



"Learning Through Play"

Providence United Methodist Weekday School

Parent Handbook 2009-2010

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Welcome to PUMCWS

Dear Parents,

Welcome to a new school year here at Providence United Methodist Church Weekday School. We are happy that you have chosen the weekday school as the place to foster your child's development and love for learning. The weekday school is a NAEYC accredited preschool. This guarantees your child a developmentally appropriate approach to learning. Your child will grow and learn through play. Each day will be an exciting adventure filled with center time, story time and plenty of time to explore the classroom and the materials provided. Outside time will also prove to be a favorite activity where learning is always taking place.

The goal of the staff is to provide a safe, spiritual and loving environment for your child. Every staff member possesses a genuine love for children and the ability to foster the individuality in each child. We want each child to feel special and know that he or she is a child of God.

We look forward to this year and are excited about the opportunity to get to know each of you. If you are ever in need of assistance, our doors are always open. Please feel free to come by the office or give us a call. We welcome your comments. We look forward to a fantastic year!

Sincerely,

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Dear Parents:

Welcome to Providence United Methodist Church Weekday School. We thank you for entrusting your child into this experience, and we know that you will find it to be a blessing.

On behalf of the congregation, we also want to extend a welcome to those who are searching for a church home. You will discover inspirational worship, beautiful music, warm fellowship and a desire to reach beyond the walls of the church toward the needs of others. You can learn more about Providence at www.providenceumc.org.

Please also feel free to call upon one of the pastors if we can ever be of help to you.

We consider the Weekday School to be an integral ministry of the church, consistent with the example Jesus who welcomed children and gave them a place in God's kingdom. We are grateful for the exceptional leadership and devotion given by the staff and board members to this ministry.

We wish you and your child God's blessings as we begin a new year together.

Grace and Peace,

Kenneth H. Carter, Jr.
Senior Pastor

Mission Statement

Providence United Methodist Church Weekday School is an outreach ministry of Providence United Methodist Church. The mission of the Weekday School is to communicate God's love, as revealed through Jesus Christ, to children by providing an environment that encourages each child to grow spiritually, socially, cognitively, physically and emotionally. We are a Christian program, but we do acknowledge and respect the different religions and cultures represented in the program.

Goals of the Program

We seek age-appropriate ways to teach the following values for Christian living: love, self-esteem, faith, hope, caring, sharing, forgiveness, honesty-truthfulness, obedience and responsibility. Ultimately our goal is for every child to know in its heart that God's creation is good.

- We teach these values through our curriculum, which includes experiences in language, science, music, art, dramatic play, math, motor development, social skills, and religious concepts through Bible stories.
- We teach these values through our celebrations of Christian holidays, including Christmas and Easter.
- We teach these values through times of worship, which are carefully planned with the understanding of the limitations and needs of children.
- We teach these values through prayers, that are said each morning, at meals, in times of joy and in times of need. We also teach through our people—our teachers, administrators and volunteers who share their professional excellence as well as their Christian faith with children in appropriate ways, especially by example.

Program Options

We offer a wide variety of ages and schedules. Each year as needs change, the Weekday School Committee will approve class changes if needed. This year we offer classes for the following age groups (all ages are as of August 31, 2009).

Infants - A Monday/Wednesday class is offered as well as a Tuesday/Thursday class. Parents may choose to combine these 2 classes for a 4 day/week program. The child should be between 6 months and 12 months of age. (6 children; 2 teachers)

Younger Toddlers - Classes are offered on Monday/Wednesday/Friday or Tuesday/Thursday. The child should be between 12 and 18 months of age. (8 children; 2 teachers)

Older Toddlers - Classes are offered on Monday/Wednesday/Friday or Tuesday/Thursday. The child should be between 18 and 24 months of age. (9 children; 2 teachers)

Two Year Olds - Classes are offered Monday/Wednesday/Friday, Tuesday/Wednesday/Thursday and Tuesday/Thursday. A child may be enrolled in two groups if 5 days a week is desired. (12 children; 2 teachers)

Three Year Olds - Classes are offered Monday/Wednesday/Friday, Tuesday/Wednesday/Thursday, Monday through Thursday, and Monday through Friday. (14 children; 2 teachers)

Four Year Olds - Classes are offered Monday through Thursday, and Monday through Friday. (16 children; 2 teachers)

Transitional Kindergarten - One class is offered Monday through Friday for children turning 5 on or before August 31, 2009. (20 children; 2 teachers)

At registration time, in order to give every re-enrolling PUMCWS & PUMC child a place in our school, we reserve the right to over-book a class. It is our intent that if over-bookings occur, there will be attrition and the class will be at the desired level when school opens.

