

Kitty Hawk United Methodist Church Preschool

2021 - 2022
Parent Handbook

COVID 2021/22 Policies included

Since 1977, nurturing the seeds of knowledge one student at a time.



Email: preschool@kittyhawkumc.net

Office Phone: 252-715-1398

Administrative Team:

Becky Strickland, Rena Farrelly, Alice Spragins

Pastor's Message

Welcome to the Kitty Hawk United Methodist Church Preschool. We are excited that you have chosen to share your children with us for the coming year. Our preschool has a great history and reputation here on the Outer Banks, and we look forward to an even brighter future. We believe the Church is called to extend grace and care for the children of our community, and I pray that you feel welcomed and at home at KHUMC. If there is anything the KHUMC staff can do to be of assistance, please don't hesitate to reach out. Blessings to you and your family, and I look forward to a grace-filled year.

Peace,

Rev. Colin Snider

Introduction

KHUMC Preschool is a non-profit, educational ministry sponsored by Kitty Hawk United Methodist Church. It is under the supervision of the Preschool Executive Director, the Pastor, and the Preschool Advisory Board. KHUMC Preschool has been in continuous operation since 1977. For the 2021-22 school year, our program consists of three and four year old classes with small class sizes in each class.

Mission Statement

We will use all available resources to educate every child. We will create a learning environment that is fun, loving, developmentally appropriate, and based upon Christian principles.

Curriculum Overview

Our emphasis is on educating the whole child – the entire emotional, social, physical, creative, and intellectual being. We value and respect each child as an individual and as an important part of our school and church family. Social development is a central focus of our program, which builds the foundation for successful learning. Children are given many opportunities to make their own choices and participate in decision-making. Conflict resolution skills are taught and practiced.

Our Curriculum is child-centered, play-centered, and based on developmentally appropriate practice. We believe in providing interesting and fulfilling learning experiences for children to guide their social, emotional, physical, and cognitive growth. Encouragement, love, understanding, and a sense of comfort are the spirit of our success.

Each class is taught by teachers trained in child development and appropriate practices. Our teachers bring a wealth of experience to the classroom. We offer creative expression in music, movement, and arts and crafts within the classroom curriculum. Creative learning integrates other parts of the curriculum to support preschool concepts such as color, shape, sequencing, patterning, and math. Gross motor skills are developed during physical education, outdoor play, and indoor movement lessons. Please note, COVID-19 restriction prohibits the co-mingling of students, therefore large group activities will be prohibited.

We believe that the learning patterns and attitudes a child develops the first six years of life are the ones that guide future learning and behaviors.

Administrative Team

Becky Strickland, Executive Director, oversees the preschool as an educational body, provides leadership in all fiscal matters including, but not limited to budget, tuition, expenditures, and payroll. Rena Farrelly, Managing Director, oversees and manages day-to-day operations, including communication with families and teachers, student matters, preschool curriculum, staff development, and record-keeping. Our Assistant Director, Alice Spragins, supports the educational program, promotes fundraising efforts, and provides highlights of the school day to families via social media. As KHUMC Children's Director, Alice creates weekly chapel lessons for our students.

Enrollment

Admission is open to all children without regard to race, color, or religious affiliation. Since we are a United Methodist Church supported preschool, all children participate in chapel lessons. We also celebrate religious holidays during the year.

Students will be placed in classes based on their age as of August 31 of the current school year. Students are accepted into KHUMC Preschool according to the following priority:

- 1) Current enrolled students/siblings
- 2) Children of church members
- 3) Children of community members

A waiting list will be established and maintained throughout the year. A fee is

not required to be on the waiting list. As soon as a space is open, you will be notified. If you are still interested, you will be required to return a registration form and a non-refundable \$75 registration fee and a \$100 supply fee at that time. The registration form serves as a contract between the Preschool and the parents/guardians, to be honored for the term of the school year. If there are extenuating circumstances, which make it imperative for the parent to dissolve the contract, a **two-week** notice must be given to the preschool. Full monthly tuition obligations would be required to be met for the month the student is withdrawn.

