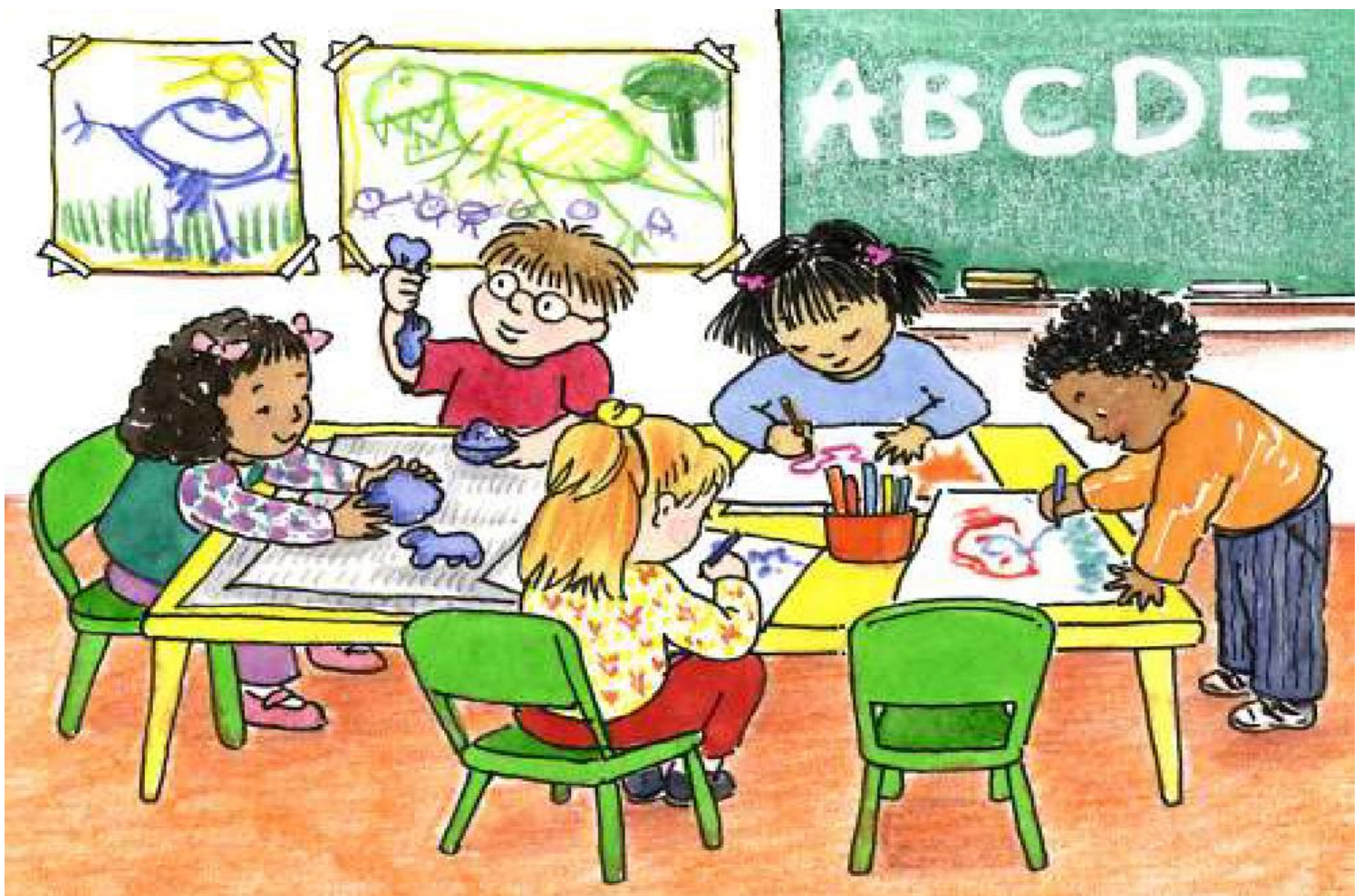


# Wrightsville United Methodist Preschool

PO Box 748  
4 Live Oak Drive  
Wrightsville Beach, NC 28480  
910-256-4471



2018-2019

Handbook

# Welcome

Welcome to the Wrightsville United Methodist Preschool. We are pleased and excited to be able to minister to your children at this delightful stage of development. Wrightsville United Methodist Preschool is a non-profit service and a ministry of the Church. Enrollment is open to all children who meet admission prerequisites and health policies and whose parents acknowledge and have an understanding of and agreement with the preschool philosophies, objectives and policies.

