



2012-2013 Parent Handbook

Welcome to the Woodlake United Methodist Preschool (WUMP) program. The Preschool is an educational and spiritual outreach program staffed by professional employees. Please carefully read this handbook before the first day of school. This handbook has been written to orient you to the WUMP program and to provide you with the program policies and procedures. It is important for you to be aware of these policies. The administration of WUMP reserves the right to modify or amend this handbook and/or its policies at any time. After reviewing its content, please sign the Agreement Form and return it to the preschool before the first day of school.

If you have any questions regarding this information, please do not hesitate to ask for further clarification. We hope your experience with us is a positive one!

We look forward to working with you.

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The staff of Woodlake United Methodist Preschool wants to thank each one of our parents for sharing your children with us. We feel very fortunate that you have chosen WUMP for your child's preschool experience. We have a very unique and exciting program with endless activities and learning experiences. We also have a genuine love for all God's children. This handbook was written for you. We hope it will answer many of your questions and give you the information you need to know about our program. We look forward to a fun-filled year with you and your child. If you ever have any concerns, please let us know. We want you to be happy too!

Part I: General Information

History

The Preschool Team of Woodlake United Methodist Church began its planning and implementation of Woodlake United Methodist Preschool (WUMP) in January of 2007. With a qualified preschool team of prior teachers, administrators, financial colleagues, and business professionals, the preschool developed into an outreach of the church to serve the community and to provide educational and spiritual experiences for preschool-aged children. WUMP opened its doors to the community for the first time on September 8, 2008.

WUMP has met all qualifications for religious exempt child day centers through the Virginia Department of Social Services. This insures you that we have a well-qualified staff who have met certain academic and medical requirements as well as having participated in the state criminal history record check. In addition, for your child's safety, our building has been inspected and approved by the Fire Marshall, Building Inspector, and Health Department. Woodlake United Methodist Church carries public liability insurance, which includes the preschool program. This insurance provides coverage in the event that someone brings suit against the preschool for personal or bodily harm suffered during the operation of the preschool as a result of negligence.

Mission Statement

The Woodlake United Methodist Preschool provides an atmosphere of love and acceptance in which every child has the opportunity to develop socially, emotionally, physically, intellectually, and spiritually.

WUMP Philosophy

The WUMP Philosophy is to maintain a Christ based preschool that aligns with the Woodlake United Methodist Church's (WUMC) vision and mission. We believe that every person who comes through our doors is a gift from God. The Woodlake United Methodist Church's Purpose Statement states,

WUMC is committed to:

- Loving God (Worship) By accepting God's love, a disciple loves God and loves others.
- Knowing God (Small Groups) A disciple commits to knowing God better.
- Living Our Faith (Serving) A disciple lives his/her faith in every moment.

Our ultimate purpose is to glorify God. This will be accomplished by providing a joyful, enriching experience for children while nurturing every aspect of their growth. We will provide stimulating experiences in a loving, respectful environment while implementing a Christ-centered curriculum. WUMP was designed as an outreach ministry to the community, to both Christians and non-Christians, by providing educational and spiritual experiences for preschool-aged children. WUMP welcomes children of any race, gender, religious belief or national origin. Special needs children are accepted based on the preschool's ability to meet their unique and individual needs. WUMP is organized, managed, and controlled through the direction of the WUMP Director, the Shining Light Community Outreach Foundation (SLCOF), the WUMC, and the Book of Discipline of the United Methodist Church (UMC).

Licensure/Accreditation

Section 63.2-1716 of *The Virginia Code* (the Code) exempts from licensure child day centers operated or conducted under the auspices of a religious institution. If a child day center operated by or conducted under the auspices of a religious institution chooses not to be licensed, certain documentation must be filed annually with the Virginia Department of Social Services. In addition, the Code outlines the other requirements that exempt child day centers must meet.

Non-discrimination Policy

WUMP does not unlawfully discriminate on the basis of gender, race, color, religion, disability, national origin or age in its employment or in its programs and activities.

Enrollment Policy

WUMP operates September through May. The hours of operation are 9:00 a.m. to 2:30 p.m. The hours of instructional time with the students are 9:30 a.m. to 12:30 p.m. or 9:30 a.m. to 2:00 p.m. Lunch bunch days will be offered each day in which school is in session until 2:00 p.m. for all students who wish to participate. The fee for lunch bunch is \$10.00 per day.

Children of WUMC members, currently enrolled and alumni families, and staff members receive first priority for enrollment. Community children are accepted thereafter. Group size is limited to 10-14 children. Small group size reflects the program's philosophy of planning for the needs of each child.

Facility

WUMP is located at 15640 Hampton Park Drive, Chesterfield, Virginia 23832 and the phone number is 804-639-5411. Our enrollment for the school year will not exceed 128 students of which we will have no more than 80 students in the building on any given day. The total square footage is 15,000.

