



FUMC 
DAY SCHOOL
FIRST UNITED METHODIST · FORT WORTH

First United
Methodist Church
of Fort Worth
Preschool

Parent Handbook

2019 - 2020



FIRST UNITED METHODIST CHURCH OF FORT WORTH PRESCHOOL

800 West 5th Street
Fort Worth, TX 76102
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fumcfwdayschool.org

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HISTORY OF FIRST UNITED METHODIST CHURCH OF OF FORT WORTH

First United Methodist Church of Fort Worth is one of the largest churches in Methodism. This long-established, diverse congregation has a history that stretches back more than 150 years into Fort Worth's own rich heritage.

The first church building was a one-room edifice erected in 1873. Ground was broken for the present Gothic-style sanctuary on October 29, 1929, the day of the stock market crash. However, First Methodist's leaders at that time were people of vision and strong faith, so they pressed onward. Today, First Methodist occupies a seven-block area in downtown Fort Worth and serves members throughout Tarrant County.

You do not need to be a member of our church to attend preschool, but please know that you are invited to all church events and welcome to join as a member at any time.

MISSION & PHILOSOPHY

The purpose of the FIRST UNITED METHODIST PRESCHOOL is to support and encourage the physical, social, emotional, spiritual and intellectual growth of children. Special attention is given to each child to foster positive self-image and emotional well-being. A wide range of both structured and unstructured experiences encourages creativity and exploration in preparation for rigorous academic learning. A dedicated and caring staff serve as role models and teachers within a wholesome nurturing atmosphere, where children learn to love school. Our goal for you as parents is that you feel confident that your child is in good hands. We hope you will feel supported in your child-rearing efforts.

TEACHERS WILL HELP CHILDREN DEVELOP:

- Early literacy and language skills
- Independent thinking and curiosity
- Friendships
- Gross and fine motor skills
- Positive self-esteem
- Cultural awareness
- Appreciation of art and music
- Citizenship
- Good nutritional habits, safety and health
- A positive attitude towards school

PROGRAMS INCLUDE:

- Learning about letters and sounds
- Writing
- Communication and language development
- Mathematical games and activities
- Science
- Creative activities — art, music, drama, and storytelling
- Field trips for 4's and pre-k
- Daily outdoor play, weather permitting
- Individual and group activities
- Music every day
- Five-day kindergarten readiness class
- Stretch 'n' grow
- Chapel with FUMCFW clergy
- Spanish

“THE CREATIVE CURRICULUM® GOALS AND OBJECTIVES AT A GLANCE”

SOCIAL/EMOTIONAL DEVELOPMENT

- Sense of Self
- Responsibility for Self and Others
- Prosocial Behavior

PHYSICAL DEVELOPMENT

- Gross Motor
- Fine Motor

COGNITIVE DEVELOPMENT

- Learning and Problem Solving
- Logical Thinking
- Representation and Symbolic Thinking

LANGUAGE DEVELOPMENT

- Listening and Speaking
- Reading and Writing

SPIRITUAL GROWTH

- God loves us

TUITION & SUPPLY FEES

The Two-Year-Old and Three-Year-Old Preschool programs are scheduled for Mondays, Wednesdays and Fridays; Tuesdays and Thursdays; or all five days from 9:30 am – 12:30 pm (SHORT DAY and 9:30 am – 2:30 pm (LONG DAY). The 5-day Pre-K Bridge Class begins at 9:30 am and ends at 2:30 pm. The Four-Year-Old preschool program runs from 9:30 a m – 2:30 pm (LONG DAY). Our regular school year begins right after Labor Day and ends in mid May.

Age by September 1 determines the appropriate program placement for your child. The program determines the tuition. Monthly fees are as follows:

SHORT DAY (9:30 AM – 12:30 PM)

2 days a week – \$210

3 days a week – \$315

5 days a week – \$525

5 day Pre-K Bridge Class – \$700

The non-refundable supply fee that is due with registration is equal to one month's tuition.

LONG DAY (9:30 AM 2:30 PM)

2 days a week – \$290

3days a week – \$440

5 days a week – \$700

The school accepts credit cards (online through Smartcare), cash, money orders or checks. You can set up an automatic bill pay with your bank (Attn: Preschool must be on the check.)