Financial Obligations

Attached is a Parent Financial Agreement. This agreement must be signed by all persons responsible for financial payments for the student enrolled. On this agreement, tuition is divided by the following:

1. Tuition

All tuition payments are due to the Preschool on the FIRST day of each month. As a convenience for our parents, the yearly tuition rate has been equally divided into NINE installments although the number of days a student attends preschool per month may vary. Tuition will be collected in **nine monthly installments. September-May tuition payments are made through Electronic payments via Quickbooks.** We are a non-profit organization, and the amount we charge each month is the amount needed to meet all of our financial obligations. We appreciate your promptness in paying tuition.

2/3 year olds	\$300 + \$3 transaction fee per month 4 days a week from 9:00-12:30
4 year olds	\$300 + \$3 transaction fee per month 4 days a week from 8:45-12:15

The transaction fee is a Quickbook fee.

Please Note: A \$10.00 per day late fee will accrue up to Day 5. If you have not paid by the 5th day of the month including late fees, your child will not be able to attend until payment is made. Calling the Preschool Office is important if you have a financial hardship to discuss.

It is NOT recommended families pay for the full year upfront. If this is your preferred method of payment, refunds will not be granted if the school has to close due to the pandemic.

Tuition invoices will be emailed 5-8 days prior to the tuition due date. How to set up the Electronic Payments will be outlined in the first payment process. It is recommended families use the Electronic Payment Plan through Quickbooks. This is an easy, effective and contactless method of payment. If a check is necessary, it must be sealed in an envelope in your child's backpack. Notify us that the check is in the backpack. NO CASH. *Because staff salaries and daily operational costs remain the same each month, we are unable to grant tuition refunds for absences.*

2. Supply Fee

An annual (nonrefundable) supply fee can be paid in one payment or divided into 2 equal payments. Our supply fees assist the school financially with security, technology, photocopier printing, and updating student materials for the school year. A Check or Electronic payment (via Quickbooks) is acceptable.

All ages: \$50 due in September 1, 2021,
\$50 due in February 1, 2022
OR \$100 due September 1
* plus transaction fees via Quickbooks

Closings and Inclement Weather

All parents are provided a detailed Preschool Calendar. For the most part, we follow Dare County Schools' holidays and closings. If Dare County Schools close due to inclement weather, the Preschool will also close. *We do not make up lost school days due to inclement weather.*

- If Dare County Schools have a **one-hour or two hour delay** an **EMAIL and REMIND TEXT** message will be sent out regarding the schedule for our day.
- If Dare County Schools have a **three-hour delay**, the Preschool will close.
- If an Early Dismissal is called for DCS, the Preschool will also close early.

PLEASE MAKE SURE YOU HAVE SIGNED UP FOR OUR REMIND TEXTS.

ARRIVAL

SPECIFIC PROCEDURES FOR ARRIVAL AND DEPARTURE WILL BE OUTLINED IN A SEPARATE EMAIL.

Below you will find generic guidelines we will follow to allow for a safe operation. Age groups will be staggered and classes will not be permitted to mix during any part of the day to begin the school year. We may be able to move toward mixing during the school day, but for the beginning we will remain in cohorts.

1. Parents will not be allowed in the building while under Covid restrictions.
 2. **FOUR** year olds will arrive at **8:45 AM** - **THREE** year olds will arrive at **9:00 AM**. You will be informed of the designated parking lot to use according to your child's assigned teacher.
 3. Please sanitize your child's hands before exiting the car.
 4. We ask for parents to assist your child in exiting the car and stand with your child in front of the parked vehicle. Please do not allow your child to leave your side during arrival.
 5. A staff member will come to the car for the temperature check. A child with a temperature of over 100°F will not be permitted to stay.
 6. Once cleared, the student will be checked in for the morning.
 7. Students will be escorted in the building by staff members.
 8. Once in the building, hands will be sanitized and proper storing of belongings will be administered. Students will remain with their class cohort for the entire time under our care. (This policy may change if restrictions allow.)
 9. We also ask that all personal toys remain in the car or at home. Students will not need bookbags.
- **Parents should not gather in the parking lot during arrival or dismissal. The process must be quick and safe.**
 - **The Playground is closed before and after preschool until further notice. Other church programs will be using those areas after the preschool each day.**

After **9:15 AM**, all doors with access to the Preschool will be locked.

VERY IMPORTANT: IF YOU ARE LATE AND CANNOT MEET THE TIMES OF ARRIVAL AS STATED FOR YOUR CHILD, PLEASE WAIT TO BRING YOUR CHILD UNTIL **9:30 AM**. CALL THE DIRECTOR TO LET HER KNOW YOUR CHILD WILL BE LATE. **252-715-1398**.