The preschool wing includes the following rooms:

Preschool Office

Kitchen

Activity Center Room #118 – Used for music, chapel, and inclement weather play

Storage Room

Hall Restroom – Handicap Accessible

Classroom #108

Classroom #109 – With joint restroom

Classroom #110 – With joint restroom

Classroom #111 – Art Room

Classroom #114 – With joint restroom

Classroom #115 – With joint restroom

Classroom #116 – With joint restroom

Classroom #117 – With joint restroom

Playground Policy

WUMP has two playground areas. Both playground areas have met the requirements stated in *The Handbook for Public Playground Safety*. The larger playground will be utilized by the 4 year old classes and the J.K. class. The smaller playground will be utilized by the 2 ½ year old class and the 3 year old classes. The larger playground equipment has a recommended age of 5-12; however, the four year olds will be allowed to play on the playground unless the preschool receives written documentation from the parent/guardians that states their child is not allowed to utilize the equipment. The preschool staff will diligently supervise the children during recess time. You are more than welcome to use the playground equipment before or after the preschool hours **ONLY IF** your child is directly supervised by an adult and the playground rules are followed.

Policy on School Closings/Delayed Openings

WUMP will follow the Chesterfield County Public Schools' (CCPS) decision on school closings. If the CCPS are one-hour delayed, then WUMP will also be delayed one-hour; operating 10:30 a.m. until 12:30 p.m./2:00 p.m. If CCPS have a two-hour delay, then the preschool will operate from 11:30 a.m. to 2:00 p.m. and the children will bring a packed lunch to school. If CCPS have more than a two-hour delay, WUMP will be closed for the day. No refunds will be made due to inclement weather days. There will be no make-up days for inclement weather days.

In addition to the local stations announcing the closings and/or delays for CCPS, the director will send a message about school closings and/or delays via email.

Parent and Staff Surveys

Parents and staff may be asked to complete surveys throughout year. This information helps to assess how the program is meeting the needs of parents and children, as well as to identify strengths and weaknesses of the program. This information will also be used in setting program goals for future years.

Part II: Staff Qualifications

Each member of our staff is qualified and experienced in working with preschool children. Staff qualifications and job descriptions are on file in the Preschool Office. We feel very blessed to have such talented people working with our children each and every day.

The WUMP Staff

<u>Position</u>	<u>Name</u>	<u>Home Phone Number</u>
Preschool Office		639-5411
Director	Lori Snidow	739-5118
Assistant Director	Karen McCaffery	639-6024
2 1/2 Year Old Staff	Darlene Dow	739-7825
	Donna Hunley	399-0916
3 Year Old Staff	Debbie Holdren	818-3713
	Sharon Boeglin	379-1560
	Michelle Longest	639-6926
	Susan Russell	739-0810
	Janet Gerencser	639-2809
4 Year Old Staff	Amy Cory	744-7893
	Sue Payne	608-8958
	Martha Jones	739-2132
	Cynthia Hart	744-2847
	Debbie Crenshaw	745-2284
	Karen Palmer	639-4740
	Brenda Smith	276-3087
	Lisa Loving	
Junior Kindergarten	Dee Brindle	790-1722
	Claire Trageser	986-0105
Art Teacher	Liz Magill	739-0740
Music Teacher	Marianne Kesterson	739-8367
Chapel Teachers	Pastor Pete Moon	Call WUMC Woodlake
	Pastor Erin Reibel	Campus Office 739-4535
	Pastor Michael Whaley	
	Beth Christian, <i>Director of Children's Ministry</i>	

Code of Ethical Conduct

As an individual who works with young children, each staff member is committed to furthering the values of early childhood education as they are reflected in the WUMP Mission Statement and Philosophy.

Staff members are expected to:

- ✓ Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- ✓ Respect and support families in their task of nurturing children.
- ✓ Respect colleagues and administration.
- ✓ Serve as an advocate for children and their families.
- ✓ Maintain high standards for professional conduct.

- ✓ Recognize how personal values, opinions, and biases can affect professional judgment.
- ✓ Be open to new ideas and be willing to learn from the suggestions of others.

- ✓ Continue to learn, grow, and contribute as a professional.
- ✓ Be of Christ-like character and a role model of a faithful servant.

Staff Must Recognize the Signs of Child Abuse and Neglect

Section 3.2-100 of *The Virginia Code* defines an “abused or neglected child” as “any child less than eighteen years of age:

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates substantial risk of death, disfigurement, or impairment of bodily or mental functions;
2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered an abused or neglected child;
3. Whose parents or other person responsible for his care abandons such child;
4. Whose parents or other person responsible for his care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law; or
5. Who is without parental care or guardianship caused by the unreasonable absence or mental or physical incapacity of the child’s parent, guardian, legal custodian or other person standing “in loco parentis.”

Staff Must Report Any Suspected Case of Child Abuse and Neglect

Section 63.2-1509 of *The Virginia Code* states that “...any teacher or other person employed in a public or private school, kindergarten or nursery school, any person providing full or part-time child care for pay on a regularly planned basis ...any person

associated with or employed by any private organization responsible for the care, custody or control of the children” who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department’s toll-free children abuse and neglect hotline. “Any person required to file a reportwho fails to do so within seventy-two hours of his first suspicion of child abuse or neglect shall be fined....”