Payment for your child's tuition is due on or before the fifth day of each month. Starting the sixth day of each month, a \$10.00 late fee will be added to your account. For your convenience during the holiday season, mailing your tuition might be easier:

FIRST UNITED METHODIST CHURCH

ATTN: PRESCHOOL

800 WEST 5TH STREET

FORT WORTH, TEXAS 76102

The school is a non-profit organization and depends solely on tuition to pay for teachers' and teacher assistants' salaries.

No deduction in tuition, enrichment, or after care is allowed for absence, illness, holidays, snow days or severe weather days.

There will be a \$25.00 returned check fee.

REGULAR PRESCHOOL HOURS ARE 9:30 AM – 12:30 PM (SHORT DAY) OR 9:30 AM – 2:30 PM (LONG DAY). PLEASE BE PROMPT.

DROP-OFF TIME

Between 9:15 and 9:30 am we have a drop-off line. From Henderson, turn onto 3rd Street, heading toward downtown. We will come to the passenger side and take your child to his/her classroom. Please make every effort to be on time. We have found that the drop-off line helps to minimize separation anxiety.

LATE ARRIVALS

If you arrive after 9:30 am, please park in the lot at the corner of 5th Street and Henderson and walk your child to the classroom. We appreciate your help in being on time, and supporting the classroom teachers. Being on time also helps your child start the day off well.

BEFORE CARE

If you need to drop your child at school before 9:15 am, we have Before Care every day, beginning at 8:30 am in Room 117 (2's) and 116 (3's, 4's and PK). You do not need to make a reservation. The cost is \$7.00 per day. We will tally the monthly amount and include it in your statement. You can include Before Care payments in the next month's tuition, or write a separate check. If your child will attend before care every day, you can pre-register for \$6.00/day

AFTER CARE

Two- and three-year-olds who wish to stay at school later than 12:30 pm can use our After Care program. Please send any comfort items that will help your child smoothly transition to sleep and rest. You can have your child stay every day until 2:30 pm and pay the LONG DAY tuition. If your child will not ever stay, or will only stay occasionally, please select the SHORT DAY tuition amount. On days when you wish to stay for after care, simply tell us in the morning before 10:00 am We will charge you \$15/day, and bill you at the end of the month.

PICK-UP TIME

Pick-up time is between 12:15 and 12:30 pm for the short Preschool day. If your child is in the Four-Year-Old or Pre-K Bridge Class, or stays for After Care, pick-up is between 2:15 and 2:30 pm. Children not picked up on time at 12:30 or 2:30 will be charged a late fee of \$1.00 per minute. Late pick-ups are stressful for children and teachers. If you are running late, please call to inform us. This way we can make adjustments and calm your child.

PRE-REGISTRATION

Pre-Registration is held in February of each year for current enrollees and church members. There is a \$100.00 registration fee and entire supply fee (equal to one month's tuition due at this time. Both fees are NON-REFUNDABLE. A registration card may be obtained from the Preschool office. Children who are pre-registered by the deadline are guaranteed a spot in our program. We do our best to provide all with their first choice, but are not always able to do so. A parent review committee helps to make this process as fair as possible.

OPEN-REGISTRATION

Open-registration is held in February of each year for new families. The registration fee and supply fee is the same as for pre-registration and is also NON-REFUNDABLE.

ENROLLMENT

Enrollment is considered complete when all forms are filled out, signed and turned into the Preschool office. These forms include (1 Contract; (2 Child and Family Information; (3 Enrollment Form; (4 Student Medical Statement; (5 Updated Shot Record; (6 Discipline Policy; and (7 Four-Year-Old Hearing and Vision.

Please keep in mind we have given great consideration in placing your child in a specific class. We have tried to do what is best for each child and the class as a whole. However, if for some reason, the placement is not working out after the first six-week period, we reserve the right to re-evaluate the placement.

PARENT AND CHILD ORIENTATION

A parent orientation meeting will be held prior to the beginning of school to go over policies and to answer questions. Following the meeting, all parents are invited to meet in their child's room to visit with his/her teacher.

The week before Preschool begins, the children will have an opportunity to meet their teachers and become acquainted with their new environment.

HOLIDAYS

The first day of school is September 3, 2019. This year our program will end May 13, 2020. Please see the 2019 – 2020 calendar in the back of this handbook.

