel good.
- Finally, all parents are notified of the incident either by a note or phone call. We suggest that when discussing the incident with your child that you use the same simple terms that were initially used when the incident occurred.

Once a child has shown the same aggressive behavior three consecutive times, a conference is set up with the child's parents concerning the problem. The parent, teacher and director will work together to try and find a solution to correct the problem. At the time of this meeting the aggressor will be placed on our "ON CALL DISCIPLINE" plan. More information on this plan is available upon request; please see the Director or Assistant Director.

**Corporal punishment** is *not acceptable* and is prohibited at St. Paul UMC Preschool & Afterschool. Staff members use only non-punitive methods of discipline and offer guidance in a positive manner. Unsupervised isolation is not allowed. Discipline is handled through "Time Out", writing sentences (for older children), redirection, and or restitution. Time out normally consists of a minute for every year of a child's age. Ex: 3 years old = 3 minutes in time out. Older children may be asked to find another area to play in or to write sentences or an apology letter due to repeated time outs or the situation. Younger children may be redirected to play in another center. More serious problems will be dealt with by an aggressive behavior policy. This policy will be outlined and discussed by parents, director, and board chairperson if a problem cannot be resolved; we reserve the right to remove the child from the program. If your child is removed from the program as a disciplinary action, you will not be refunded any portion of fees that you have paid for the current month.

## **Biting Policy:**

Even though biting is a perfectly normal stage of development during childhood, it is required by law that we maintain a safe and healthy environment for all children in our care. Biting and other aggressive behavior can impact this environment. Biting and other aggressive behaviors occur for many reasons including teething, lack of ability to communicate, frustration, as a means to get attention, being tired, or simply environmental stress. St. Paul UMC Preschool and Continuous Care's policy on biting is as follows:

- If your child bites 3 times (without breaking the skin) within a week time period, your child will be sent home immediately for the remainder of the day and will not be permitted to return the following school day.
- If at any time a child bites and breaks the skin of another child, your child will be sent home immediately for the remainder of the day and will not be permitted to return the following school day.
- If biting is unable to be managed and your child has been sent home three times, it may become necessary to terminate the child's enrollment. Any decision to terminate a child's enrollment will be determined by the Preschool Board of Directors.

Some strategies that St. Paul UMC Preschool and Continuous Care uses to minimize biting in the child care setting include:

- Providing an appropriate response when a bite has occurred such as "Biting hurts." and "We use our teeth for food."
- Providing books in the classrooms that address biting.
- Providing opportunities for children to learn simple sign language to help them communicate their needs.
- Providing both frozen and non-frozen teething rings and toys to soothe teething gums or simply to serve as a distraction from biting.
- Providing supportive information to parents who are worried about their child biting or being bitten and offer suggestions as to how to stop the biting habit.
- Providing training on biting to keep teachers informed on best practices to prevent biting in the classroom.

## **WE RESERVE THE RIGHT**

As a private program, we reserve the right to deny admittance or request the removal of any child who has needs we feel we cannot appropriately meet. While we love all children equally and believe that they are uniquely and wonderfully made by God, we are not staffed to deal with specialized individual developmental, behavioral, or educational needs. DSS regulations require staff to have specialized training in order to adequately care for a child.

## **Parental Cooperation Policy:**

The intent of this policy is to communicate behavior expectations for parents, or other family members associated with the parents, of children who attend St Paul Preschool. A positive and constructive relationship between the Preschool and Parents is essential to the mission of our Preschool. If the behavior, communication, or interaction in the Preschool or outside of the Preschool is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or serious disagreement with the Preschool, that includes but is not limited to a disagreement with its policies, procedures, and leadership standards, the Preschool reserves the right to dismiss the family from St Paul Preschool.

## Toilet Training/Diapering

### Toilet Training Policy:

Children in our 3 year and 4 year old classes must be FULLY toilet trained. A fully toilet trained child is a child who can do the following:

- TELL an adult they have to go to the restroom BEFORE they have to go. They must be able to say “I have to go to the potty”.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get on and off the potty by themselves.
- Be able to wash and dry hands.
- Be able to postpone going if they must wait for someone who is in the restroom.