Any suspected case of child abuse and/or neglect should be reported to the Preschool Director immediately.

Staff Background Checks

Section 63.2-1724 of *The Virginia Code* requires criminal record checks and child abuse and neglect central registry checks for prospective employees or volunteers or any other person who is expected to be alone with one or more children enrolled in the child day center. The checks and clearances must be obtained within thirty days of employment or commencement of volunteer service. Sworn disclosure statements are also required for prospective employees. For more detailed information on convictions that prevent employment, volunteering, or being alone with one or more children, and the consequences of unsatisfactory background check findings, please refer to the Religious Exempt Child Day Centers informational handbook located in the Preschool Office.

Staff Health Report

All Staff members must be certified annually by a practicing physician to be free from any disability which would prevent them from caring for children.

Establishment and Implementation of Hand Washing Procedures

Hand washing is the most important means of interrupting the transmission of infection among staff and children. While the law requires hand washing before eating and after toileting and diapering, health professionals also recommend hand washing upon arrival at the preschool by staff and children, upon return from outdoor play and when the hands have been in contact with any bodily fluids (e.g., nasal, oral secretions). Hand washing should also occur before preparing and serving food and after handling unclean surfaces.

First Aid & CPR Certification

The director and, at least, one other staff member must complete a Child First Aid Training course and Infant/Child CPR course. Documentation of these courses will be kept in the preschool office.

Medication Administering Training (MAT)

The director and, at least, one other staff member must complete a MAT course. Documentation of this course will be kept in the preschool office.

Staff Development Plan

WUMP provides opportunities for staff to improve program-planning skills, improve group leadership skills, and to observe various teaching styles and techniques. Conferences and additional staff development forums will be encouraged.

Institutional Child Abuse

It is WUMP policy that there shall be no corporal punishment of children. No child shall be subjected to cruel or severe punishment, humiliations, or verbal abuse, including, but not limited to, the denial of food. It is our policy that no one has unmonitored contact with the children at any time. Staff must be in sight/sound of each other at all times.

The following procedure has been established regarding the steps taken if a staff member is suspected of abusing and/or neglecting a child at the preschool:

- 1) Whoever has reasonable cause to believe that a staff member may have been abusive or neglectful to a child(ren) shall immediately notify the Director.
- 2) The Director will prepare, within 24 hours, but no later than 36 hours, a written report of the situation. The report shall include dates, times, names of all parties involved (adults and children), places, and description of incident.
- 3) The Director must immediately notify his/her supervisor. Together the administration will assess the situation and, if warranted, report the suspected abuse or neglect to the appropriate sources.
- 4) The suspected or alleged employee shall immediately be removed from working directly with children until a written investigation has been completed by the appropriate sources. The employee will be paid only *after* an unsubstantiated report is made. Employee will then receive back wages.

Part III: Program Policies

Confidentiality

Information contained in a child's record is privileged and confidential. Unauthorized removal of records or unauthorized divulgence of information regarding any confidential information is strictly prohibited. Violation of these rules is considered serious and will result in discharge without prior warning. Staff members should observe professional ethics at all times and never discuss children, families, or staff elsewhere. Observations made in the classroom and all information discussed at staff meetings/trainings are to be kept in strict confidence.

Policy on Releasing Children

Only the authorized parent(s) or others identified by the parents can pick up a child. A signed form is on file in the child's folder listing other authorized persons. Under no circumstances should a child be released to anyone not on the signed form or written permission from the parent. Identification must be shown if the staff member does not know the person authorized to pick up the child.

Behavior Management Plan

At WUMP we have some basic rules for the health and safety of the children. We try to arrange the environment to avoid problem-causing situations. We tailor our expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior. We encourage children to develop their own control, autonomy, management of feelings, problem solving, and find their own rewards in cooperative social behavior.

However, when a child does act in such a way that is, or could be, harmful to himself or another, and/or destructive to property, we are required to intervene. We do not use corporal punishment in any form. A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is never denied food or forced food as a form of punishment. A child is never punished for self-wetting/soiling, or not using the toilet.

We model a sense of control in our actions and voice. We are firm about our limitations when they are appropriate to the situation and the child's ability to understand and comply. We are consistent. We work as a team with other teachers and with parents. We analyze possible reasons for behavior problems and make possible adjustments in the environment when necessary. We offer choices, try to redirect activity, point out natural or logical consequences, and help the child individually (or in a group) problem solve. We will use positive reinforcement on a daily basis.