DEPARTURE

1. **FOUR year olds** will be standing in their designated area no later than **12:10 PM**. **THREE year olds** will be standing in their designated area no later than **12:25 PM**.
2. Parents may wait in front of their cars until their child is brought to the car. Masks are not required outside.
3. Once the child has been released to the parent, the staff member is no longer responsible.
4. Parents will need to leave the parking lot quickly in order for the next group to begin the process.

Teachers will not be able to communicate with parents during the arrival or departure process. We will make time for communication via emails and phone calls. Your child's teacher will inform you of the best way to communicate during the school year. Weekly you will receive a detailed email from your child's teacher outlining the activities of the week and what is planned for the week coming up. Please join our KHUMCP Facebook page. We post adorable pictures!

Please be prompt in picking up your child. Teachers are preparing lessons and sanitizing classrooms for the next school day. Their time is valuable and should be respected. Thank you.

Medical Requirements

Each student must have a current vaccination record and a recent physical exam to enroll in KHUMC Preschool. Please discuss the importance of a flu shot with your health provider. An emergency medical authorization form must be completed and filed for each student. In case of an emergency, the parents will be notified and medical care will be obtained if necessary.

For a list of required vaccinations, right click on the link to open:
[NC DPH, WCH: Immunization: Schools and Childcare Facilities](#)

Illness

In addition to the guidelines below, a COVID-19 Risk Waiver and KHUMCP Policies must be signed and on record for your child.

If your child has a contagious disease, he or she should be kept home, and the preschool must be notified. A child should not be brought to Preschool with any of the following symptoms:

-COVID-19 Symptoms- Fever, chills, shortness of breath, cough, loss of taste or smell, sore throat, headache, nausea, or stomach pain.

- Fever**- after a fever, a child's temperature must be less than 100 degrees without fever reducing medicine for 48 hours before returning to school.
- Diarrhea and vomiting**- after diarrhea or vomiting, a child must be free of these symptoms for 48 hours before returning to school.
- Strep**- If your child has a positive strep test, he/she may return after 24 hours of being on an antibiotic.
- Conjunctivitis (Pink Eye)** - Children with pink eye may return after a 24 hour treatment with antibiotic eye drops and the child is free of all symptoms.
- Ringworm**- a child may return to preschool following 24 hours of treatment with fungicides. Oral antibiotics are required if in the scalp.
- Other highly contagious conditions include: **measles, mumps, chicken pox, scarlet fever, lice, scabies, pinworms, roseola, or viral infections.**

The Preschool Staff is not permitted to administer any medications.

Medical/First Aid Policy

Parents are immediately called in the event of a significant accident or health concern. Parents are also called if a child appears to be feeling or behaving differently than usual. If your child becomes ill while at school, he or she will be isolated from the other children, and you will be called to take him/her home.

****Please cooperate by picking up your child promptly.**** For minor incidents (i.e. a fall on the playground, a bump with a friend, a scrape or scratch) an "Ouch Report" will be filed with the Director. A copy of this report will be given to the adult picking the child up from preschool on the day the incident occurred outlining the time, nature, and action taken by the staff. If an incident is major and it is determined to require immediate medical assistance, **911** will be called. Parents should be sure that all emergency telephone numbers are current in the event the parent cannot be reached.

Outdoor Play

We will have daily outdoor play on all but rainy or extremely hot or cold days. The director will practice caution on cold/hot days and inform staff of outdoor play procedures. Director also follows the pediatric suggestions for child care weather in determining wind chill factor. All children should be dressed appropriately for the weather, dressing in layers in cold weather is recommended. Children who are too ill to participate in outdoor play should remain at home. ****DUE to COVID-19 the playground is closed BEFORE and AFTER preschool hours.** Children will remain with their small cohorts during outdoor play. There will be no co-mingling with other groups until deemed safe.

Clothing

Please think of your child's comfort and provide simple clothing that is free of complicated fastenings. Dress your child in play clothes so the many learning experiences provided can be enjoyed, such as creative art projects and outdoor play. For chilly days, layering is great.

Please send your child to school in **tennis shoes or rubber-sole shoes** and refrain from

- Open toed sandals
- Flip Flops
- CROCS
- Dress shoes with slippery soles

If appropriate footwear or outerwear is not provided, parents will be called to bring appropriate shoes so children will be able to play on the playground. All outer garments must be labeled with your child's name.