Non-discriminatory Policy: Providence United Methodist Church Weekday School admits children of any race, color, national or ethnic origin to all the rights, privileges and activities made available to the children of this school.

2009-2010 Calendar

We follow a **similar** schedule to the Charlotte-Mecklenburg Schools for holidays and workdays. There are exceptions, so please follow the calendar carefully and add these dates to your personal calendar. We will also follow Charlotte-Mecklenburg when closing for inclement weather. This includes morning delays and early dismissal due to weather.

Example: (1) If the public schools are delayed one hour due to icy roads, our school will begin one hour later at 10:30AM.
 (2) If the public schools are delayed two hours due to icy roads our school will be closed.
 (3) If the public schools dismiss at 11:00AM our school will close at 11:00AM.

Wed, 9/2/09	7:00PM	Parent's Night Orientation
Thru, 9/3/09 Fri, 9/4/09	Various TBA	Classroom visits/ Student open house
Tue, 9/8/09- Fri, 9/11/09	1 st week of school	Inf/toddler/2 ½ day 9:30-11:30 3/4/TK full day 9:30-1:00
Mon, 9/14/09- Fri, 9/18/09	2 nd week of school	INFANTS ONLY 9:30-11:30 ½ day
Mon, 9/28/09	No School	
Thur, 10/29/09 Fri, 10/30/09	No School	
Wed, 11/11/09	No School	Veteran's Day
Thur, 11/12/09- Fri, 11/13/09	No School	Teacher continuing education
Wed, 11/25/09- Fri, 11/27/09	No School	Thanksgiving Holiday
Mon, 12/21/09- Mon, 1/4/10	No School	Christmas Holiday & Teacher Workday
Mon, 1/18/10	No School	MLK Holiday
Mon, 1/25/10- Tue, 1/26/10	No School	Parent Conferences Teacher Workdays
Mon, 2/15/10	No School	Presidents Day
Fri, 4/2/10- Fri, 4/9/10	No School	Easter/Spring Break
Tue, 5/25/10		Last day school

Hours of Operation

We operate from Labor Day until Memorial Day. School hours are 9:30AM until 1:00PM Monday through Friday.

Program Times

Your child's day will include time in the classroom in learning centers, group times, outdoor and indoor play, story times, music sessions and other learning and fun activities. Before 9:30AM classroom doors may be closed while teachers are getting ready for the children. We strongly encourage parents to have their child at school no later than 9:45AM. In order to be included in the morning activities, it is important that the children be on time. It causes frustration for a child to walk in late when everyone else is already finishing up an activity.

School ends at 1:00PM. Since most children are usually fatigued at the end of the day, we urge you to pick your child up on time. There will be a late charge of \$5.00 for those persons picking up after 1:10PM and an additional \$5.00 for each 5 minutes after that. If an emergency arises and a child cannot be picked up on time, the school should be informed of the emergency immediately. You may reach the school at 704-714-9375.

Early Birds

Early drop-off will be provided beginning September 8, 2009 for children in the 2's, 3's, 4's, and TK classes. For those times when you need to drop your child off at 9:00AM, a classroom will be staffed for your convenience. ALL CHILDREN USING THE EARLY BIRD SERVICE MUST BE POTTY TRAINED. Cost of the thirty-minute program is \$2.00 per day. Statements of amounts due for the use of Early Birds will be distributed at the end of each month. You may sign up for Early Birds in the preschool office. Sign-ups are required at least 24 hours in advance and are based on availability. WALK UPS WITHOUT A RESERVATION WILL NOT BE ACCEPTED.

Please follow the guidelines below when participating in Early Birds:

- Take your child to the bathroom prior to coming to Early Birds.
- Make sure your child has finished breakfast. Please do not bring food to Early Birds.
- Individual toys should be left at home.
- Bring your child at 9AM and make sure one of the teachers checks your child in.
- Please help our teachers by taking your child's school bag and lunch box to his/her regular classroom.

What To Send With Your Child

Please make sure all of your child's belongings are clearly marked with his or her first and last name. This includes all clothing, lunchboxes, thermos bottles, pacifiers, blankets, etc. All containers should be unbreakable, non-glass.

