

Welcome!



Dear Parents/Guardians,

We would like to thank you for sharing your precious children with us. The PBUM Preschool staff is honored that you have entrusted the care of your child with us. We believe that each child is a masterpiece uniquely designed by God and we will do our best to respect and honor that uniqueness.

This handbook was designed to enhance the understanding of the partnership between staff and parents. We look forward to working with you and your child. We recognize that parental participation is pivotal to the child's learning process. Please do not hesitate to come forward with any questions or suggestions. Our door is always open!

We welcome you to our program. We are so thrilled that you have joined our family!

Sincerely,

Kathi Mikesell
Preschool Director

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Mission Statement

It is the mission of Perdido Bay United Methodist Preschool program to nurture the whole child spiritually, socially, emotionally, physically and intellectually. We want to live out God's love so that our children may become rooted in His word and know that they are precious in His sight.

Goals

- *To teach early childhood educational lessons necessary to prepare each child for school
- *Strengthening families by promoting the healthy development of each child
- *Serve our community by providing a quality, affordable, early childhood learning facility
- *Guide each child to understand to love Jesus and each other

Philosophy

We believe that each child is a unique individual that was created by God. It is our belief that early childhood education should above all first teach the children to love Jesus and to love each other and to help them recognize that God loves each of us.

Our teachers create an environment in which each child is free to play, learn experiment and develop at his/her own rate without pressure of competition. Appropriate attitudes and behavior will be encouraged and developed through daily work and play in a Christian atmosphere.

We are accredited through Florida Coalition of Christian Private Schools Association and a member of the United Methodist Association of Preschools.

Curriculum

Our center uses the Wee Learn Curriculum in all of our classrooms. The curriculum is designed to support the biblically based educational philosophy of our early childhood program. Meaning students have direct, hands-on experiences in all we do. Our lesson plans are centered around weekly themes that all classrooms follow. Each teacher adds their own ideas on how to meet the needs of the children in their class. The areas we cover include devotion, language/writing, science, math, Spanish, sign language, manipulatives/fine motor, reading, dramatic play, art, music, building, and large motor. We use a hands on approach with the children that encourages their freedom of expression, choice, and learning.

Registration

There is limited availability due to a small student/ teacher ratio to ensure a healthy, safe and fun environment. Registration fee is \$70. This fee is non-

refundable. Registration will be held in March. We will register enrolled students first, and then hold open registration for the public.

Enrollment

Upon registration, you will receive your enrollment packet. The following forms need to be completed in their entirety:

- *Registration Form
- *Enrollment Form
- *Emergency Treatment Authorization form
- *Covenant Form
- *Photography Release Form
- *Florida Physical Exam (yellow form)* or Alabama Physical*
- *Florida Immunization Form (blue card)* or Alabama Immunization*
- *Copy of Birth Certificate
- *Child Care Brochure Statement
- *Child Assessment Authorization
- *Child Health Assessment

*These forms are available at our Doctor's office. These forms must be on file prior to school starting. We cannot accept copies. Please bring in original forms only.

Parents are responsible for updating any changes throughout the program year in the above listed forms.

Non-Discrimination Policy

The PBUM Preschool program is available to anyone, regardless of sex, nationality, race or religious orientation.

Dates and Hours of Operation

PBUM Preschool will be open Monday – Friday. The hours of operation are 8:30 – 12:30. The Escambia County School District calendar will be followed for holidays and emergency days off. If the church is closed due to emergencies, the school will also be closed.

Fees

Tuition:

- Toddler program - 3 days/week- \$220/month
- 2 year old program - 3 days/week - \$223/month
- 3 year old program - 3 days/week - \$217/month

2days/week- \$148/month
4 year old program - 5 days/week - \$323/month
3 days/week- \$215/month

*There is a 10% discount on tuition for a second, same family, child.

Tuition is due on the 1st of each month. Please make checks payable to PBUMC Preschool. There is a \$36.00 charge for all returned checks. If tuition is more than 2 weeks late, a late fee of \$10.00 per child will be charged.

Pick up time is 12:30. **Children not picked up on time will be charged \$10.00 for each 15 minutes or fraction thereof.**

School Supplies

Each age group will be charged a supply fee in August and again in January. We will purchase the supplies that we need cheaper in bulk through our discount vendors. The supply fee will prevent us from repeatedly asking for supplies. The fees are as follows:

- Toddlers - \$30 in January & August
- Twos - \$40 in January & August
- Threes & Fours - \$50 in January & August

Health

In order to ensure the safety and health of all the children, please refrain from bringing your child if he/she has had any of the following symptoms within the past 24 hours:

- *diarrhea
- *vomiting
- *open sores
- *fever (100 or above)
- *pink eye
- *runny nose (colored mucus)
- *rash

Please inform us immediately if your child has a communicable disease or you think he/she may have been exposed to one. This will give us the opportunity to verify incubation dates and protect the health needs of all our children. Your cooperation is your child's best protection. If a child becomes ill at school, he/she will be isolated from the other children and the parent will be called. The child should be picked up immediately.

When contagious illnesses are identified in the school, a notice will be posted indicating the type of illness, symptoms and incubation period for the illness. Names of children will not be made public.

