



PUMC PRESCHOOL

PUMC Preschool Handbook
2024-2025

227 East Main Street
Pittsboro, IN 46167

Phone - 317.892.4439

Email - preschool@pittsboroumc.org

Website - <https://pittsboroumc.org>

Facebook - PUMC Preschool

About PUMC Preschool

The PUMC Preschool, a ministry of the Pittsboro United Methodist Church, has served the community since 1979.

Mission Statement

The PUMC Preschool focuses on providing a learning environment that prepares young children of our community to be exceptionally ready to begin their school experience through intentional play opportunities and developmentally appropriate activities. Our purpose is to serve every child individually, regardless of gender, ethnic background, socioeconomic status or church affiliation.

Program Offerings

****All enrolled students in Pre-K and Beginners must be fully toilet-trained and able to use the restroom independently**** New this year eighteen spots will be available for our Pre-K program. Fifteen spots will be available for full time and three spots for part time. Our Beginners Class will be three days a week. We are offering a 2-3's Class two days a week. To enroll in the 2-3's students **must be working on toilet-training**.

Full Time Pre-K Program: Our Full Time Pre-K Program meets Monday through Friday from 9:00 AM until 1:00 PM. Students must be 4 years old by August 1, 2024 in order to enroll in this class. Class size is limited to 15 students.

Part Time Pre-K Program: Our Part Time Pre-K Program meets Monday, Wednesday, and Friday from 9:00 AM until 1:00 PM. Students must be 4 years old by August 1, 2024 in order to enroll in this class. Class size is limited to 3 students.

Beginner's Program: Our Beginner's Program meets Monday, Wednesday, and Friday from 9:00 AM - 11:30 AM. Students must be 3 years old by August 1, 2024 in order to enroll in this class. Class size is limited to 14 students.

2-3's Program: Our 2-3's Program meets Tuesday and Thursday from 9:00 AM - 11:30 AM. Students must be 2 years old by March 1, 2024 in order to enroll in this class. Class size is limited to 10 students.

Program Costs

A **non-refundable** registration fee of \$125 is due at the time of enrollment. This fee holds your child's spot in the program and is used for annual consumables and supplies. **Items to be provided with Registration are: Proof of immunizations, Birth Certificate, Any applicable Custody Paperwork, and Enrollment Packet.**

Tuition rates for the 10 month (August-May) school year are listed below. Payment can be made by check or online through our online invoice.

	Monthly Tuition (Due by the 1st of every month)	
Full-Time Pre-K	\$375	
Part-Time Pre-K	\$240	
Beginner's	\$210	
2-3's	\$140	

Financial Policy

Tuition is due on the first of each month. If tuition has not been received by the 15th of the month, you will receive a late fee of \$25. After 30 days of non-payment, preschool services will be suspended until fees have been paid. During the non-payment suspension, your child's spot is not guaranteed as the preschool's wait list will be utilized. Tuition will not be prorated due to illness or absence. Payment is due regardless of illness or absence.

Checks returned due to non-sufficient funds will be charged a \$25 fee.

Timely pick-ups are expected at the end of the preschool day. The second late pickup will result in a warning. Any following late pickups will result in a fee of \$1/minute for every minute late. We appreciate your cooperation as our teachers use after class time to clean up from the day and prepare for the next day's activities.

Withdrawals

If it becomes necessary to withdraw your student, a 2 week written notice is required prior to the first of the next month.

School Calendar

The PUMC Preschool closely follows the Northwest Hendricks School calendar with a few exceptions.

1st Semester - PUMC Preschool School Year starts *Monday, August 12, 2024.*

2nd Semester - PUMC Preschool School Year resume on *Tuesday, January 7th, 2025.*

In the event of closure for NWHSC schools, the preschool will also be closed. If NWHSC has a delayed start, our classes will meet at the normal time.

Important Dates

August 5, 2024 - Meet the Teachers

August 12, 2024 - First day of school

September 2, 2024 - Labor Day (NO SCHOOL)

October 4-11th, 2024 - Fall Break (NO SCHOOL)

November 27-29th, 2024 - Thanksgiving Break (NO SCHOOL)

December 23, 2024- January 6, 2025 - Christmas Break (NO SCHOOL)

January 7, 2025 - School Resumes

January 20, 2025 - Martin Luther King Jr. Day (NO SCHOOL)

February 14-17th, 2025 - Winter Break/President's Day (NO SCHOOL)

March 3, 2024 - Teacher Work Day (NO SCHOOL)

March 28th - April 7, 2025 - Spring Break (NO SCHOOL)