If a child becomes a constant interruption, destructive, and/or an immediate threat to himself/herself or others, then the following procedures should take place:

1. The director should be made aware of the problem.
 - a. The student may benefit from some "time-out" in the preschool office.
 - b. The parents will be notified of the child's behavior.
 - c. If this is repetitive behavior, the director will confer with the teacher and parents to brainstorm ideas that might make the situation better.
2. The parents will be kept informed daily on their child's progress regarding his/her behavior.
 - a. Reports must be sent home daily if needed; weekly recommended. Copies of these reports should be kept in the child's folder. Documentation of each phone call and/or conference made with the parents should also be kept on file.
 - b. A log of unsuccessful behavior will be kept by the teacher.
3. A meeting should be scheduled with the parents to outline the situation and share documentation of daily behaviors. Specific examples of interventions will be shared. Goals to make the child happy and successful at WUMP will be discussed. The director should be present at this conference. A probation period of two additional weeks will be offered to the parents during which time the student should correct the disruptive and/or destructive behavior to meet WUMP standards.

4. If all of the above has been unsuccessful, the director has the right to dismiss the student from the preschool program. This decision should be translated in a written letter to the parents and given to them in person during a conference in which the director, teacher, and parents are in attendance.

Toilet Training

WUMP does not provide a diapering area for children who are not fully toilet trained with the exception of the 2 ½ year old class. We understand that children may have accidents. Specifically, independent and proper potty training objectives are a part of the 2 ½ year old and 3 year old curriculums. There will be scheduled bathroom breaks for all classes during the day. However, we do not allow the children to wear diapers (with the exception of the 2 ½ year old program). If you feel the need for your child to wear a pull-up, please discuss this with your child’s teacher. If your child has a particular medical problem concerning bathroom habits, please discuss this with the preschool director. We will work together in such circumstances. Please make sure your child has gone to the bathroom before the beginning of school each day. If any child after admission to WUMP does not appear to be fully toilet trained, the following may apply:

- The Director will meet with the parents.
- There may be a granted period of adjustment for two weeks.
- At the end of the adjustment period, removal of the child from the program may be required if the child is not fully trained.
- Upon consultation with the Director, the child’s place will be held for up to three weeks, and the child may re-enter when fully trained.
- There will be no tuition refund during the period of absence.

Emergency Health Care Policy

A. Emergency Telephone Numbers

Emergency	911
Chesterfield Fire and EMS (Non-Emergency)	804-748-1360
Chesterfield County Police Department (Non-Emergency).....	804-748-1251
Poison Control	1-800-222-1222
Bon Secours St. Francis Medical Center	804-594-7300
CJW Medical Centers	
Chippenham Campus	804-320-3911
Johnston-Willis Campus	804-330-2000

B. Emergency Procedures

When a child becomes sick or an accident occurs, the severity of the situation will be determined and the parent/authorized person will be contacted. If the situation warrants transportation to the hospital, arrangements will be made. An ambulance

will be called. One staff member will accompany the child to the hospital with the child's folder. The staff member will remain with the child until the parent or alternative pick-up arrives. If parent cannot be reached, the designated person on the child's emergency form will be contacted.

C. First Aid Equipment

For minor incidents first aid kits are located in each classroom. Documentation of any accident should be kept on file and the parent should be notified.

D. Plan for Evacuation

- a. Daily attendance should be recorded each day by classroom teacher.
- b. Evacuation plans are posted in every classroom and should be followed promptly.
- c. All students and staff should meet at the parking lot on the right side of the building; opposite side from the playground.
- d. Teachers should take attendance record/role during an evacuation if possible.
- e. Scheduled fire drills will take place.
- f. Director will keep a log of each drill and the effectiveness of exiting the building.

E. Injury Prevention Plan

- ✓ For safety checks, daily monitoring of the preschool wing and surrounding grounds will be made by the Director. All staff is required to bring any problems, needed repairs, or hazards to the attention of the Director.
- ✓ Staff members are required to report and log all injuries in the Accident Report Notebook located in the preschool office.
- ✓ Parents should be given a written accident form informing them of any injury. Parents and staff are to sign the form and then file it in the child's folder. The written form should be given to the parents upon dismissal on the same day of the injury.

F. Plan for Managing Infectious Diseases

- ✓ Teacher should greet children upon entering and observe any possible health problems.
- ✓ If a child exhibits any of the symptoms listed in the exclusion list on page 18 of this handbook, the teacher or Director may ask the parent to take the child back home.
- ✓ If a child becomes ill at the preschool, parent or authorized person is contacted to pick up the child. A quiet area within the school is set up for the child and a staff member will accompany the child until parent or notified contact arrives.

- ✓ The Director will send a written notification to all parents and staff when any communicable disease/illness has been introduced to the preschool (i.e. head lice, chicken pox).
- ✓ Checking of all safety hazards, lighting, heating, ventilation, and all maintenance shall be performed by the director and any problems should be reported to the main office at WUMC.
- ✓ All soiled clothing should be sent home in a sealed plastic bag.
- ✓ The purchasing of safe toys, equipment, arts, and craft materials will be approved by the director.
- ✓ Latex gloves will be used when dealing with bodily fluids.