INCLEMENT WEATHER/SCHOOL CLOSING

The Preschool will follow the Fort Worth Public School's decision on the opening and closing of school during inclement weather. In case of a delayed opening, the Preschool will open at 10:30 am. There will be no before care or car pool line on these days. You can bring your child in through the west side doors. On questionable days, the Preschool may also close at the discretion of the Director.

NOTE: Snow days and severe weather days will not be made up.

HEALTH STANDARDS

Upon enrollment, each child will be required to have a current shot record on file, and an student medical statement, including the date of the last examination (within the past year) and signed or stamped by the physician. Your child will not be allowed to attend until these are completed and on file. Four-year-olds must have Vision & Hearing tests. You may use your private pediatrician at the time of your checkup or have it done by the FWISD. It is due by September 30, 2019.

VACCINE POLICY

All students must have current vaccines in order to attend FUMCFW Preschool and Parents' Day Out. If a child has a medical condition which requires an altered schedule of vaccines or no vaccines, we will consider making an exemption. We will ask for a letter of explanation from your pediatrician, and take it to our board to review. We are willing to consider exceptions for medical reasons only. The board will make its decision based on this information. Nothing is guaranteed.

If your child receives any immunizations during the year, please make sure to give the office an updated shot record for your child's file.

Teachers are required to have yearly TB tests. We recommend that all teachers get the pertussis and flu vaccines.

Children with FEVER (100.4) or DIARRHEA/VOMITING are not allowed at school and should remain home for 24 hours after the fever or diarrhea subsides without medication.

If a child becomes ill, the parents will be notified and are expected to pick the child up immediately. The school should be notified if a child has been exposed to a contagious disease (including, but not limited to, pinkeye, flu, lice, strep throat and impetigo). The school will send notices home if your child has been exposed to a communicable disease. This helps preserve a healthful atmosphere and protects your child from unnecessary illnesses. If your child has pinkeye, they must have a doctor's note before returning to school.

MEDICATION

The director and school nurse will be allowed to administer medication (including OTC) only after parents have signed the proper forms and given the medication to the nurse. All prescription medication must be in the original prescription container, labeled with the child's name, date prescription was filled, the name of the physician, expiration date of the medication or the period of use, with the original prescription label that details the name, strength, and instructions on administering and storing the medication. All OTC medication must be in original container labeled with the child's name and accompanied by physician instructions. Anyone administering medication has specific training according to NAEYC rules. Epi-Pens are kept in an unlocked and labeled cabinet in the child's classroom for quick access to staff in an emergency.

EMERGENCY MEDICAL CARE

In the event of accident or illness that, in the Director's judgment, requires emergency medical treatment, the school is authorized to obtain and render emergency medical care. A medical treatment authorization form must be signed and kept in your child's file. If a hospital is required, Cook Children's Medical Center, 801 Seventh Ave., 817-885-4000, will be used. The Preschool will not be responsible for medical expenses incurred, and such expenses will be the responsibility of parent/guardian. All of the staff members have been trained in CPR and pediatric first aid.

APPROPRIATE DRESS

Parents are encouraged to dress their child in comfortable washable play clothing. The children will be using paint, glue, markers, water and other materials in creative activities. They should come dressed for outside play, preferably in tennis shoes for climbing and running.

PLEASE – NO BOOTS OR FLIP FLOPS

They inhibit gross motor development and cause accidents on the playground.

Please include in the backpack every day:

Two-year-olds:

- *Supply of diapers and wipes in a ziplock baggie
- *Extra set of clean clothes in a ziplock baggie

Three-and four year-olds:

- *Extra set of clean clothes in a ziplock baggie

Please label all clothes and/or jackets sent to school with the child's name and/or initials for all ages.

Those children enrolled in the three-year old program should be potty-trained by the start of School.

Children have the opportunity to play outside each day, weather permitting. Parents concerned about sunburn should apply either sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher to the child's exposed skin before bringing them to Preschool.

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, please apply the insect repellent to your child before bringing him/her to school. It is recommended that only repellents containing DEET be used, and that is applied only on children older than two months.

ARRIVAL AND DEPARTURE

When a child is brought to the school, he or she will be left in the care of a staff member and released only to the custodial parent or to some other person specifically designated by the custodial parent or legal guardian. We will need names and phone numbers for anyone picking up a child.

