



Parent Handbook 2026-2027

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Welcome to Bremen Methodist Preschool at B1UMC!

Parent Handbook 2026-2027

Dear Parents/Guardians,

Our developmental preschool program is growing, and our foundation is steady and true. Our preschool was founded in 1968 and began as a kindergarten class with a certified teacher. Having been a part of the community for 58 years, Bremen Methodist Preschool is committed to helping your child develop his or her social/emotional and prerequisite skills. We are in the process of obtaining a preschool certification. Our goal is to become a Certified School of Excellence. We emphasize the value of play-based learning. Learning is going on in everything we do. Bremen Methodist Preschool at B1UMC is a unique, creative school where innovative education programs inspire children in their first 4 years of life. Your family will be a part of a God centered learning environment that is developmental and nurturing. Our program sets the stage for a child's life-long learning, and we are happy you have considered us to be a part of this. Our philosophy ensures a child centered, age appropriate, well supervised, safe environment for your child to grow and create new friendships. As part of this community, these early years will establish who your child is as a learner. I encourage you to explore this Parent Handbook to become familiar with everything we offer. Feel free to ask questions. On behalf of the administrative team and our many talented staff I wish to express how excited we are to be with you during this part of your family's wondrous journey!

Sincerely,

Kayleigh Moffitt

Bremen Methodist Preschool Director

Kayleigh@bremenfirst.org

770.537.4925

Mission

Our mission at Bremen Methodist Preschool is to provide a spiritually nurturing environment where children are able to explore and learn about God's world while developing spiritually, socially, emotionally, cognitively, and physically.

Philosophy

Bremen 1st United Methodist Church and Bremen Methodist Preschool believe that every child is a child of God, and we do our best to nurture the intrinsic God-given gifts that each child brings and shares with us. In response to the call of Christ to reach out in love to meet the needs of families and children; we are committed to a weekday ministry based upon the principles of the Christian faith as taught by Jesus Christ. Jesus said, "let the children come to me," (Mark 10:13-16).

Objectives

- To develop a positive self-image and sense of personal worth
- To be involved in activities involving creative expression and to learn to accept and appreciate the creative work of others
- To have the courage to try and fail
- To develop creative thinking and problem-solving techniques
- To be able to stay with a task until it is completed
- To develop self-discipline
- To develop independence and self-reliance
- To be able to interact within a group
- To view others as equally important and unique individuals
- To see himself or herself as an important person loved by God
- To develop physical, emotional and behavioral controls that will help shape the child into a well-rounded person

Bremen Methodist Preschool Operations

Preschool Board:

Bremen Methodist Preschool Board advises the weekday preschool. The board provides guidance and support for the preschool. Financially, Bremen Methodist Preschool operates from tuition and donations.

We are not a licensed program, and we are not required to be. We maintain an Exemption letter from Bright from the Start. A copy of our Exemption can be found on the wall outside the Preschool Office.

Registration Procedure:

A \$150.00 non-refundable registration fee is assessed at the time of registration for all students who register; however, we do offer a sibling discount. The sibling registration will be \$100.00 after the \$150.00 is paid for the first sibling.

In January of each school year, a \$75.00 fee will be assessed to all enrolled 4-year-old students to cover the cost of graduation items.

A copy of your child's Birth Certificate and Immunization Form (#3231) are due by 8/30. State law requires the verification of immunizations of all children enrolled. If your child is exempt from immunizations, we have a separate form that must be filled out. Immunization forms must be updated and kept current during the school year for a child to remain in preschool.

The preschool school office must be notified two weeks in advance if the child is withdrawing from the program for any reason. Parents are responsible for an additional two-weeks of tuition if they do not give the full two-week advance notice.

Tuition for 2025-2026 school year:

- Mother's Morning Out Class: 12 months – 24 months: \$100.00
- 5 day 2's: \$175.00
- 5 day 3's: \$175.00
- 5 day 4's: \$175.00

Tuition is due on the 1st of each month; there is a ten-day grace period. A \$25 late fee will be assessed if tuition is not received after the ten-day grace-period. We utilize the Brightwheel

program on our parent portal for all tuition and fees and a registration code will be provided to you. ***We ask that you do not send cash or checks to our preschool.*** Please note that your monthly statement will include early drop off/late pick-up fees if applicable.