G. Plan for Infection Control

- ✓ Staff will use commercial disinfectant which will be placed out of children's reach.
- ✓ A janitorial staff is hired to clean and disinfect public areas and monitor the general cleanliness of the preschool.
- ✓ Staff will be responsible for disinfecting table tops before and after any snacks or lunches are eaten.
- ✓ Water play equipment is disinfected and properly stored after daily use.

H. Plan for Identifying Special Health Care Needs

Parents are required to provide information regarding any allergies and/or other health care concerns at registration. Information is listed in child's folder and updated as needed. A list of all allergies is posted in the preschool office. All staff is made aware of the list and the children are identified.

Fire Safety and Evacuation Plans

Fire Safety Plans Include:

- ✓ Procedure for reporting fire and emergencies.
- ✓ Strategies/Priorities for notifying, relocating, or evacuation of occupants.
- ✓ Site plans of outside assembly point, fire hydrants, and FD access.
- ✓ Floor Plans to include:
 1. Exits
 2. Primary evacuation routes
 3. Secondary evacuation routes
 4. Areas of refuge
 5. Manual fire alarm boxes
 6. Portable fire extinguishers
 7. Fire alarm enunciators and controls
 8. Fire suppression controls and location

Fire Evacuation Plans include:

- ✓ Methods of evacuation
- ✓ Evacuation routes
- ✓ Procedures for those staff that must operate critical equipment
- ✓ Accountability of students and staff
- ✓ Preferred and alternative methods of notification
- ✓ Description of types of voice/alarm communication system alert tone
- ✓ Training-new staff and annually-practice

Contingency Plan for Emergency Situations

Responsibilities

1. *School* – The school will retain responsibility of all children on premises until they are released to a parent, guardian, or other designated person, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until they are reunited with their families.
2. *Employees* – All employees will remain on the premises as service workers, as designated by law. Such employees will be subjected to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons in charge give them official permission to do so.
3. *Parents* – Parents should not telephone the school; they should listen to the radio for progress reports on whatever disaster is taking place. Follow official instructions relayed by officials via the radio. If parents are able to reach the school without danger to themselves or without interference with disaster workers, they should come to pick up their child(ren). Children will be released only to parents, guardians, or other designated persons known to them or to their parents' guardians.

A. In Case of Fire, Natural Disaster, or Bomb Threat

WUMP Staff will:

1. Save lives – Evacuate any persons in immediate danger.
2. Evacuate the children and adults out the appropriate exit doors following the evacuation plans if possible. Person in charge should check for stragglers, take attendance book, and conduct a head count.
3. Sound alarm – pull on any fire alarms. Supplement with voice by shouting, whistling, or a bullhorn.
4. Report emergency by dialing 911. Give location/address of the preschool. Assign one person to meet officials if possible.
5. Use portable fire extinguisher or wall extinguisher if it is safe to stay inside the area while doing so.
6. Contain the spread of the fire and smoke by closing all doors and windows before exiting the building if possible.

After Evacuation:

1. When safe within the pre-designated area, all children and adults must be accounted for.
2. Person in charge reassures children of their safety.
3. First Aid is administered if needed.
4. Building is not re-entered until permission is given by the officials.

Evaluations:

Follow the emergency with an evaluation by all staff in order to determine areas of weakness or oversight to be remedied for any future emergency.

B. In Case of Power Outage:

WUMP Staff will:

1. Remain calm.
2. If weather is nice, evacuate the building if rooms are not suitable for operation.
3. Director will notify proper officials to report outage.
4. WUMP will follow the decisions of the Chesterfield County Public Schools regarding any school closings.
5. School closings will be announced to the public through local radio and television stations.
6. Parents should arrange to have their child picked up as soon as possible.

C. In Case of Loss of Water or Heat:

1. The person in charge will notify the appropriate sources.
2. The preschool must meet minimum requirements regarding temperatures, hot water, flushing of toilets, running water, etc. in order to operate. After the problem is evaluated, the person in charge will make a decision whether or not the preschool should close.
3. Parents or guardians will be notified to pick up their child if deemed necessary.

D. Expanded Emergency Evacuation Plan

In the event of an emergency situation that requires an evacuation of the WUMP facility, one of the following plans should be implemented.

In all situations the Director should take the following if possible:

- ✓ Accurate attendance list, files on children, daily schedules
- ✓ Any necessary medications/supplies and emergency records

1. If the environmental emergency is confined to the immediate area of WUMP, (e.g. fire, toxic fumes, etc.) and the children cannot stay on the premises, the children will be escorted by staff to the recreation fields where they will remain accompanied by staff while parent/emergency contacts are notified of the

situation and arrangements are made for either the transporting home or care taking for the remainder of the day.