Your child should **wear play clothes** that are comfortable, washable, and allow for self-help. Rubber soled shoes are requested for safety in climbing and physical activities. Long dresses, slippery bottom boots and shoes, and shoes that don't stay on such as crocs or flip-flops should remain at home. Outside play is a part of each non-rainy day's activities. Dress your child appropriately for daily weather conditions. Please put sunscreen on your child prior to sending them to school each morning. Please do not ask teachers to allow a child to stay inside with another class or in the office.

Guns, ropes, knives, and other toys that encourage rough and violent play must be left at home.

The following items should be sent for appropriate age groups for a 3½-hour stay:

Infants & Toddlers: 4 disposable diapers, bottle or sippie cup, change of clothing, lunch w/ drink

Two Year Olds: Disposable diapers or extra underwear, change of clothing, lunch w/ drink

Threes, Fours & TK: Extra set of clothes, lunch w/ drink

LUNCH - Your child should bring lunch from home. Pack a lunch that he or she will enjoy but please try to limit sweet items. State guidelines for lunches include meat or protein, milk or dairy product, bread and 2 fruits/and or vegetables. Please remember to label your child's lunchbox with the current date every day. This lets the teachers know that the food your child is eating is fresh. In addition, please include an ice pack if your child's lunchbox includes refrigerated food. This is required to guarantee that the refrigerated food is not spoiled. These requirements are for the safety of your child. Thank you for taking the time and effort to keep your child safe.

Entry Doors

There are 3 entry doors for the Weekday School. Two doors lead directly into the preschool from the side and back parking lots. They are armed with keypads that automatically unlock the doors from 9:00 to 9:45AM for morning drop-off. The doors will automatically re-open at 12:45PM for afternoon pickup. The third door is located in the church atrium, which is accessed through the church main entrance on Providence Road. **If you arrive after 9:45AM or before 12:45PM, you must use the Atrium door.** Please sign in with the church receptionist, proceed to the atrium door and ring the doorbell on the wall to the right of the door. The bell rings in the Weekday School office. We will gladly come and let you in.

Morning Drop Off

- Each child should be brought directly to his or her classroom each morning.
- Classroom doors may be closed until 9:30AM while teachers are preparing for the children.
- Please make sure your child's teacher is aware that your child is in the classroom.

Afternoon Pickup

- All infants, toddlers and 2's should be picked up from their classrooms.
- 3's, 4's and TK students will be picked up in the afternoon carpool line. You will be given details about the carpool procedure during the first week of school.
- If your child is going home with a friend or someone other than the person normally picking up, please let the office know. We must have **WRITTEN** authorization for your child to leave school with anyone other than those listed on your child's required General Release form. Please include your child's name the date, the name of the person authorized to pick up your child and your signature.
- Please observe all traffic markings in the parking lots. Remember that there are children and adults walking through the parking lots. Supervise your child at all times in the parking lot. Please hold his or her hand until he or she is safely in your car.
- Please drive very slowly and do not make sudden moves while in the parking lots. Always be courteous to everyone around you.

❖ ***Never leave a child unattended in your car while in our parking lot.***

❖ ***Park only in spaces that are marked as parking spaces and never by the curb to just "run in" and pick up or deliver your child.***

After School Playground Use

Often times a nice way to end the day with your own child is to spend a few minutes on our playground. We gladly offer this to you, however we ask that you observe the following rules posted on the playground.

Rules for Playground Safety

Please....

- Supervise children at all times.
- Do not sit or climb on the top of the tunnels, play structures or walls.
- Keep sand in the sandbox and mulch on the ground.
- Keep the gates closed at all times.
- Put toys away before leaving.
- Replace sandbox covers before leaving.
- NO animals are permitted on the playground.

Swings

- Do not let children alter the position of the swings.
- Swing only on your bottom
- Stop the swing before getting off. (Do not jump off a moving swing).

Slides

- Sit before sliding. (Do not stand on slides).
- Do not let children climb up the slides.
- Only allow one child on the slide at a time.

Curriculum

The curriculum at Providence United Methodist Church Weekday School is designed to be very intentional in nature. At each age we seek to provide age-level appropriate activities and opportunities for our children to work successfully to increase their social-emotional, cognitive and physical skills. By focusing on these skills, our curriculum promotes an integrated and effective developmental approach to learning. The daily schedule supports this entire learning process. There are active times and quiet times, large group activities and small group activities, routine activities and new experiences for the children.