Please provide the preschool with an extra set of clothing and undergarments for your child. Place in a ziplock bag with your child's name written on the outside.

Masks

At the release of this handbook, the CDC RECOMMENDATION is for children over two years of age to wear a mask. Given this is not a mandate, it is parental discretion as to whether your child wears a mask. The KHUMCP Staff is not required to wear a mask unless they are not immunized. If you prefer your child to wear a mask, please submit this request in a **dated, written statement** to the director before the first day of school. Email requests will not be accepted. If we do not have your request in writing, we will not enforce mask wearing for your child.

Snack Time (We are a nut-free facility)

- Students will be required to bring their own snacks each day.
- Snacks should be brought in a **lunch box or disposable bag.**
- Please label the snack container with your child's name.
- Preschool will provide water for each child in the classroom and on warm days, outside- If you feel necessary, students in the 4s classrooms may bring PERSONAL WATER BOTTLES, labeled with name, and will go home daily for washing. No Personal water bottles for the 3s. Water bottle should fit inside the child's lunch box. NO GLASS
- COVID-19 restrictions will affect the nature of our birthday

celebrations for the time being. Your child's teacher will inform you of the classroom policy.

- Please inform the teacher of any food allergies that your child may have.
- As a school, we advise our families to limit the sweet and sugary snacks to birthdays and holidays. Below is a link to a nut free healthy snack list for your convenience. (Right click on the link to view.) ONLY SEND NUT-FREE SNACKS.

https://docs.google.com/document/d/1RfWR57b2Ie_2hEZDEdsuTv01GhMVlJRLwkHXRpUWXx8/edit?usp=sharing

Please note:

Sending in a PBJ sandwich or peanut butter crackers does not follow our NUT-FREE policy.

Discipline and Guidance

The staff will provide guidance through **speech**. They will:

- Give positive directions and suggestions.
- Use short, clear, meaningful sentences.
- Give choices only when children have a choice.
- Avoid shaming and blaming children.
- Avoid making comparisons between children.
- Redirect to more constructive activities or actions.
- Give approval when deserved.
- Avoid favoritism.

The staff will provide guidance by their **actions**. They will:

- Give children help when needed.
- Prevent problems by organizing and planning appropriate activities
- Create a developmentally appropriate learning environment with toddler-friendly equipment, furniture, and classroom layout.
- Set clear limits and help children understand the limits.
- Help children understand the consequences of their actions if limits are tested.
- Locate themselves in strategic and effective positions such as floor level, when interacting with and supervising children.
- Be alert to all children's needs.
- Give absolute attention to the health, safety, and well-being of the children at all times.

The following **guidance** techniques will be used:

★ **Indirect Guidance:**

- Arranging the environment, schedules, or group composition to be proactive and prevent problems.

★ **Direct Guidance:**

- Stating the desired behavior in a positive way
- Reinforcing appropriate behavior
- Using a “safe space” immediately for physical aggression, such as hitting, kicking, or biting.
- Redirecting inappropriate behaviors to acceptable behaviors.

The growth, development, and well-being of your child is our main focus. It is our philosophy to develop children and provide positive discipline strategies.

Discipline will be administered in a fair, consistent, and professional manner. Conferences can be beneficial to staff members, parents, and children. Please feel free to request a conference at any time. When we have difficulty resolving a discipline issue, the parents will be contacted. If severe discipline problems, such as consistently disrupting the class, excessively aggressive behavior towards peers and staff, showing signs of not being able to adjust to the preschool, etc. cannot be resolved, KHUMCP has the right to dismiss the child from school.

Biting Policy

Our biting policy is for the protection of all of our students. Biting is probably one of the most worrisome types of aggression we see in children. It is usually just a temporary behavior, expressed when young preschoolers are in a social situation they find stressful and cannot communicate their needs. We have specific procedural steps in place for handling the rare incident of biting. The preschool director and teachers will work with the family to support/reinforce behavioral techniques to eliminate the behavior at school. Teachers will use praise towards the biter when he/she is displaying appropriate behavior. The parents of the victim **and** the parents of the biter will be informed of the incident immediately. The victim will be treated properly and the health department will be notified if the skin has been broken.

1. The biter’s parents will be asked to pick up their child and discuss suspected causes of the behavior and steps to be taken to resolve the biting behavior.
2. After a second biting incident, the child will be removed from preschool for one week.