- ✓ In the event of exposure of toxic materials, gases, flooding, etc. and a physical examination is recommended, children will be transported by ambulance/police to CJW/Chippenham Campus Medical Center.
- 2. In the event of a major environmental emergency which is more widespread and encompasses a larger area (neighborhood, several surrounding buildings/homes) due to a non-confirmed environmental threat, e.g. toxic materials/fumes from a spill, floodwaters, brush fires, etc...and the children cannot remain in the area, the children will be taken to Woodlake United Methodist Church campus at 6601 Woodlake Village Parkway, Midlothian, Virginia 23112 via public officials, the WUMC bus, and/or privately owned vehicles with proper car restraints. The children will remain at the church with staff members while parent/emergency contacts are notified of the situation and arrangements are made for either transportation home or care taking for the remainder of the day.
- 3. In the event of a major environmental hazard that necessitates a larger area of evacuation (several neighborhoods, a city/county) due to a non-confirmed hazard, e.g. nuclear accident, earthquake, etc., the children will be transported by the above mentioned transportation to the closest designated Red Cross shelter. The children will remain at the shelter with staff members while parents/emergency contacts are notified of the situation and arrangements are made for either transportation home or care taking for the remainder of the day.
- 4. We will work closely with all emergency personnel/officials to evacuate all children and staff to the safest location as quickly as possible.

E. Lock-Down Procedures

In the event of a threat to the student body and/or staff regarding an intruder and/or any dangerous activity on the church property or in close proximity, the preschool will proceed with lock down procedures. The procedures will also take place in the case of a missing child. The procedures will be practiced and performed in the event of such a threat.

1. 911 will be called if necessary.
2. All main doors and classroom doors will be locked.
3. All students and staff will be accounted for and moved to designated areas out of all visibility.
4. Blinds will be closed.
5. Lights will be turned off.
6. Directors and/or County Officials will designate when the lock down is terminated.

Part IV: Daily Operational Policies and Procedures

Typical Daily Routine

Morning Activities – Opening prayer, calendar, announcements

Language Development Activities

Recreation

Resource – Art, Music, or Chapel Education

Mathematics Development Activities

Center/Small Groups

Closing Activities/Prayer

Hours of Operation

School will be open from 9:30 a.m. - 2:30 p.m. Monday through Friday. You are always welcome to come and observe your child in the classroom environment. We also encourage our parents and extended family members to share their talents whenever they may correlate with instruction. We only ask that you please let us know in advance when you are planning to visit. The Director is also available during school hours. You can schedule an appointment to meet with the Director when you deem necessary. Teachers will report to work at 9:00 a.m. to prepare for the day.

PARENTS: PLEASE DO NOT BRING YOUR CHILD TO SCHOOL BEFORE 9:25 A.M. AT WHICH TIME THE DOORS WILL BE UNLOCKED TO WELCOME YOUR CHILD FOR THE DAY.

Doors will be locked from 9:40 a.m. – 12:20 p.m. The doors will be relocked at 12:45 p.m. until 1:50 p.m.

Snacks

Each day parents are asked to send a snack in a baggie with your child's name on it. We ask that you send a nutritional snack that your child will enjoy during our daily snack break. We have listed below a few appropriate and inappropriate snacks that we hope will be helpful. We will provide water for the children to drink. Thanks!

Acceptable Snacks

Crackers of any kind

Cereal

Cheese

Mini Sandwiches

Fruit (peeled and cut)

Granola Bars

Fruit Bars

Pretzels

Goldfish

Nabs

Veggies

Unacceptable Snacks

Cupcakes

Cookies

Pudding

Yogurt

Anything extremely messy
or a potential choking hazard

Candy

Donuts

Canned Fruit

Chips

If you have any questions or concerns about whether a certain snack is appropriate please ask your child's teacher. **If your child has a 2:00 p.m. dismissal time, please provide a lunch with a drink.**

Items Needed From Parents

We ask that each family send in the following items to be used in your child's classroom throughout the year. **All students are asked to bring in their supplies during the "Meet the Teacher Days".**

- Baby Wipes
- Lysol Wipes – Please purchase Lysol and NOT Clorox due to allergies.
- Tissues and Paper towels
- Baggies – **Girls** – Quart Size/Snack Size; **Boys** – Gallon Size/Sandwich bags
- Dixie Cups – 5 oz.

Materials From Home

We encourage the children NOT to bring toys, candy, or gum to school. Also, please do not allow your child to bring any toy weapons (guns, swords, etc.) to school at any time.

Backpacks/Change of Clothes

All newly enrolled students will be supplied a WUMP backpack for transporting your child's belongings to and from school. Please reuse the WUMP backpack each year your child is enrolled in the preschool. If your child's backpack needs to be replaced, the cost of an additional backpack will be \$10.00. Each child will also transport a WUMP folder in their backpacks for communication between the WUMP staff and home. Please place any note, tuition check, etc. in the WUMP folder. Also, please keep a complete change of clothes in your child's backpack in case of an accident. Please label your child's bag and check it every day.

Withdrawal

There is no obligation for further payment to WUMP for tuition for those children giving a thirty (30) day notice of withdrawal. If a parent fails to pay tuition for two consecutive months, and/or payment has been returned from the bank as non-sufficient funds for two consecutive months, the child will no longer be enrolled unless special provisions are made with the Preschool/Church's Financial Treasurer and/or the SLCOF board. After two returned checks from the bank, all payments must be made in cash, or a certified check, cashier's check, or money order.