An experienced and loving staff have been selected who will plan fun, age-appropriate educational activities which will stimulate and encourage the natural growth and development of learning processes in your child. We encourage you to participate in this learning process by becoming involved parents. Thank you for letting us share this special time in your child's life.

Preschool Committee Members:

Marie Cooke  
Jennifer Cowgill  
Beth Foster  
Christina Norvell  
Mary Beth Cowper  
Susan Snider  
Mary Grey Ham  
Sue Van Note  
Nancy Cates  
Ruth Cotton

## Mission Statement

Wrightsville United Methodist Preschool was created to promote learning experiences for children of the church membership and the community in an environment which encourages a child to:

- ask questions and explore the environment
- develop security and independence in the world outside the home
- make friends and learn to get along with other children and adults
- discover he/she is valued and unique as a child of God

Our school is Christian-oriented as we stress those elements of the faith which are common to all Christians. We support the family structure and welcome parental involvement as part of the planning efforts to meet each child's needs. Our educational foundation is based on relating all of life's experiences to the presence of God in the world and the importance of incorporating Christian teachings into the decision making of everyday life.

Our teachers are academically qualified, and work with each child and his parents to carry out these objectives in a responsible, loving approach. Each child is challenged with a balanced program of educational and social activities to promote development in an age-appropriate manner. We appreciate this opportunity to share in the growth and development of your preschooler.

Adopted 1996  
Preschool est. 1996

## Admission Age and Class Placement Policy For Three to Five Year Olds

Children will be enrolled based on their age as of October 16 of the current school year. To enroll in the program children must be between the age of 3 years and 5 years of age. Preschool admission is based on a waiting list with priority being given to currently enrolled students, siblings of children in our program and members of our church family. Once these priorities are met, we offer the remaining spaces to children according to the date in which they were placed on the waiting list.

### **FEES, TUITION AND SCHEDULE**

**REGISTRATION FEES:** \$75 registration fee per child (non-refundable)  
\$135 for two children in the same family  
PLUS a \$50 supply fee per child

Each child should have an information card and an insurance waiver. Parents are responsible for primary insurance coverage. While the church carries insurance, it is expected that health and accident insurance are the responsibility of the parent.

**MONTHLY TUITION:** \$185 per child - 3 day/week program (Threes and Young Fours)  
\$205 per child - 4 day/week program (Four and Four/Fives Classes)

**\*\*\*TUITION IS TO BE PAID TO THE DIRECTOR ON THE FIRST AND NO LATER THAN THE SEVENTH OF EACH MONTH.** A late fee of \$10 will be charged for payment after the seventh. Any returned checks will need to be paid in full in cash. Any bank chargeback fees will also be the responsibility of the person who wrote the returned check and will need to be paid in cash along with the tuition. **A student's tuition must be paid in full for the previous month before the student may continue the following month.**

Tuition is not based on attendance; therefore, no reduction can be made for holidays, vacations or time missed by students. Although you pay tuition on a monthly basis, this is a

monthly installment towards the annual tuition. We do not adjust for the number of class days in the month. In case of an extended absence for any reason, tuition must be paid if the child's place is to be held. Notice of withdrawal from the program should be given as soon as it is known. Tuition paid for the month of withdrawal is not refundable.

### SCHEDULE:

|                           |                      |                    |
|---------------------------|----------------------|--------------------|
| MON., TUES., THURS.       | 3 DAY A WEEK CLASSES | 9:15 AM - 12:15 PM |
| MON., TUES., WED., THURS. | 4 DAY A WEEK CLASSES | 9:15 AM - 12:20 PM |

\*\*\*To ease congestion in the preschool hallways, please make an effort to pick up your child at the appropriate time. We will set our clocks to cell phone/ Weather Channel time. **Please do not ask our staff to attend to children before 9:15 AM.** Teachers will be in staff meetings or busy setting up the classrooms and preparing learning materials prior to that time. Pick up time is 12:15 or 12:20 (see above). **A LATE FEE of \$5.00 will be assessed if your child is not picked up by 12:30 or 1:30 on Lunch Bunch Days.** This charge will be added to your next month's tuition fee. FOR INSURANCE PURPOSES AND LICENSING CRITERIA, WE MUST OPERATE FOR LESS THAN 4 HOURS. THIS PENALTY IS IMPOSED TO PREVENT INFRACTION OF THESE POLICIES.