Age Requirement:

Children must be either 12 months, two, three or four years old before September 1st of the enrolling year in order to be placed in the appropriate class. Your child must be toilet trained before entering our three- and four-year-old classrooms.

School Hours:

The preschool operates during the months of August to May.

We currently offer:

- Mother's Morning Out: 18 month – 24-month class: 8:15am- 12:00pm M/W or T/TH
- Preschool 5 day 2-, 3-, and 4-year-old classes: 8:15am- 12:00pm Monday-Friday

Attendance/Carpool:

Regular Attendance is not required; however, regular attendance is strongly encouraged to receive the full benefits of the Bremen Methodist Preschool and Mother's Morning Out Program.

We offer early drop off; it begins at 7:45am. You may bring your child early on any day necessary. **There is a \$3.00 fee per day.** We appreciate you letting us know in advance if you are able. You will be billed for each day on your monthly invoice. There will be a line item on your statement showing you how many days your child came.

Teachers assigned to front door duty will begin unloading students at 8:15. There will be someone at the door until 8:40. Please have your child ready to exit the car quickly to keep the line moving. If you arrive after 8:40, please call the number posted on the preschool door and someone will come and let your child in. Your help in making sure your child is on time is greatly appreciated.

Dismissal will begin at 11:40am and will end at 12:00pm. All classes will dismiss from the north side of the church under the portico. The traffic line will exit on Hamilton Avenue (Hwy 27). Each car will have a car tag with your child's name. Names must be visible in the car windows until the child is in the car. A teacher will help your child get to the car, but it is the parent/caregiver responsibility to buckle him or her into the car seat or booster.

If you need to speak with your child's teacher, please schedule a time to do so. We need to keep the car line moving during pickup. If you need to pick your child up early from school, please let the teacher know via REMIND and we will have them ready.

If anyone other than those authorized on our registration form is sent to pick up your child, a note or REMIND message must be written to the teacher with the person's name who is picking up the child. **We will check that person's driver's license before allowing your child to leave with them.**

If for any reason you find that you will be late picking up your child, it is important you call the school. If your child has not been picked up by 12:00pm, he/she will be brought to the office where school personnel will attempt to contact you. **There will be a \$1.00 late fee assessed every minute past 12:00pm.**

Emergency Closings/Inclement Weather:

Bremen Methodist Preschool will follow Bremen City Schools for Emergency Closings and Inclement Weather. The preschool will notify you through REMIND of any closings and/or emergencies.

Curriculum:

A well-rounded, developmentally appropriate curriculum is used at Bremen Methodist Preschool. A Christian environment provides the setting for our early childhood learning curriculum which offers opportunities for each child to grow in the awareness of the love of God.

Our preschool follows the Learning Without Tears curriculum as well as TrueWay kids Bible curriculum. We incorporate spiritual, social, emotional, cognitive, and physical ways of learning. Each day is structured to allow a healthy balance of busy active play and quiet activities.

Chapel:

We love to teach children about God's Word and His love for us! "Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs." (Matthew 19:14) Chapel is held in the sanctuary Mondays and Wednesdays and led by a member of staff. Children learn about a Bible story prepared especially for preschoolers. This is

a time of prayer, music, and learning of God's love. Chapel is taught by teachers, the director, assistant director, and pastors too!

Playground:

All children will have the opportunity to play on the playground daily with their class. If the outside temperature falls below 40 degrees and/or it is wet, we will play in Branham Hall.

Story Time:

Every Wednesday at 10:30, all of our 3- and 4-year classes visit the public library where they get to participate in Story time with Mrs. Pat.

Children with Special Needs:

Bremen Methodist Preschool accepts all children into our program. However, we realize children have different needs. Therefore, if at any point it becomes apparent that our program cannot provide the optimum educational experience for a child; the child's teacher, Preschool Director and parents of the child will meet to discuss options that will be in the best interest of the child.

Discipline

Procedures:

Our goal in discipline is for each child to develop a positive self-image while learning to exhibit self-control. The aim of discipline is not punishment, but guidance. We know the word "discipline" comes from the word "disciple" and the definition of disciple is "to teach."