May 21, 2024 - Last Day of School

Wellness Policy

PUMC Preschool reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. This is to ensure the continued good health of everyone at the preschool. For the health and well-being of our students and staff, we feel it is vital to maintain a strict wellness policy. We

ask for parents to assist by keeping sick children at home. **Please do not send a sick child to school.**

When a child may not attend school:

- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.
- **Rash:** Any rash will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school, they will need an evaluation and diagnosis from their doctor in writing of exactly what it is. If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.
If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.
If in fact they do not have "pink eye" we need a doctor's note with a diagnosis and a clearance that it is not contagious.
- **Thick White, Green or Yellow Discharge:** Children will be sent home if they appear to have any thick white, green or yellow discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors are of the opinion that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Diarrhea:** Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be

free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.

- **Nausea/Vomiting**: Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough**: Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.
- **COVID**: If your child tests positive for COVID, the most recent CDC guidelines for returning to school will be followed. Please ask the Director if you have any questions regarding your child's return to school.
- **Lice**: Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Lead Teacher will make an evaluation and determine if the child can be readmitted.

We greatly appreciate your support in maintaining a safe and healthy learning environment for our students and staff.

Medications

PUMC Preschool staff members are not prohibited to administer medications at any time. Students should NOT be sent with pills, cough drops, or medications to administer themselves. Epi-pens and Benadryl will be used in an emergency allergy situation by staff if instructed by parents. These medications must be approved by the Director and stored in the office.

Discipline Policy

For many students, the preschool environment will be the first school-like setting with classroom behavior expectations. Teachers will work with students to constantly build skills in appropriate classroom behavior. Positive reinforcement will be used continually. In the event that a child is unable to respond appropriately, disciplinary action will be carried out as follows:

1. Redirection or gentle, but firm restatement of the desired behavior.

2. The student will be taken aside for a short “meeting” with the teacher. Teacher will discuss the actions seen, and what the appropriate expected behavior is.
3. A short period of a “time-out” or “cool down” break will be implemented if the problem persists.
4. Under extreme circumstances of physical aggression, bad language or threats against students/staff, the child may be removed from the classroom and taken to the office of the Program Director. The parent will be called to pick up the child if necessary. Any form of physical punishment by staff members is prohibited under all circumstances.

Drop Off Procedure

After turning into the Pittsboro United Methodist Church parking lot, please proceed straight ahead to the second set of exterior doors on the east side of the building (PUMC Preschool entrance). Proceed to make a car drop-off line. If needed, the car drop-off line will extend back to the north parking lot and wrap around to accommodate all cars. Please remain in your car during the drop-off process.

Drop off time - 8:45 AM - 9:05 AM

Staff members will begin the drop-off process at 8:45 AM by coming to the drop-off line and assisting students into the building two cars at a time. As cars drop off students, the line will proceed forward until all students have been dropped off.

**If you need to drop off after 9:05 AM please let the teacher or director know. Please park and bring your student in through the Preschool Doors only. The inside doors are locked for everyone’s protection. You will need to ring the doorbell and someone will come to let you in.

**If you have paperwork you need to drop off, we have a mailbox inside the preschool doors.

Pick Up Procedure

The students will be dismissed through the Preschool doors on the east side of PUMC. To pick up your child, please park on the east side of the parking lot and meet the teacher near the entrance. Your child will be dismissed directly to you.

Dismissal Times

Full Time Pre-K - 1:00 PM

Part Time Pre-K - 1:00 PM

Beginner's Program - 11:30 AM

**If you need to pick up your child early, please let the teacher or director know beforehand. Please enter through the Preschool Doors only. The inside doors are locked for everyone's protection. You will need to ring the doorbell and someone will come to assist you.

Newsletters

Monthly newsletters will be mailed from the Director. These newsletters will have important information like important reminders, special events, and upcoming days off school.

Classroom teachers will also communicate important classroom information using a classroom app (ex: SeeSaw, GroupMe, Remind app). It is very important that you download the recommended app to stay up to date on all classroom activities.

Lunch

Students enrolled in our Pre-K programs (both part-time and full-time) will need to bring lunch to school each day. Lunch is eaten at approximately 11:00 AM. Please label everything in your child's lunch box. If needed, please include a cold pack to keep food items cold or a thermos to keep food items warm. There are no microwaves in the classrooms. Students may also bring in a separate, small snack to have first thing in the morning, but it is not required.

Snack

Beginners MUST bring in a snack and drink (either their water bottle or a juice pouch/box) each day they come to school. Please send their snack in a lunchbox or baggie, with their name. Snack time is only about 10-15 minutes so please send something in that can be eaten in that amount of time. (We do not have a microwave or refrigerator in our classroom.)