The preschool has a curriculum coordinator working with the teachers to develop age-level appropriate activities and what skills each class should be focusing on at each stage of development. Each month the coordinator will meet with each age level group to discuss the curriculum and plan for the coming month. Lesson plans are carefully planned so that at the end of the day, each teacher can be assured that she has accomplished what she set out to do with the children.

NAEYC

Providence United Methodist Church Weekday School is accredited by the National Association for the Education of Young Children, better known as NAEYC (pronounced nay-see). The goal of the accreditation process is to improve the quality of care and education for young children in group programs. All children who participate in a NAEYC accredited program must be safe and protected but must also have the opportunity to experience an environment that enhances the children's development. Standards are set for all programs desiring to become an accredited program.

The accreditation process involves three steps. The first step is self-study. Steps are then made for improving any areas that need improvement. The second step is the validation visit. Trained validators make an on-site visit to verify the accuracy of the Program Description as described in the application. The third step is the accreditation decision. The NAEYC Academy considers the information provided in the Program Description and the results of the validators' visit and then makes the accreditation decision. We are proud of this accomplishment and will strive each day to keep the high standards set before us by NAEYC.

Music

Our music teacher will be at school on Mondays, Wednesdays and Thursdays of each week. She will incorporate additional music activities into our program. These will enhance what the teachers are doing in the classroom.

In addition to singing, finger plays, and activities with special recordings, the children will receive instruction with various rhythm instruments. The children look forward to this very special time each week.

Christian Education for 2009-2010

Providence United Methodist Church Weekday School is a vital ministry of Providence United Methodist Church. Each week of the month some form of Christian Education is planned as an intentional means of our ministry (i.e. Chapel, Church Chat, classroom activities).

Chapel: Chapel will be held every month in the Chancel Area of the Sanctuary. Chapel will be led by either the director, the assistant director, the curriculum coordinator or one of the program staff members of PUMC. This will be for 3, 4, & TK classes only. There will be a Bible story shared with the children as well as Bible verses, songs and prayer.

Tiny Chapel: This is an abbreviated chapel time for the two year olds that will be held in the small chapel or classroom. The Infant/Toddler/2year old curriculum coordinator or the assistant director will lead the children in simple Bible stories and songs to illustrate the monthly theme and concepts.

Church Chat: Church Chat will be held occasionally during the year. It will be led by a minister in the church and will give the children an opportunity to get to know the church leaders and the part they play in worship. Songs of praise will be sung and the ministers will have a time to just sit and “chat” with the children.

Books: Books related to the monthly theme will be available throughout the month for all ages.

Christian Education Themes for 2009-2010

September	God’s Good Creation – Genesis 1: 1-31
October	Let the Little Children Come to Me – Mark 10:13-16
November	The Parable of the Lost Sheep – Luke 15: 1-6
December	Happy Birthday Jesus – Luke 2: 1-30
January	Jesus is the Light of the World – Matthew 5:16
February	Jesus said, “Love one another” – John 15:17
March	Palm Sunday – Mark 11: 1-11
April	God Made a Promise to Noah – Genesis 6:14
May	Jesus Feeds a Crowd – John 6: 1-13

Enrollment

Registration for September enrollment will begin in late January and will continue as long as openings are available. Information concerning registration will be sent home shortly after the return from Christmas break. Priority will be given to families currently enrolled in the program and to church members. Registration will then be open to the community.

Admission of a child with physical or mental handicaps will be handled on an individual basis at the discretion of the Weekday School Director and the Weekday School Committee.

Medical Form

It is required that a medical form (completed by a physician) showing current immunizations be on file and updated annually for each child enrolled in the school. This medical form must be dated within six months prior to initial enrollment.

Withdrawals

One month's notice must be given to the Director **in writing** if you need to withdraw your child from the program. If one month's notice is given, the subsequent month's tuition will not be required. **If one month's notice is not given, the subsequent months tuition will be required.**

The Director reserves the right to withdraw any child under the following conditions:

1. If a child is continuously disruptive to a class due to a physical or emotional problem. Any problem will be discussed with the parent prior to such action and a two-week notice will be given before withdrawal.
2. If a fee is not paid by a parent.
3. If a medical form is not submitted for the child.
4. If a parent or other caretaker directs rude or abusive behavior, verbal or nonverbal, towards any teacher, staff member, child or parent of Providence United Methodist Weekday School.

Tuition Payments

The monthly tuition payment is due on the first school day of each month and is collected one month in advance. September's tuition is due on May 1; October's tuition is due on September 1; November's tuition is due on October 1, etc.