Children in our 3 and 4 year old classes do not have a restroom in the classroom, therefore they MUST be able to tell a teacher when they need to go to the potty so that the teacher may accompany them down the hall. While occasional accidents are understandable, our facility is not equipped to diaper children in our 3 and 4 year old classes. Cleaning and changing a child that has had an accident removes a teacher from the classroom for an extended period of time.

If a child in a 3 or 4 year old class has more than three accidents in one week, she/he will not be allowed to return to school for three preschool days in order for parents to implement “Potty Boot Camp”. Please see the Preschool Director for more information and some helpful handouts.

Non-potty trained infants and toddlers will only be allowed to use **disposable** diapers or pull ups while in our care at this facility.

### **Dress Code**

Dress your child comfortably! **Please label all items, such as coats, sweaters, hats, lunchboxes, etc.** Please dress him or her appropriately for the weather. *We will go outside every day except* during precipitation, *severe* conditions, weather alerts or Temperatures under 32 degrees.

- *Always* provide an appropriate and complete change of clothes which will remain in their cubby; they may be needed for emergencies.
- Children negotiate our playground areas in comfortable play clothing and sneakers.
- *Flip-flops or Crocs*, pose a safety hazard on the climbing structures and play areas, and are not the safest option for playing outside at school.
- Sandals need to have secure back and top straps to allow your child to run and climb safely.
- No Dress-Up clothes allowed unless it is a classroom wide or school wide dress up day

### **Playground**

All ages (except infants) go to their appropriate playground except during precipitation and/or weather alerts or when excessive cold/heat is present. Fresh air and physical exercise are an important part of the growth and development of every child!

- If your child is not able to go outside for any reason, please keep him/her at home. If he/she is well enough to come to preschool, then he/she is well enough to go outside.
- Please bring appropriate clothing for the weather each day. Be sure all items are clearly labeled.
- We have **no** additional staff to care for your child while others are outside, either due to health concerns or improper dress.

## Field Trips

Our Preschool children attend field trips during the school year. A permission slip is sent home several days before field trips and must be signed and returned in order for your child to participate on the field trip.

Parents are welcome to attend our field trips; however, parent drivers can only transport their own children on the field trip.

Afterschool and Summer Camp students will sign a blanket permission slip for field trips when they register.

## \*Inclement Weather

In the event of inclement weather check your local radio & TV for closing announcements (our announcement will be on WSPA and will be listed as St. Paul UMC Preschool). Should bad weather arise during school, we will stay informed via the Preschool's weather alert radio. We follow a District 7 school closing schedule.

When District 7 closes for bad weather, we close. A one hour delay will mean Preschool starts at 9:00 (regular time) and Early Drop off at 8:30. A two hour delay means Preschool Starts at 10:00 and Early Drop Off at 9:30.

You must make arrangements for your child to be picked up by the school closing time posted on WSPA.com.

**We DO NOT pick up school age children if school is canceled.**

## Insurance

Children are covered by a supplemental accident insurance. Cost is included in fees. Accident reports are kept on children as needed.

## Lunch for Continuous Care Children

Children enrolled in Continuous Care will need to bring a ready to eat lunch Monday - Friday. No breakable bowls etc allowed. Do not send food in cans for us to open. A refrigerator is available for cold storage. We encourage parents to pack a **nutritious** lunch and discourage sweets and candy. **Cans and/or sodas are not allowed.** We realize that a hot lunch is a treat, but try to limit this to once or twice a week. **Please place a red band on any lunch boxes that need heating (please only send foods that can be quickly heated. Do not send in the mac and cheese that takes 4 ½ minutes to cook).** It is recommended that you place cold pack in your child's lunch box. Lunch boxes are typically taken from the cart around 9:30 to be refrigerated. Please label your child's lunch with his/her **name on the outside**. We are unable to send home any leftover food from lunches that have been opened. We will be happy to return any unopened items. Our infant room is Peanut free. If your child is starting a new diet please try all new food/formulas at home before you send it to school. This prevents any allergic reactions that your child may have to new foods.