## Thursday Lunch Bunch

A popular program we offer is "Thursday Lunch Bunch". We are happy to offer this service to you again this year. Lunch Bunch will be available for children to stay one additional hour on Thursdays and eat a bag lunch, which they have brought from home. After lunch, children will enjoy additional stories, play organized games and/or have additional outside time. **Lunch Bunch pick up time is 1:15 for all classes.** We will maintain a 6:1 child/staff ratio during this hour. The cost is \$5.00 per Lunch Bunch stay. Parents must sign up for desired dates **PRIOR** to the first Thursday in each month and include Lunch Bunch fees with their monthly tuition check. There are no refunds or credits for Lunch Bunch dates in which your child is signed up but does not attend. Lunch Bunch forms will be made available the first of each month and placed in your child's cubby. Forms are also attached to the monthly e-newsletter and also available on the preschool bulletin board.

## Calendar and Dismissal

Wrightsville United Methodist Preschool will basically follow the New Hanover County School schedule with just a few exceptions (See Preschool Calendar Sheet.)

When county schools are closed due to severe weather, Wrightsville United Methodist Preschool will also be closed. When the county schools open late we will likely be closed for the day, but this will be left to the discretion of the preschool director. If the county schools close early, the preschool will also close at that time. Please listen to the radio or television for closing announcements. You will also receive notification by email from the director.

# Arrival and Departure Procedures

**Please park in the covered parking lot on the north side of the church or in the gravel lots directly across the street from the church. Please remember, we are absolutely not allowed to use The Landing parking lot for preschool pickup and drop off!**

Parents should escort children to their classroom door at 9:15.

We have a new security system in our building. You may use the side door under the covered parking up until 9:30 am (at which time it will automatically lock). If you arrive after 9:30 you must enter through the front doors by the church offices.

Please remind children to use “walking feet” and “inside voices” when entering and exiting the building. We want to be respectful of church staff working in their offices and Bible Study groups in the building. When departing at 12:15 or 12:20, please be sure to keep your child with you at all times and use extreme caution in our parking lots. Preschoolers must be accompanied by an adult when exiting the building. If your child is in a carpool, please leave a carpool list with the director. If your child is to be picked up by someone other than yourself, we must receive written or verbal permission by note or telephone.

## Safety and Health Issues

- An up-to-date shot record is required of all children enrolled in our preschool. There are no exceptions. By the first day of attendance, children must have received all of the immunizations required for their age.
- Information about substances to which your child is allergic should be in writing on your child's health information sheet. Please report any changes or additions in writing.
- If your child needs to be excused from normal activity, we must have the information in writing.
- Children must be checked into their classrooms by an authorized person; i.e., Parent or person authorized on the child's information form. No child will be released to an unauthorized person. If someone other than the parent or regular carpool driver is to pick-up a student, written notice must be given. If this written notice cannot be given, then the parent must call the Director and give the name of the designated person. **The Director may ask the designated person to provide positive identification.**
- **If your child is going to be absent, please call the Preschool Director and let us know.**
- Please keep your child home if they are behaving in a symptomatic way (e.g., is lethargic or irritable), or has a yellow-green discharge from the nose.
- After an illness, it is our policy that a child shall be **fever free for 24 hours** before coming to preschool.

- Keep your child at home if they have a fresh cold, sore throat, earache, diarrhea, nausea or vomiting. Check with your physician before sending them to school with an unidentified rash.
- Please notify the school if your child has an unusual or infectious illness such as chicken pox, conjunctivitis (pink eye), hepatitis, meningitis, head lice, rubella, pin worms, etc. The school will notify you if at any time your child has been exposed to a communicable disease.
- Please pick-up your child early if requested. Should they show symptoms of illness during class time, we will do all we can to make them comfortable and will keep them isolated. We will contact you or call the emergency number you have given.
- This preschool program is not prepared to administer medication to any child.
- An accident report will be completed by the staff on each child who experiences "a significant injury" - and this report will be shared with the parent.

## Parent Visitation

Parents are always welcome to visit Wrightsville United Methodist Preschool. We do request, however, that the children's routine not be disturbed by unscheduled conferences with their teacher. Conferences can be arranged at mutually convenient times outside of classroom hours.

## Parent/Teacher Conferences

Formal Parent/Teacher Conferences are scheduled in January for all children in our program. If a specific need or behavior needs to be addressed earlier, your child's teacher(s) will contact you. Likewise, you may schedule a time to discuss your child's progress with our staff at any point during the school year.

**Changes at home often affect a child's behavior at school. Please share with us information which will make us more sensitive to your child's needs. Strict confidentiality will be maintained.**

# Parent Involvement

The Staff strongly encourages parental involvement in the preschool. While we recognize the importance of a child's moving toward independence, there are many contributions parents can make in and out of the classroom.

Tasks a parent may perform include:

1. Preparation of crafts, assisting teachers with cutting, assembly or counting items.
2. Enlistment of community leaders and guests to enhance preschool curriculum.
3. Assisting with and attending our special events scheduled throughout the school year.
5. Participation in the "Letter of the Week" program.