Children need to have their physical needs met before any learning can take place. As they develop, their need for social interaction is increased. Many times, children will use inappropriate actions to get the attention of another individual. When this happens, correct behavior will be demonstrated, and the child's attention will be diverted to another activity. If the child continues to misbehave and verbal warnings do not bring positive results, the teacher will remove the child from the situation or activity. The teacher will place him or her in a brief supervised separation "time out" from the group (appropriate for the child's age and development), which is limited to no more than one minute per year of the child's age.

If after repeated "timeouts" the child's behavior is still deemed unacceptable, the teacher will ask the director for assistance, who will then discuss the behavior with the parents. If any child causes physical harm (bites, kicks, hits, punches, pushes, etc.) to another child, he or she will be

considered for dismissal from the program without a refund. Caregivers teach respect for others by showing respect for each child. This is demonstrated to the children by listening when they talk, showing sincere concern for their feelings, and by not allowing others to hurt them. All children will be encouraged and praised when appropriate behavior is demonstrated.

Biting Policy:

For the safety of all children enrolled in Bremen Methodist Preschool, we have a biting policy. At our preschool, we take biting very seriously. If a child bites another child, the following consequences will occur:

- The child who did the biting will be given a time-out for the first offense.
- The child who was bitten will be given extra attention from the staff as well as receive any medical care for the bite wound.
- The parents of both children will be notified.
- If a child bites a second time, the parents will be called and asked to come pick the child up.
- If the child bites a third time, the parents will be called, and the child will be asked to not return to the preschool for two weeks.
- If the child bites a fourth time, the parents will be called, and the child will be asked to not return to the preschool.

We know that biting is often a sign of frustration or anxiety, so we will work with the parents and child to find the root cause of the behavior and address it. However, we also want to create a safe and nurturing environment for all our students. We hope that parents can understand why we have this policy in place. Thank you for your cooperation!

Health & Safety

Illness:

Our preschool is a well-child facility. When your child is not feeling well, please let them rest comfortably at home. Likewise, if they become ill during the school day and cannot participate comfortably in group activities, we will call you to take them home. Children with the following illnesses must be excluded from our center. The following are examples:

Diarrhea
Head lice
Hepatitis A
Impetigo
Scabies

Chicken Pox
Strep Throat
Herpes
Ringworm
Persistent Coughing

Roseola
Upper Respiratory Complications
Pink Eye

Rashes
Vaccine Preventable Diseases Pertussis
Rashes

Most of these illnesses cease to be a reason for exclusion 24 hours after treatment has begun or symptoms have disappeared. Check with your doctor or the Preschool Director for more information.

For all COVID-19 related symptoms, we follow the current CDC recommendations.

Sometimes it is difficult to determine when a child should stay home. Below is a list of symptoms that can serve as guidelines: Lethargy, extreme sleepiness, ear pain, vomiting, rash with or without fever, fever above 100.5 degrees, persistent crying for an unknown reason, large amounts of yellow/green nasal discharge, or difficulty breathing or wheezing. If a child becomes sick at school, they will be isolated until the parent arrives to prevent other children from getting sick. When your child is absent from school please call the Preschool Office, 770-537- 4925 and leave a message to let us know whether your child is sick, at a dental/medical appointment, has relatives visiting, is on vacation, etc.

Accident/Injuries:

We make every effort to provide a safe environment for all children, but it is possible that accidents may occur from time to time. In such cases, incident reports are completed. Depending on the seriousness of the injury, we will either call a parent immediately, seek emergency treatment, or simply send home the incident report at the end of the day.

Allergies and Asthma:

Parents must inform the Preschool Director and the teacher of any allergies suffered by the child. Food allergies are posted in each classroom as a precaution for all staff members or substitutes who may be serving snacks. If a child has food allergies, no one in the class will be allowed to bring food that contains the allergic ingredients.

Medications for severe allergic reactions and inhalers for asthma attacks can be kept at school. **Any child with a food allergy must have a note from a Doctor and an Epi pen in the classroom.**

Head Lice:

If you determine that your child has head lice (live lice or nits), you must notify your child's teacher and the Preschool Director immediately. If the discovery of lice is made during preschool hours, you will be contacted to pick up your child.