Make checks payable to **Providence United Methodist Church Weekday School** or **PUMCWS**.

There will be a late fee of \$10 assessed after the 10th of the month for any tuition that is not paid.

You may hand-deliver payments to the school office by placing them in the black mailbox just inside the school office door, or you may mail payment to the school using the following address:

Providence United Methodist Church Weekday School
2810 Providence Road
Charlotte, NC 28211

A full month's tuition must be paid regardless of attendance. The tuition is set for a full year and divided into nine monthly payments for your convenience. Therefore, there can be no refunds for partial attendance. This policy allows us to reserve a space for your child throughout the year and to pay our staff and other expenses.

Tuition & Fees

REGISTRATION FEE

A non-refundable registration fee is charged for each child and is due at the time of registration.

PUMC Member \$100 Non-Member \$125 Maximum 2 fees per family.

If there is not a space available for your child at registration, he/she will be placed on a waiting list and your check will be returned.

MONTHLY TUITION (excluding TK)

Tuition is due one month in advance on the first school day of each month. Tuition is considered late after the 10th of the month. Non-refundable payment for September is due on May 1, 2009.

Infants 2 days/wk \$210

Toddlers/Twos/Threes/Fours

2 days/wk \$185

3 days/wk \$225

4 days/wk \$280

5 days/wk \$325

MONTHLY TUITION – TK

Tuition for TK is due in advance. The first month's tuition is due at registration and is non-refundable. Subsequent month's tuition are due on the first day of May, June, July, Aug, Sept, Oct, Nov, & Dec.

In the event of withdrawal, all prepaid tuition is non-refundable.

TK 5 days/wk \$350

INSTRUCTIONAL FEE – TK Only

A non-refundable instructional fee of \$100 for each TK student is due at registration. This fee covers the cost of pre-reading and math readiness supplies.

ACTIVITY FEE

A non-refundable activity fee is charged for each child and is due May 1, 2009. This fee covers the cost of in-house field trips & enrichment activities.

Inf \$10, Tods \$20, 2s \$30, 3s \$45, 4s \$70, & TK \$100

RETURNED CHECK FEE

There will be a \$20 charge for any check that is returned for any reason including insufficient funds. If a check is returned, we will notify you immediately and ask you to correct this when you bring your child in on the following day.

Contingency Plan for Pandemic or Natural Disaster

August 2006

Overview: The Providence United Methodist Church Weekday School (PUMCWS) recognizes the need to have a contingency plan in the unlikely case of a pandemic or natural disaster. As such, we have developed the following policy and procedures.

In the case of a natural disaster, like a hurricane:

- PUMCWS will follow suit of CMS schools, including early dismissals, closings and delays. Parents should monitor the news and CMS and PUMCWS websites.
- In the event that the school and/or church campus suffered damage severe enough to hinder daily operations, the director will, with input from the board, make a decision to close the school accordingly. That information will be communicated via television (daily news), voicemail recording at the school's main number and possible signage at the weekday school entrance.

In the case of a pandemic, like the avian flu:

- PUMCWS will follow suit of CMS schools, including early dismissals, closings and delays. Parents should monitor the news and CMS and PUMCWS websites.
- In the event that a large portion of PUMCWS students and staff are ill, the director, with input from the board, can cancel school to protect families and staff. That information will be communicated via television (daily news), voicemail recording at the school's main number and possible signage at the weekday school entrance.
- Parents are expected to exercise caution and discernment when choosing to send to school a child/children that may be ill and a risk to others.
- The school director can ask that any child exhibiting symptoms or that any child exposed to someone exhibiting symptoms stay home. The school director reserves the right to send home immediately a sick child.

Tuition and Staff Pay:

In the event that PUMCWS is closed for less than 30 days due to natural disaster or pandemic:

- Tuition will not be prorated for missed days. Tuition payments will continue to be due on the first of each month.
- Staff will continue to be paid semimonthly.

In the event that PUMCWS is closed for an extended period (longer than 30 days) due to natural disaster or pandemic:

- Prepaid tuition (one month) will not be refunded. No additional tuition payments will be due.
- Staff will be paid for the 30 days immediately following the closure of school based on their regular work schedule.

Should PUMCWS reopen during the same school year following a closure for an extended period (longer than 30 days):

- Prorated current month tuition plus next month's tuition will be due upon the reopening of school.
- Staff will be paid semimonthly based on the number of days worked during the month.