Medication

Medicine will be administered as follows:

*Parents must fill out and sign the Department of Children and Families Medication Authorization form, available from your child's teacher. The form and medicine must then be given to the teacher or assistant.

* All medications must be given in the original container. Prescriptions must have the child's name on the label on the container.

*Medication to be given must be clearly marked with your child's name and placed in a Ziploc bag with a measuring spoon.

*All medication must be taken home daily.

Please let us know when your child has been given medication before coming to school. Many medications have side effects (drowsiness, irritability, etc). This information is important and will help us better understand your child's behavior.

Discipline

PBUM Preschool staff will use positive methods of Christian discipline that encourage students to use self-control, self-direction and cooperation. Our policy regarding the discipline of children is as follows:

*Redirection of behavior

*Reminder of acceptable behavior

*Praise for modeling acceptable behavior

*Time-Out

The teacher will convey to the child both verbally and non-verbally the disapproval of his/her **actions**, not disapproval of the **child**. Teachers will communicate with parents in a team effort to encourage appropriate behavior. Corporal punishment is not used.

Withdrawal

Please give two weeks written notice of withdrawal from the program. This allows for those on the waiting list to prepare with enrollment forms and supplies as soon as possible.

PBUM Preschool reserves the right to dismiss a student throughout the program year for any reason deemed necessary by the Director to ensure mission, safety and health of the program.

Safety / Emergency

To ensure the safety of the child, we ask for your cooperation in the following:

Arrival /Departure

*Please walk your child to the classroom and sign the sign in sheet.

*Only people listed on the enrollment form may pick up your child during departure and must show ID prior to the release of the child.

*If an unforeseen circumstance arises causing a person in your authority, not listed on the enrollment form, to come to pick up your child, please send a written note with a telephone number so that we may reach you and confirm this authorization.

*Parents will be telephoned if child is not picked up by 12:45. If parents cannot be reached, the emergency contact will be notified to retrieve the child. A late fee will be charged.

*Please park in the designated parking lots. This is for the safety of all our families. Please drive slow during drop off and pick up times.

Emergencies:

*Weather Related Emergencies: In times of inclement weather, we will follow the policy of the Escambia County School District. If Escambia schools close, we will also close. Parents should listen to local radio (WCOA 1310 am) or television (WEAR TV3) stations for details regarding school closings.

Medical Emergencies: We strive to provide the utmost care to ensure safety. In case of a serious illness or accident that requires medical attention, we will attempt to call the parents first. If parents cannot be reached, we will call those on the emergency release form. Every attempt will be made to follow the wishes listed on the emergency treatment form. However, your child will be transported to the nearest hospital if deemed necessary.

Clothing

Dress Code:

We play outside or in the gym everyday, so please dress your child in appropriate clothes. We also do creative art activities everyday, which can be messy, even with paint smocks on. We do not want the children to feel uncomfortable when playing because they don't want to get dirty or get paint or glue on themselves.

Please label all outer clothing (jackets, sweaters, mittens, etc) with the child's name.

For safety, the following clothing items are considered inappropriate: flip-flops and boots.

Change of clothes:

Each child should bring in a change of clothes, clearly labeled, in case of an accident.

Personal Belongings:

Please do not allow your child to bring toys (except items to be used on Show & Tell days) or money to school. We do allow books that are clearly labeled with your child's name to be shared at story time.

Potty Training

Because of staff to child ratio and the absence of potty facilities in the classrooms, all children entering the 3 or 4 year old program must be **FULLY** potty trained.

Snack / Lunch

Please send a nutritious lunch that includes a drink. Avoid sending foods high in sugar and caffeine. Please note that we are unable to keep foods cold or to heat food. Small ice packs work well.

1yr. & 2 yr. old classes- Bring a drink and a snack in a zip lock bag labeled "snack".

3yr. & 4 yr. old classes- We will be serving snack community style. Each family will receive a snack menu each month. You will be assigned a designated day to provide items needed for snack. This will also included drinks. This makes our cooking projects much easier and a great way for the children to gain independence.

Birthdays / Special Events

Birthdays are a very special day in your child's life. Please feel free to bring in a special snack (store bought, not homemade) for the class to share in celebration of your child's special day. Make arrangements with the teacher prior.

If you are planning a party outside of school for your child, you may send invitations home with the children, but only if the whole class is invited.

Parent Volunteers

Parental involvement is an important aspect in a child's development. Our program encourages parents and teachers to work together as a team. We are early childhood providers who are here to help you nurture and educate your

child, but no one can replace your importance as a parent. Please take an interest in your child's work and ask questions about your child's day. Parents who spend quality time together with their children, guiding them in their work with praise, notice a positive difference in their children. Your time is a blessing to our program!

Fieldtrips

We do go on age appropriate fieldtrips with the children. We use parent volunteers to help with the transportation. This provides us with ample supervision at all times. We notify all parents prior to any fieldtrips. We must have a signed permission form for your child to attend. All children must provide a non-expired car seat to be transported in another parent's vehicle. All children must be properly buckled prior to leaving the premises. Please keep in mind if you volunteer as a driver, you are responsible in helping with those children on the fieldtrip. This ensures everyone's safety.