Parent involvement of about one day each month is greatly appreciated.

## Snacks

We request all snacks be provided by the parents on a rotating basis. Throughout the year, individual weeks will be assigned by the classroom teacher. Special preference will be given to birthday children for the week of their birthday. We encourage you to include your child in the planning and preparation of snacks. If you wish, you may incorporate the Weekly Theme or "Letter of the Week" in the snacks you provide.

Please bring nutritious snacks such as fruit, vegetables cut into pieces, crackers, cheese, pretzels, yogurt, muffins, mini sandwiches, etc. Water, napkins and cups will be provided by the preschool. You will be notified at the beginning of the school year of any specific allergies in your child's class, so you can plan accordingly.

## Personal Items for Students

- Please do not send your child to school with toys and other items that are of special value to them or that are truly valuable or breakable. If your child has something to share with the class that is pertinent to a unit studied, please discuss with the teacher a suitable time to share. "Show and Tell" is a wonderful learning experience. If a child brings a toy which is unrelated to what we are doing in the classroom they will be asked to put it in their cubby, because we have so many other fun things planned!
- Comfort toys such as bears, blankets and so forth, may be brought **IF TRULY NEEDED**. We cannot be responsible for these items if they get damaged or misplaced. Please be sure your child's name is attached.

- Make clothing as simple as possible so that your child can enjoy the independence of removing clothing without help. Your child will be happiest wearing comfortable play clothes and shoes. Sneakers or sandals which strap on, or other secure shoes are preferable to shoes such as **slick bottomed boots, flip flops, Crocs, platform slip-ons or other open back shoes, which are unsafe on playground equipment.** Safety at our school is a priority. PLEASE help your child make good choices when selecting footwear for the day.

When cool weather approaches, please make sure jackets are labeled.

- Each day your child should bring a bag or back pack containing a change of clothes to be used in case of spills or accidents. Don't forget socks! Be sure to include diapers/Pull-ups and wipes if needed.

## Discipline

We at Wrightsville United Methodist Preschool believe all children should be treated with love and respect. Corporal punishment is not allowed at any time. We find redirection and positive language administered with love and patience works as the best form of discipline.



WRIGHTSVILLE UNITED METHODIST PRESCHOOL  
Daily Activities for Threes, Fours and Fives

School Arrival:

Welcome and Playtime

Morning Circle:

Hello Time-Calendar, Weather, Good Morning Song

Bright Ideas-Theme Discussion, Letter of the Week, Group Language Activity

Learning Centers and Art Time :

Theme or letter related art activity

Table toys- puzzles, manipulatives, math readiness, play dough....

Kitchen/Family Center

Blocks and Trucks

Reading Center

Science and Nature/Discovery Center

Outside Time:

Running, climbing, jumping, riding, hiding, chasing, throwing, catching,  
kicking, laughing, skipping, dancing, digging, swinging, sharing, imagining,  
discovering, creating, pretending .....

Occasionally structured games will be played.

Snack Time:

Snacks are parent provided on a weekly basis for the entire class

Story Time:

Theme or "Letter of the Week" related stories

Class favorites

Work Time:

Group Table Activity- Following Directions and/or Fine Motor Skill Development

Music and Movement Time:

Theme related songs and finger plays

Musical Games

Instruments

Class favorites

Good-bye Time:

Review the day

Upcoming events

Good-bye song

\*\*\*Order of activities varies in each class.

WRIGHTSVILLE UNITED METHODIST PRESCHOOL  
MONTHLY THEMES FOR THREES, FOUR AND FIVE YEAR OLDS\*\*\*

September:

School Orientation  
All About Me  
Body Parts/Five Senses  
Feelings/Emotions  
Family and Friends

March:

The Circus  
Wild and Zoo Animals  
Rainbows and Shadows  
Pets

October:

Autumn  
Fire Safety  
Mother Goose Land  
Classic Folk Tales  
Fall Fun/Halloween

April:

Easter  
On the Farm  
Spiders and Insects  
Plants and Gardening  
Spring

November:

Good Health Habits/Nutrition  
Doctor/Dentist  
Manners  
Thanksgiving

May:

Mother's Day  
The Seashore  
Summer/Father's Day  
School Closing

December:

Musical Instruments  
Jesus' Birthday/Christmas

January:

Winter  
Transportation  
Dinosaur Days

February:

Community Workers  
Phone Numbers and Addresses  
Valentine's Day  
Teddy Bears

\*\*\*Teachers may make a few changes to the monthly themes to best meet the needs and interests of their class.