Problem Solving Procedure for Parents

If you have a grievance or concern or wish to appeal a decision made by a teacher, you should take the following steps:

1. Promptly bring the concern to the attention of the Director. If there is still a concern after the Director has made a decision, you should meet with the chairperson of the Weekday School Committee.
2. If you have a concern involving the Director or Assistant Director, you should meet with the Chairperson of the Weekday School Committee.

Visitation and Conferences

Before the beginning of school, our teachers will be contacting each child and his or her parent(s) to arrange a time to visit in the child's classroom with the teachers. This will enable the child to become familiar with his or her surroundings. Hopefully, this will ease the child's feelings of anxiety on the first few days of school.

Conferences: Parents are always welcome to visit in the classrooms. However, the first half hour and the last half hour of the school day are transitional times for the children. We ask that you remain outside of the classrooms during these times. Since the teachers' first responsibility is to the children, please do not expect a conference while classes are in session. Formal conferences will be scheduled on Thursday, January 22 and Friday, January 23, 2009. If you would like a conference at another time during the year, please schedule one with the teachers at a mutually convenient time.

Changes at home can affect a child's behavior at school. Please share with us any information that will make us more sensitive to your child's needs.

Birthdays and Special Days

Your child's birthday will be observed at school on or during the day nearest the actual date. Parents may send a special treat for that day, but this is not absolutely necessary. If you choose to send or bring in a treat, it must be prepared in a commercial kitchen and be prepackaged. Cupcakes are not the best choice for preschoolers due to the large amounts of icing. A simple cookie is sufficient. If your child has another special treat that they enjoy, feel free to be creative. Please arrange this with your child's teachers. Candles, balloons, favors and gifts are not permitted at school. If your child has a summer birthday, we will be happy to observe a special day for him or her during the year. We want to show him or her that we think he or she is special too.

Please do not hand out invitations to birthday parties unless everyone in the class is invited. If you need to mail invitations, addresses are provided in the student directory. We encourage all children in a class to be invited to the party if possible.

We will observe other special days in the classroom. Treats for these events are also, required to be prepackaged. The teacher may be asking for your help during these days. Each class will have a room parent for the year. This person will coordinate the class parties, contact parents when needed and coordinate events for the parents in the class.

Philosophy of Discipline

One of the purposes of this weekday school is to foster the development of self-control and self-discipline. We believe positive methods of guidance contribute more to the development of self-discipline than do negative ones.

Because we are working to maintain a relaxed atmosphere, we set limits based upon the maturity of the children to define acceptable behavior. As teachers take the responsibility for consistently enforcing these limits safely, consideration for others and self-discipline are encouraged.

Techniques of behavior management in use in our school include the following:

- Positive re-enforcement
- Ignoring unproductive behavior that is not destructive to people or property
- Redirecting the child to other areas of the room or to a new activity
- Reflective time

By using these techniques, children learn to re-direct their energies into constructive outlets and to take responsibility for their own actions.

Health Issues

We will make every effort to observe good health practices at school.

No child shall come to school visibly ill. A child should be kept at home if he or she has a cold, coughing, sneezing, fever, excessive runny nose, sore throat, or any signs of a contagious disease. Please keep your child home until he or she has been free of fever or other symptoms for at least 24 hours, and is physically strong and active again. Remember, children tire more easily in group situations.

The health of your child is important to you, as parents, and is also a concern of our staff. If a child becomes ill or is injured at school, we will try to contact you. If we cannot contact you, the child will be isolated and cared for until you come at the regular time. If there is an emergency situation, we will contact the persons you have provided on your emergency form. Our staff cannot be responsible for administering any medication to your child.

Mary Had A Little Cold

Mary had a little cold, but wouldn't stay at home.... And everywhere that Mary went the cold was sure to roam.

It wondered into Molly's eyes and filled them full of tears. It jumped from there to Bobby's nose and then to Jimmy's ears.

It painted Annie's throat bright red and swelled poor little Johnny's head. Dora had a fever and a cough put Jack to bed.

The moral of this little tale is very quickly said. Mary could have saved a lot of pain with just one day in bed!

-Author Unknown

Policy for Allergic Response

August 2006

Overview: The Providence United Methodist Church Weekday School (PUMCWS) seeks to provide a safe environment for all children in our program. PUMCWS has developed the following policy to address and respond to the wide ranging allergies and allergic reactions common among children (peanut, dairy, wheat, shellfish, insects, etc.). It is important to note that we cannot guarantee an allergy-free school. However, we are deeply committed to working with our school families to provide a policy that can support children with allergies when at all possible. This document outlines the roles of the school and its administrators, and the allergic child and his/her family and doctors.