**NAP/REST TIME** All children who stay for our full day program will have a nap/rest time daily. We provide a vinyl mat for each child. We provide a crib sheet to place on mat and wash them once a week. All nap items must fit in the child's cubby without hanging out. One small item may be brought for child to cuddle, and used only during naptime, if needed. You may also send a small blanket for the child to cover up with.

## Newsletters & Information

Please pay close attention to any notices posted at the Sign In/Out counter and the parent communication board. A newsletter will be sent home by your child's (2, 3, & 4 year old) teacher. A newsletter with important information and dates will be sent home at the beginning of each month via email from the office.

### \*Sick Child Policy

Each Preschool child must have a current South Carolina immunization record on file. Parents must sign the school's medical policy. Parents are to use this policy as a guide for keeping their child home when ill. Parents should be sure their child is physically fit to attend Preschool. *Please notify the school immediately when your child has a communicable disease such as the Flu, Strep, etc. Parents will be notified if your child feels sick, becomes ill, vomits (one occurrence) or has diarrhea (two occurrences, no matter the cause). Parents are expected to promptly pick up their child when notified. Vomiting and diarrhea must be stopped for 24 hours before the child can return to the program. Your child will not be permitted to attend our program with an undiagnosed rash, illness or oral temperature above 100.3 degrees. A child must be 24 hours free of these symptoms without medication before returning to school. A doctors note is required if your child has a fever. Please refer to your **Medical/Accident Policy** for further information.*

**\*\*\*24 hours free of vomiting, fever or diarrhea means that your child cannot return to school until the next full day. If they go home at 10 am, they may not return the next day at 10 am. They have to wait till the next full day.**

If your child requires medication during the hours of operation, you must provide a doctor's note with the exact time medication is to be given, however **NO controlled substances will be administered** at St. Paul UMC Preschool or Afterschool. Medication must be accompanied by a completed medication form **each day** medication is to be administered and must be given to the **Director, Kim Ridings or Assistant Director, Kaleigh Taylor or Lynn Southern**. Please do not leave the medication with any other teacher or staff person. Do not send medication in a child's bag or lunch box. It is the responsibility of the parent to pick up the medication each day. It cannot be left over night. Only authorized staff members can administer medications. If such authorized staff are not available, medication will not be administered. These guidelines will be strictly enforced.

If your child is involved in an accident and needs medical attention a staff member will contact you and call for medical help if necessary.

**\*Medication cannot be administered during Early Morning Drop Off or Preschool hours. All medications must be accompanied by a Doctor's note. Proper medical forms must accompany medication.**

### Administering Medication:

- Medicine to be given while your child is in our care must be brought to the Director's/Assistant Director's office or the infant room in a Ziploc plastic bag, labeled with the child's first and last name, the time the medicine is to be given, and the correct dosage. We can only administer medicine with a Doctor's note. Medications cannot be stored in the room or in child's belongings.
- Medications brought without the required information cannot be administered until parent has provided the correct information.
- Prescriptions must have the name of the child on the label. The medication form must be dated and signed by the parent.
- A proper dosage spoon or dropper must be included, if needed.

- We will place the medicine in a locked cabinet in the office. Parents can pick up the medication in the office at the end of the day.
- The staff will enter the child's name, along with time given, dosage, and the name of medication in a log book each time it is administered, as required by regulations.
- **Epipens** and other life-saving medications must be left at the facility for the duration of the time the child is enrolled at the facility. Please request a check of the expiration date of the medication at regular intervals.
- Breathing treatments may be administered once a day per doctor's note.

## Snacks

Preschool children receive a snack at about 10:00am and Continuous Care children receive another snack around 3:00pm each day. Snacks will consist of a small snack and water. If your child has a special diet, please notify us in writing or provide snacks/food for your child to eat.