Anyone new must show identification to the office before the child will be released. If your child is going home after Preschool with another child, the child must have a written note from the parent.

Due to safety reasons, the teaching staff is not allowed to buckle your child in his/her car seat.

KEEPING PARENTS INFORMED

Any special occurrence or problem affecting children will be brought promptly to the attention of the parents, such as the discovery or suspicion of any communicable disease among the students or a change in your child's physical or emotional state. Parents will be notified personally concerning various announcements throughout the year. For the first two weeks of school, daily activity reports for the two-year-olds will be sent home. Once a month, parents will receive a newsletter and a monthly calendar of activities from the office and your child's teacher. All office correspondence will be sent by email. If you do not use email, please let us know. If you ever have any questions, please call or come see us. Our doors are always open to you!

PARENT/TEACHER CONFERENCES

In the fall, an informal written progress report and developmental screening results will be sent to the parents of 2's and 3's. The four-year-old and Pre-K teachers will have a conference with the parents in the fall. If necessary, the Director and teacher will help parents arrange for early intervention as needed.

The spring conference is scheduled in April to discuss your child's progress. If desired, the parents or the teacher may request additional conferences.

PARENTAL RESPONSIBILITIES

Parents or guardians assume full responsibility for the protection of the child to and from school and agree that they will not hold the school, church, or any member of the staff responsible in case of accidental injury that might occur while on the school premises or during the hours of care.

If your child will not be attending school for any reason (i.e., sickness, travel), please call the Preschool office by 9:30 am that day to notify the Director.

****Church policy does not allow the school to recommend baby sitters****

VOLUNTEER OPPORTUNITIES

We would love to have your help, and have a wide variety of volunteer jobs, both large and small. Talk to your child's teacher, or visit the preschool office. We will find a volunteer opportunity to fit your schedule and interests.

PRESCHOOL EVALUATION

Each parent shall be given the opportunity to evaluate the school each year. The form may remain anonymous and will be kept confidential.

LUNCH

Children should bring a non-perishable lunch in a container with the child's name on the outside of the container. Please cut or slice all necessary food before coming to school (1/2 inch square for 2's. To prevent choking, please do not send the following items for 2's and 3's: hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter or chunks of raw carrots or meat larger than can be swallowed whole. The school is not able to microwave lunches. For perishable items, please enclose a frozen blue ice in the lunch box. Please provide juice or water for your child during their noon meal, not a carbonated drink. We highly discourage sending candy and gum is not allowed at school.

We post allergies in each classroom, and are peanut-free on an as-needed, class by class basis.

At the end of lunch, all opened containers (i.e., opened juice containers, yogurt, applesauce) will be thrown away. Partial or uneaten food will be returned home so the parent can see what the child has eaten. Lunch times are posted in the classrooms and daily schedules will be given at parent orientation.

Preschool children will not be permitted to have a bottle at school.

BIRTHDAY CELEBRATIONS

We are happy to celebrate your child's birthday at school. We sing Happy Birthday in the classroom and in music. You may join your child for lunch or send a small treat for each child, such as bubbles or stickers. If you send a food treat, we will send it home with students at the end of the day. Please do not feel pressure to celebrate at school. We will work with them. We want to make sure that we are not teaching children to eat too many treats.

If you are sending party invitations to everyone in the class, please feel free to have the teacher pass them out at school. If only some children are invited, please send by mail from home.

FIELD TRIPS

The 4's and Pre-K classes walk to the library once a month. Parents are welcome to join us. They also go to the Fire Station in October.

The Preschool does not assume responsibility for injuries resulting from participation in school activities or field trips, but will take every reasonable precaution through experienced supervision and planning to prevent accidents. Parents will be notified prior to field trips concerning

departure time, returning time and any special needs for the trip. Field trips will be posted on the Preschool calendar board (near Rui's desk) 48 hours prior to the field trip. For safety reasons, please dress your child in his/her Preschool T-shirt for all field trips and activities away from the school.

TRANSPORTATION

Each child will remain seated while being transported to and from the fire station. Each child will be secured individually by a seatbelt when the vehicle is in motion. Your child's teacher will coordinate cars and car seats beforehand. Parents are welcome to drive their own child.

DISCIPLINE AND GUIDANCE POLICY

Our policy adheres to the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance. We use positive discipline and techniques from Conscious Discipline with the goal of developing self-control and a community where each child matters.