This policy was modeled after guidelines developed by:

- The Food Allergy & Anaphylaxis Network;
- The National Association of School Nurses;
- The National Association of Elementary School Principals;
- The American School Food Service Association; and
- The National School Boards Association.

Responsibilities of the Allergic Child's Parents and Doctors

- Alert school to child's allergy/allergies, along with a complete list of foods/name brands that are acceptable and unacceptable in the classroom.
- Work with school staff to develop an appropriate protocol to accommodate the child's needs.
- Provide written documentation, instructions and medication as directed by a doctor, along with a photo of the child.
- Provide emergency contact information that is always updated.
- Provide, update and properly label child's medications.
- Educate the child (as developmentally appropriate) to self-manage the allergy, including:
 - Safe and unsafe foods
 - Ways to avoid exposure
 - Symptoms of allergic reaction
 - How and when to communicate to teacher/staff re. allergy-related problem
- Recognize that PUMCWS may not always be able to accommodate or anticipate every allergy-related issue.
- Provide school with a labeled, easily identifiable emergency medical kit (medication and instructions, epi-pen, etc.) to be kept in a locked, secure location or to be kept on person, as age-appropriate.

Responsibilities of PUMCWS Staff

- Review health records submitted by parents and doctors.
- Train faculty and staff to understand the variety of childhood allergies, to recognize allergic symptoms and reactions and to know how to handle an allergic reaction (i.e. – use of an epi-pen).
- Have available and properly and securely stored each allergic child's emergency medical kit (see above).
- Work with a child's teachers to understand the appropriate protocol in event of an allergic reaction and to recognize symptoms.
- Ensure information re. the allergy is prominently posted in the classroom, along with child's picture.
- Alert substitute teachers to any classroom allergies via classroom signage and morning briefing.
- Alert fellow students/families of allergies via a take-home flyer, with information re. the allergy and a request for special consideration, as and if appropriate.

Responsibilities of Child (as age allows)

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain an allergen.
- Should be proactive in the care and management of their particular allergy and reaction, as developmentally able to do so.
- Notify an adult/teacher immediately if they experience an allergic reaction.

Illnesses

If you are notified that your child is ill, please make plans immediately to come and pick your child up from school. For the sake of your child's comfort, this is necessary. To keep the spread of illnesses to a minimum, the school has the following policies:

Fever: Your child may not come to school with a fever. Your child's teacher will call you to come for your child whenever he or she appears ill and has a temperature of over 100 degrees. The child must be free of fever for at least 24 hours (staying out of school for one full day) before returning.

Diarrhea: Whenever a child has a very loose bowel movement accompanied by nausea he or she should remain at home. At school if your child has two loose bowel movements within an hour (that are in the teacher's judgment a diarrhea type stool) you will be contacted to come for him or her. The child should be free of diarrhea for at least 24 hours (staying out of school for one full day) before returning.

Vomiting: If your child should become ill at school and begin vomiting you will be called to come and pick up your child. The child should be free of this illness for at least 24 hours (staying home for one full day) before returning.

Communicable Diseases: Communicable disease means any disease that can be transmitted from one person to another directly by contact with excrement, other body fluids or discharges from the body; or indirectly, via substances or inanimate objects, such as contaminated drinking glasses, water, toys or via vectors such as flies, ticks, or other insects. If your child has had a communicable disease or a serious illness, the teacher may ask for a doctor's statement that the child is able to take part in the normal routine before he or she may return to the classroom. Parents, please call the school with the diagnosis as soon as possible so the other families can be notified that their child may have been exposed. Your child's name will not be used when informing other families.

School Accidents

If an accident should occur at the school and a child is injured:

1. The teacher will apply first aid to minor injuries (cut, scrapes, bites, bruises, etc) and report the circumstances to the parent at the end of the day through an incident report. No medication or ointment will be given or applied.
2. The teacher will notify the parent or the secondary contact person of an injury that might require medical attention.
3. The Director will immediately contact 911 in the event of a serious injury. Parents will then be called and advised of the situation.

Emergency Notification

In case of an emergency it is critical that the school has an up-to-date file with correct addresses and phone numbers for both parents and two other contact persons. The parents must sign an emergency treatment form. Please make sure each day that at least one of the emergency numbers on your form will be available.