3. After the third biting incident, the child will be removed from preschool for two weeks.
4. If a child bites a fourth time, he/she will be dismissed from KHUMCP.

Child Abuse and Neglect

Caregivers are required to report suspected cases of child abuse and neglect according to the North Carolina Law on Child Abuse and Neglect. If such a case is observed or suspected, it will be immediately reported to the Director, who in turn will notify the Dare County Department of Social Services.

Parent Involvement

There is real value in a partnership between parents and teachers in the education of the child. Communication between the Preschool and the home is extremely important. KHUMC Preschool is committed to encouraging and supporting this partnership. Teachers will communicate through email, phone calls, and Remind text app, as well as newsletters. Please request to join our Facebook page, **Kitty Hawk UMC Preschool**, to see updated photos of our preschool happenings.

Fundraisers

The BBQ Fundraiser is our main fundraiser for the Preschool. **Tentative Date: Nov, 18th!!!** We were not able to have this fundraiser last year, so we look forward to a major event this fall. Families are asked to sell a minimum of 10 tickets or offer a \$100 donation. The BBQ Fundraiser is part of our financial agreement between the Preschool and families. Details will follow. Our second fundraiser is a personalized memory book offered for each child. Memory Books are purchased in the spring and delivered before the end of the school year.

Adjustment to School

Children are unique individuals who react to new situations differently. The length of the adjustment period for each child varies and depends on his/her personality and his/her past experiences. Preschool is a new journey and every student will require some time and special attention to make the adjustment. This might mean that your child will cry in the morning on the way to school, when you leave him/her at school, or when parents start to pick up their children at the end of the school day. Please know that the staff at KHUMC Preschool has experience in making these transitions with children. In most cases, the anxiety your child may feel is temporary, but if it persists the staff will work with the parents to help meet the child's needs. A

behavior that requires a teacher's time away from other students will need to be addressed with parents. As with any separation, a firm, brief, and loving goodbye works best, and the first day blues soon disappear! We are here to help!

Last year, we began an outside arrival and dismissal procedure. It worked beautifully and will be the procedure we follow this year. You will be amazed at how quickly the arrival and dismissal steps are completed. A detailed notification about how we will proceed will be sent to families.

Dismissal from our program:

Only in the most extreme circumstances would a child ever be dismissed from KHUMC Preschool. The following are examples that may result in dismissal from our program:

- Consistent violent, threatening, or extremely disruptive behavior causing an excessive amount of time spent on one student.
- Any circumstance in which the preschool cannot meet the needs of a student, or the student is not adjusting to the preschool environment.
- Lack of compliance with handbook regulations
- Failure to meet financial obligations to the preschool.
- Biting incident on 4 or more occasions
- Failure to follow the Covid-19 Policies or Waiver guidelines.
- Inappropriate parental behavior displayed on campus, verbally or through email communication.
- Falsifying information/records provided to the preschool.

Conclusion

We thank you for the opportunity to serve the children of KHUMC Preschool. Our school provides knowledgeable and experienced teachers who are dedicated to providing your child with spiritual, academic, emotional, and social growth through qualified instruction and sincere nurturing and love. It is our pleasure to welcome your family to our family.

The KHUCMP Preschool Administrative Team,

Becky Strickland, Executive Director

Rena Farrelly, Managing Director

Alice Spragins, Assistant Director

252-715-1398

Please print, sign and return the Handbook Acknowledgment.

Acknowledgement of Receipt of the 2021-2022 KHUMC Preschool Handbook

By signing below, you are acknowledging that you have received the KHUMC Preschool Handbook and agree to comply with its regulations. Knowing we are currently under COVID restrictions, let it be known that any of the policies in this handbook can be revised to meet changes in local, state, or national recommendations or mandates. Notifications to families will be made if changes are necessary.

Please sign and return to the preschool office.

Student Name _____

Parent/Guardian Signature _____

Date _____

*Email and “REMIND” texts will be used frequently to communicate information and send tuition invoices. Please include your email address, and join our “REMIND” text messaging system to ensure you will receive continued updates from our school.

Email _____
(print clearly)

Email _____
(print clearly)

To join our 2021-22 text messaging system, **take a minute and do the following:**

From your cell phone enter this number: **81010** and text this message:
@khumcp21

From this screen you will be able to download the REMIND app for your phone.