Refunds

No refund or credit is given for days missed since our budget is based on the monthly tuition. Also, as stated on your registration form, your registration fee is non-refundable. There will not be any refunds due to inclement weather.

Sickness

Control of communicable illness among the children is a prime concern. Policies and guidelines related to outbreaks of communicable illness in this center have been developed with the help of the health department and local pediatricians. In order to protect the entire group of children, as well as your own child, we ask that parent assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- Both fever and behavior change;
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can return to school);
- Diarrhea, defined as more watery, less formed, more frequent stools not associated with a diet change or medication – a stool not contained by the child’s ability to use the toilet.
- Blood in the stools not explained by diet change, medication or hard stools;
- Vomiting two or more times in 24 hours;
- Persistent abdominal pain (lasting more than 2 hours);
- Mouth sores with drooling;
- Rash with fever or behavior change;
- Purulent conjunctivitis (pink or red eye lining or whites of the eyes with white or yellow pus coming from the eyes);
- Head Lice;
- Scabies;
- Tuberculosis;
- Impetigo;
- Strep throat, or other streptococcal infection;
- Chickenpox (varicella zoster) or shingles (herpes zoster);
- Whooping cough (pertussis);
- Mumps;
- Hepatitis A;
- Measles;
- Rubella;
- Unspecified respiratory tract illness; and
- Herpes simplex.

(Source: Healthy Young Children: A Manual for Programs, 2002 Edition)

Children who become ill with any of these symptoms will be returned home. We appreciate your cooperation with this policy.

Injuries

We always try to inform the parent of a fall or an injury which has occurred during the school day. If your child has a cut or scrape, it will be cleaned with soap and water before applying a band aid (when necessary). If you see a band aid and we neglect to tell you about it, please ask your child’s teacher. All “boo-boos” will be documented. Any

accident of a more serious nature, the parents will be called.

No Weapon Policy

For the safety of the children, we respectfully ask that no weapons of any kind be brought into the preschool. This policy includes all law enforcement parents or guardians. We greatly appreciate your cooperation in this matter.

Car Pool/Pick-Up Policy

Many parents will be carpooling this year. If someone other than yourself or documented persons picks up your child, you must send in a note giving your approval. We also ask that you please try to be prompt in picking up your child. Many children get upset when the designated person is late picking them up. If persistent lateness occurs, the preschool will charge a late fee to the parents. Photo I.D. must be used for all extended day pick-ups. Parents (or documented persons) are required to come into the building for pick-up at dismissal.

Drop-Off Policy

We will offer a drop off service for those who want to participate. The drop off loop will start no earlier than 9:25 a.m. The WUMP assistants will be in front of the preschool main entrance to assist your child to his/her classroom. The assistants will be out front until 9:35 a.m. Please follow the drop-off traffic pattern. The Drop-Off Loop will begin the second week of school.

Those not participating in the drop-off should park in the parking lot to the left of the building nearest to the playground. **Please drive slowly!!!!**

Lunch Bunch Days

We offer several Lunch Bunch days throughout the year. The children bring their lunch to school and remain with us until 2 p.m. **The fee for Lunch Bunch is \$10.00 per day and should be paid with tuition at least one month in advance.** We will take payment until the week of the preferred lunch bunch if staff ratios are met. If our child is sick on a prepaid lunch bunch day, it is your responsibility to notify the office so that you may be credited for the next lunch bunch day. You will receive a Pick-Up form that must be completed and returned to your child's teacher the first week of school. This form gives permission for individuals other than yourself to pick up your child on regular and lunch bunch days.

LUNCH: Remember to please follow the snack guidelines in preparing your child's lunch (nothing extremely messy like Gogurt, canned fruit, ravioli/spaghetti, pudding, etc.)

Lunch Bunch Days will be each day until 2 p.m. Please note there will not be lunch bunch days on the last Wednesdays of each month due to early releases. Lunch bunch will start the second week of school and end the week before the last week of school.

Lunch bunch days will NOT be offered for the 2 ½ year old class.

Lunch bunch forms will be located on the front desk. Please include a form with payment each time you pay tuition. You can also pay for lunch bunch days annually or by the semester if you wish. These fees will be included in the tuition contract.

Student Evaluations

We will have written progress evaluations in the fall and spring. (The students in the kindergarten preparation classes will be assessed before the public school kindergarten registrations take place.) Parents are encouraged to schedule a conference with the teacher whenever they are concerned or have questions regarding their child's progression. We will have parent conferences in the spring.

School Parties/Birthday Celebrations

All holiday parties will be celebrated in your child's classroom or assigned area. Your child's room parent will organize the parties. If you would like to send in a treat for your child's birthday, be sure to talk with the classroom teacher before doing so. A treat bag of goodies or cookies are suggested for birthday celebrations. Cakes and cupcakes tend to be a little messy! Thanks!