The infected child may not return to school:

- Until the child has been treated and all live lice and nits (eggs) have been removed from the hair OR the child has a note from his/her physician stating that the child does not have head lice infestation and that no nits are visible.

Child Abuse:

Bremen Methodist Preschool is required by law to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children's Services.

Fire Prevention/Drills:

Evacuation routes are posted in each classroom. Procedures are followed by Bremen Methodist Preschool in the event of fire, tornado, and other emergency situations. Fire Drills, Severe weather and emergency drills are conducted monthly. All evacuation routes are posted in the office as well as individual classrooms.

Locked Door Policy:

The preschool will enforce a locked door policy. All doors to the church building will always be locked. Please contact the number posted on the preschool door and/or your child's teacher through Remind if you are needing to get into the building.

General Information

Preparing for the First Day:

The first day of school is one that we hope will be a positive experience for you and your child. Be assured that your child's teacher will comfort and calm your child's fears and/or anxieties if they are upset. If your child becomes inconsolable, the Preschool Director will contact you. A full morning of crying can hinder the adjustment process and sometimes a fresh start the next time your child has school makes an enormous difference.

Starting the Day:

Please make sure that your child has finished breakfast before entering the classroom. Please do not send food or gum with your child.

Snack:

No peanut products for snack. Children will eat snack in their classroom with their classmates and teachers. This is a wonderful time for your child to learn independence, table manners, and conversation skills. Please remember when sending in daily snack, this is not a meal; one or two items is all that is necessary.

Things to Bring Everyday:

- Bookbag
- Labeled water bottle
- Snack (One to two items) labeled
- Please provide a change of clothes labeled with their name in a clear plastic Ziploc bag.

Things Not to Bring:

Please do not let children bring in toys from home. This can be distracting to other children. We also ask that no toy rings, watches, necklaces or bracelets be worn.

Staff:

We employ Christian professionals who are trained in Early Childhood Education. Our staff maintains current CPR/First Aid Certifications which must be renewed every two years. All staff members are required to pass a nationwide background check every two years. Each member of our staff maintains Safe Sanctuary Training and Certification every two years. Our school partners with other schools in our area for ongoing continuing education and professional development.

Communication

Remind App:

- Our preschool phone number is 770.537.4925. There is an answering machine 24 hours a day. If there is an emergency during school hours and you get the answering machine, please leave a message. We are sent an alert email with the voicemail and will return your call immediately.
- Our email is kayleigh@bremenfirst.org

- Newsletters and updates will be sent to you via REMIND. Please join REMIND to get these important communications.
- Daily diaper reports will be sent home for our 12- 24 month old class and our two-year-old classes.
- We will send folders home at the end of your child's school week. The folders will have your child's weekly work and any other important information you need to be aware of.
- Please join your preschool class REMIND group as well as the private Facebook groups. Your child's teacher will provide this information once school has started.

Miscellaneous

Class Parties:

Your child's class will have several class parties throughout the year (Christmas, Valentine's, etc.) At the Parent Orientation/Open House, your child's teacher will have a sign-up sheet where you can volunteer to help coordinate holiday parties and special events as needed.

Birthday Parties:

Birthdays are an amazing day that allow us to celebrate your child and help them to feel special. You are more than welcome to send in a snack to help celebrate. Decorations are not necessary. If your child's birthday falls during a break or summer, please let us know so we can celebrate it on another day.

Clothing:

Please dress children in washable play clothes that are comfortable. We play with paint and don't want to have an outfit ruined! For children potty training, please make sure to dress them in clothes that are easy for them to manage alone. Please bring a change of clothes to be left at the preschool for emergencies. Please bring a coat/jacket, hat, and gloves for your child during cool months. It is helpful to leave a play coat in the bookbag.

School Pictures:

School pictures will be taken in the fall and spring. Parents are not required to purchase pictures. In the spring, class pictures will be taken.

PARENT HANDBOOK AGREEMENT

“I have read, understand and comply with all of the policies and procedures in the 2024-2025 Parent Handbook.”

Signature _____

Name _____

Child _____

Date _____