CHALLENGING BEHAVIOR

Social learning in preschool can sometimes be difficult as children figure out how to express their wants and needs while respecting others. We will do everything possible to support each child's inclusion and success while this learning takes place. Teachers will use redirection and positive discipline. We will make every effort to work with parents and children, using outside help as necessary. If a pattern of challenging behavior continues over time, the Director will meet with parents and teachers to develop an individualized plan. Intentionally aggressive or violent behavior will not be tolerated by the school and may be cause for temporary suspension or permanent removal from the program. This policy is in place to ensure the safety and wellbeing of all students and staff. The Director will review each incident, determine its severity, and implement the policies as appropriate.

CHILD ABUSE PROCEDURES

Child abuse, by definition, is an act or omission that endangers or impairs a child's physical, mental or emotional health and development. Child abuse may take the form of physical or emotional injury, sexual abuse, sexual exploitation, physical neglect, medical neglect or inadequate supervision.

Texas law requires that any person suspecting that a child has been abused or neglected MUST immediately make a report. If child abuse is suspected, the teacher and/or teacher assistant must report it to the Director. The Director will call the Child Abuse Hot Line 1-800-252-5400 within 48 hours to report.

All of our teachers/teacher assistants have attended the Sexual Abuse Awareness Training that complies with the requirements of the Texas Youth Camp Act (Chapter 141); TDSHS Training Code YC060034.

GANG-FREE ZONES

House Bill 2086 passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resources Code includes section 42.064, effective September 1, 2009. This statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of your child care center.

EVACUATION PLAN

FUMC has formulated an evacuation/disaster plan for the school. We would only implement this plan on direct orders from the police or fire department to evacuate the downtown area. The entire church staff would help in moving the children by cars to the parking lot at Rockwood Golf Course, 1851 Jacksboro Highway, 76114. All children will remain with their teachers and the assigned staff representative. Please be aware of this plan so you will know where to locate your child in the event of a disaster making it necessary to evacuate the downtown area.

EMERGENCY PREPAREDNESS

The school conducts monthly fire drills and quarterly Duck and Cover and Lockdown drills.

INSPECTION & INSURANCE REPORTS

You are entitled to see the following information. You may ask the director to show you the most recent copy of:

- The Minimum Standards for this Licensed Center (also available on the web at www.dfps.state.tx.us or at your local Licensing office)
- The most recent Department of Health and Human Services Inspection/Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049,
- The most recent Fire Marshal's Inspection Report
- The most recent Health Department's Sanitation Inspection Report
- The most recent Gas Pipe Inspection Report, and
- The Licensed Center's operational policies.

You have chosen an early childhood program for your child that is accredited by the National Academy of Early Childhood Programs. Early childhood programs accredited by the National Academy have been found to be in compliance with the criteria which includes a comprehensive process of internal self-study and invited external professional review. This is an award of excellence given on a national level!

The Preschool is also licensed by the Texas Department of Health and Human Services. If you ever have any questions, please feel free to call or come by my office. I will always be happy to help you.

— Nina Burrows,
Director of FUMC Preschool

TEACHER MEETING DATES

EARLY DISMISSAL AT 12:15 PM

9/10/19

10/8/19

11/15/19

2/11/20

3/17/20

4/14/20

CALENDAR FOR 2019 – 2020

IMPORTANT DATES

Parent Orientation	8/28/19
Meet the Teachers	8/29/19
First Day of Preschool & PDO	9/3/19
Fall Open House	10/24/19
Christmas Music Programs Early	12/16/19 & 12/17/19
Dismissal	12/16/19 & 12/17/19
Rodeo Round-Up	1/30/19
Pre-registration for 2020/2021	1/16/20 – 2/8/20
Open Registration for 2020/2021	2/26/20
Spring Music Programs	4/30/20 – 5/1/20
Last Day of School	5/13/20
Early Dismissal	5/13/20

HOLIDAYS

Fall Break	10/14/19
Thanksgiving	11/25/19 – 11/29/19
Christmas Break	12/18/19 – 1/6/20
Martin Luther King Day	1/21/20
Stock Show Day	2/1/20
Spring Break	3/9/20 – 3/13/20
Good Friday	4/10/20
Monday after Easter	4/13/20
Parent/Teacher Conferences	4/23/20 & 4/24/20