Tuition

Tuition is due on the first of each month and **NO LATER than the fifth (5th)** of each month. If you mail your check, please make sure we receive it by the 5th. Tuition is collected a month in advance – i.e. April's tuition is due March 1st with the last payment due on April 1st for the month of May. If we have not received your payment by the 5th of the month (even if the 5th is on a Saturday/Sunday), you will be charged a late fee of **\$20.00** for each child you have enrolled. Also, please remember to put your child's name and the month (or months) your check covers on your check memo line each month. If payment is missed for two consecutive months, your child will be withdrawn from the program unless special arrangements have been made. May tuition will be due April 1, (no later than April 5th). You can place the check in the Tuition Box outside the preschool office or in your child's WUMP folder.

The options for paying tuition are explained in the Tuition Contract which will be mailed in the WUMP summer packets mid-July. Each preschool parent is required to read the Tuition Contract, pick their payment option for the school year, sign, and return the contract to the preschool. Each Tuition Contract will be kept on file in the preschool office.

ALL CHECKS MUST BE MADE PAYABLE TO SLCOF (Shining Light Community Outreach Foundation).

2012-2013 Class Schedule and Monthly Tuition

Classes and Fees are subject to change annually.

Two (2 ½) Year Old Program:

Wednesday, Friday - 9:30 a.m. - 12:30 p.m. - \$155

**Students must be 2 yrs. old on or before March 31.*

Three Year Old Program:

Tuesday, Thursday - 9:30 a.m. - 12:30 p.m. - \$155

Monday, Wednesday, Friday - 9:30 a.m. - 12:30 p.m. - \$190

Tuesday, Thursday, Friday - 9:30 a.m. - 12:30 p.m. - \$190

**Students must be 3 yrs. old on or before September 30.*

Four Year Old Program:

Monday, Wednesday, Friday - 9:30 a.m. - 2:00 p.m. - \$235

Tuesday, Thursday, Friday - 9:30 a.m. - 2:00 p.m. - \$235

Monday - Thursday - 9:30 a.m. - 12:30 p.m. - \$220

**All 4 yr. old programs are Kindergarten preparation and students must be 4 yrs. old on or before September 30.*

Jr. Kindergarten Program:

Monday - Thursday - 9:30 a.m. - 2:00 p.m. - \$260

**J.K. is primarily for children who have already completed a 4 yr. old program.*

(Some children who turn five before December 31 may be ready for this class.)

Additional Fees:

- Registration Fee: \$85 (Per Family) – Due with registration form which can be found online or in the preschool office.
- First Tuition Payment: Due by August 1 (Last tuition payment will be due by April 1.)
- Activity Fee: \$50 (All Students) – Due by August 1
- Lunch Bunch: \$10 (Monday—Friday)

Returned Check Policy

If your check is returned to us from the bank, you must reimburse us for the amount of the check plus a **\$20.00 returned check fee**. If a second check is returned, you owe another \$20.00 charge and you must make all future payments with cash, money order, cashier's check or certified check. If further payments are made with non-sufficient funds, WUMP has the right to withdraw the student from the program.

Dress Code

Your child can wear anything he/she wants as long as you understand that during the day he may be painting or working with messy items and we do not want any special clothing to be ruined. We ask that you do not allow your child to wear unsafe shoes such as crocks, boots, or sandals, but to wear only tennis shoes which have safe soles. Also, all removable clothing such as coats, sweaters, gloves, hats, etc. should be clearly labeled

with your child's name. The children will go out if the temperature is above 32 degrees taking into consideration the wind chill factor and time of day.

Curriculum

Our daily lessons facilitate specific skills and objectives of each age group. These skills and objectives will be given to you in the summer packet. WUMP has adopted the Wee Learn Curriculum by Life Way Publications. A copy of the curriculum is located in the preschool office if you want to review it.

Videography/Photography

Periodically during the school year we will be taking pictures and/or videotaping your child while they are in school. These pictures/videos will be given to you either as a gift, placed in the classroom photo album or book, used on our website, or viewed on a power point slide show. Please complete and return the videography/photography form in your summer packet.

Childcare Before/After School Hours

For parents who make arrangements for child care with WUMP staff members for before and/or after the staff member's contract hours, please be advised that any such arrangements are between the parent and staff member and WUMP, SLCOF, nor WUMC, shall be held liable or responsible for any such childcare. Staff members providing childcare outside of contract hours are not acting as agents of WUMP and are not performing services during the course of their employment with WUMP.



**Review of Parent Handbook on Policies and Procedures
Agreement Form**

I, _____, have reviewed the Parent Handbook on Policies and Procedures for the Woodlake United Methodist Preschool. I understand its content and agree to follow the policies and procedures set forth in this document.

If I have any questions and/or concerns regarding the content of the Parent Handbook, I will address them to the Director of the preschool.

I fully understand my parental commitment to Woodlake United Methodist Preschool.

Signed,

Parent/Guardian Signature

Date

Please complete and return this form in your summer packet.