Fire Drills

Fire drills will be observed monthly in our school. Our infants will be evacuated from the building in specially designed cribs or in the Bye-Bye buggies for ease in getting them out of the building. Our early walkers will be evacuated in specially designed grocery carts. Older children will be informed of the importance of getting out of the building in a timely and orderly manner.

Tornado Drills, Internal and External Lockdown

Procedures in place in case there is a need to lock down the entire church or internally lock down the classrooms. There is also a tornado procedure should the school ever encounter threatening weather. Since we do not wish to frighten the children unnecessarily, these drills are performed with the teachers before school opens in the fall.

Child Abuse

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted teacher will report it to the Weekday School Director before reporting it to the authorities.

Child Protection Policy

Providence United Methodist Church Weekday School is committed to maintaining a safe environment for every child in the program. It is further committed to ensuring that its staff and volunteers are protected from unfounded accusations of abuse and neglect. You will be given more information concerning the Child Protection Policy when you visit with your child's teacher before school begins. You will be required to sign a Covenant and give complete names, addresses and phone numbers of three references.

Cell Phone Policy

Overview: We at Providence United Methodist Church Weekday School (PUMCWS) want to ensure that our children are safe and secure, especially on our campus. In the past it has been troubling to see the *increased amount of inappropriate cell phone use on campus*.

For example:

- Teachers and staff have seen cell phone use in all school parking lots in the morning at drop off and in the afternoon at pick up.
- Parents on cell phones while driving in the carpool line, even driving with one hand while holding the phone with the other hand. And parents on cell phones while loading children into the car.
- Parents dropping off and picking up at the classrooms while talking on the cell phone.

The obvious safety issues are concern enough. But we also want the transition to and from our school focused on the children – our children deserve our undivided attention during this time.

The concern of inappropriate cell phone use was taken to the Weekday School Committee at its March 2006 meeting and the Committee **unanimously voted that Providence United Methodist Church Weekday School will be a cell phone-free campus.**

This means that once you enter the church parking lots your cell phone should not be used unless for an emergency.

This allows us all -- teachers, staff and parents -- to be alert, undistracted and focused on our children in the parking lots and in the buildings.

Of course, there are two staff exceptions to this rule.

- 1.) Our teachers will carry a cell phone in their emergency bag (which goes everywhere the class goes) at all times; and
- 2.) The director will continue to carry a cell phone in case of an emergency.

The Weekday School Committee and faculty and staff of the weekday school appreciate your adherence to our cell-free policy.

Assessment

The children here in the weekday school are being assessed on an ongoing basis through various means. They are assessed through conversations with their teachers, observations in the classroom and on the playground, as well as by being asked to perform developmentally appropriate tasks in the classroom environment. Anecdotal notes and checklists are our primary tools for assessment. We do not currently conduct any standardized tests or conduct any assessments that are scored. These assessments are used to help the teachers better understand where each individual child falls in their development so that they may best plan their curriculum to meet his/her needs. If at any time your child does not wish to participate in an assessment or appears to be uncomfortable, the assessment is discontinued and revisited in another way, at another time. The results of these assessments are discussed with the parents primarily during conferences in late January. Updates are given throughout the remainder of the school year or whenever the teachers or parents feel that it is necessary. The teachers as well as the administrative staff are available at any time to discuss your child. Please do not hesitate to contact us if there are questions or concerns that you would like to discuss. We will do the same.

The teachers attend workshops periodically in order to gain updated information about new forms of assessment and the best ways to implement assessments in their classrooms. The classroom teachers and occasionally, the curriculum coordinator conduct assessments. All of these adults are familiar to the children whom they assess.

The results of all assessments are placed in your child's individual folder and remain in a locked cabinet in the classroom. These records are only available to be viewed by the teachers, parents (if requested) and the administrative staff. The assessment results are used to inform the parents of developmental milestones as well as areas of difficulty.

Confidentiality

The preschool follows strict confidentiality guidelines. All information provided remains in locked cabinets, offices or classrooms when not in use. Contact information, as well as medical information, is stored in the main office. Emergency cards are kept in the classrooms and are locked in a cabinet at the end of the day. All anecdotal records and other assessments are also in locked cabinets in the classrooms. The child's current teachers and the administrative staff are the only ones with access to these records. The curriculum coordinator may access these records with the teachers in order to help prepare a lesson plan to help that child with his/her individual needs. Personal information is not shared with people outside of the Weekday School without the written consent of the families.

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