All children love parties and we like to celebrate, too. If you would like to send something special for a holiday party, be sure to let your child's teacher know in advance.

## Staff Information

**ALL Staff** have undergone local, state, and federal background checks. All Staff are required to participate in a minimum of 15 hours of classroom training and instruction per year. Many of our staff have First Aid and Infant/ Child CPR certification. At least two certified (CPR and First Aid) staff members are on duty during all hours of operation.

## Toys

**Please do not allow your child to bring toys from home unless a teacher has requested a certain time for a special day.** These may cause problems in the Preschool & Afterschool classrooms. This includes, but is not limited to, Gameboys & games as well as CD players & CDs. Please be aware that we cannot be responsible for toys or other items brought from home. **Children who nap may bring one comfort item and a small blanket to sleep with.** These items must fit in your child's cubby.

## Visits and Volunteers

Parents may visit the program at any time. Volunteers are needed for field trips, programs, special events, fundraisers and other activities. Parents that volunteer for field trips may need to drive their own car because of limited space. **Bus space- bus one holds 14 (including staff), bus two holds 12 (including staff).**

## **\*Withdrawal from St. Paul UMC Preschool**

**Any student who withdraws from Preschool before the school year is over must give a 30 day written notice.**

## Afterschool Information

### Bus Pick Up

The bus will pick up children from Jesse Boyd Elementary and Pine Street Elementary. Each child is expected to report to the designated bus pick up area for his or her school. Several teachers and school employees supervise the children until the bus arrives. Please stress to your child the importance of promptly reporting to the pickup area, as well as behaving appropriately while waiting on the bus and on the ride to the preschool. We will not provide pick up service for children staying late at school for any reason. Children staying after school must have their parent's permission as well as their own transportation home or to the preschool. **IT IS ESSENTIAL THAT YOU NOTIFY US IN THE EVENT THAT YOUR CHILD IS NOT RIDING THE BUS! Failure to do so will result in a \$5.00 charge for each occurrence. This will be strictly enforced.** Your child could be removed from the Afterschool program if you continually fail to notify the program that your child will not be riding the bus to the preschool.

### Homework Room

There is a mandatory homework time for all children in K – 5<sup>th</sup> grades. Everyone must work on homework until 4:30. If you have completed your homework, then you must read or sit and color quietly. A homework contract is to be completed by you and your child so that he/she will be aware of what is expected of them. The homework room is a quiet environment and talking is not permitted unless asking the staff person a question. Anyone who cannot follow this rule will be asked to leave the room and a note will be sent home explaining why your child has not completed their homework. Please emphasize the importance of this policy with your child. **Tablets or any other electronic devices that are needed for homework can only be used during homework time for the reason of doing homework ONLY!**

**Policy stated on page 5**

**No Preschool child will be permitted into a Preschool class after 9:15 am.**

In order for all Preschool children to benefit from classroom instruction it is of the utmost importance that disruptions from the “normal” Preschool day be limited and kept to a minimum.

**\*If your child attends Continuous Care you may bring them to their Continuous Care classroom at 12:00 pm, if you know that your child will be arriving after 9:15 am. Please be aware that they will be required to lie down for a nap. Children cannot be dropped off in the afternoon during nap times.**

Note: An exception will be made only if your child has a doctor’s excuse or an approved tardy.

This policy will be strictly enforced by our Preschool Staff and Director/Assistant Director.

I fully understand this policy \_\_\_\_\_  
Parent Signature/Date





Date \_\_\_\_\_

I, \_\_\_\_\_, agree to follow the policies and procedures from the 2022-2023 St. Paul UMC Preschool, Continuous Care & Afterschool Parent/Student Handbook. All policies and procedures are implemented by the St. Paul UMC School Board and will be enforced by the Director and Afterschool Director. I fully understand that action will be taken in the event those policies, Procedures or regulations should be broken. Please pay close attention to the notes with highlighted areas, these polices have been modified or need special attention.

\_\_\_\_\_  
Parent Signature