

**Madison Street Preschool
Student Handbook
2020-2021**



***Learning, loving, growing.
Since 1971.***

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Welcome!

We would like to extend to you a welcome to Madison Street United Methodist Church's Preschool program. The staff of the preschool, the church staff and its members have an interest in making your child's time with us a happy, growing and love filled experience.

Please take time to read over the information contained in this handbook as this material has been put into place to make your child's stay with us as meaningful as possible.

Vision and Mission

Madison Street United Methodist Preschool is a vital outreach ministry of this congregation of the United Methodist Church.

Administration of Madison Street United Methodist Church Preschool is governed by the Preschool Director, Senior Associate Pastor and the Preschool Advisory Committee which consists of church members.

Madison Street Preschool provides a learning environment to both young church families as well as young families in the community in which children grow spiritually, emotionally physically mentally and socially through developmentally appropriate activities and experiences while also giving some much-needed respite to young parents.

Children will grow socially and emotionally in a structured setting which promotes listening, following simple directions, taking turns, and sharing. Children will learn to feel secure away from home by being encouraged to think for themselves, make choices, make new friends, and express themselves in socially acceptable ways.

Children will grow mentally through activities and experiences that develop language, pre-reading, and pre-math skills. Children will grow physically by being provided with opportunities to strengthen small and large motor skills not only in the classroom, but also through supervised free play.

Children will grow spiritually by practicing prayer at meals and snacks, and celebrat-

ing major Christian holidays. Children will learn Christian living principles, such as getting along with others and working together, through classroom experiences. Children will become familiar with the church setting and hear Bible stories and lessons through weekly chapel time.

Enrollment

Madison Street Preschool does not discriminate on the basis of national origin, ancestry, or gender, in accordance with state law. Christian values and attitudes will be practiced, although specific religious doctrine is not a major emphasis of the curriculum. The program will reflect the theological and social values of The United Methodist Church. Acceptance of all people is a practice that reflects the teaching of Christ. Every attempt will be made to accommodate the needs of every child based on the ability of the faculty and staff to provide them.

Pre-registration is held during the month of March. Preference shall be given to children of teachers and aides, program participants, siblings of program participants, members of Madison Street United Methodist Church, and children on the waiting list. Enrollment is then open to the general public on a first come, first served basis. Church members shall be placed at the top of the waiting list for possible openings. In the event there are church members already on the waiting list who registered then they shall be placed on the waiting list following them. Children who are directly related to a staff member (*i.e. child, grandchild*) will be placed in another class if available. Otherwise, children of the appropriate age group will be placed in classrooms at random in order to have balanced ratio classrooms.

Due to the fact that the preschool operates on maintaining full enrollment, the Director has the option to fill an opening in a classroom with a child who may have not turned the designated age until after August 15th but before October 15th of that year. This will only be done when all other options have been exhausted (*i.e. waiting list for specific age, church and local advertising*).

A non-refundable registration fee is required on a yearly basis. This is payable at the time of registration in order to hold your spot.

Admission Policies

Once the registration process is completed, parents will be given another set of forms to be completed which will include emergency contacts, persons who are allowed to pick children up from school, etc. No child can be left in our care until all forms are filled out in their entirety and on file with the office.

A Tennessee Preschool Health Form, signed by a physician, is required on a yearly basis. Health forms are due by the end of September. Children enrolling after the first of the school year will have fifteen (15) days from the date of enrollment to submit the required health form. After this deadline, a child may not attend Madison Street Preschool until the health form is received by the director or the office manager.

Children are admitted to Madison Street Preschool based on the following criteria:

1/2 Year Old Class: children must be 1 by August 15 of the school year for which they are enrolled and do not need to be potty trained.

2/3 Year Old Class: children must be 2 by August 15 of the school year for which they are enrolled and do not need to be potty trained.

3/4 Year Old Class: children must be 3 by August 15 of the school year for which they are enrolled and must be potty trained.

Pre-K Class: children must be 4 by August 15 of the school year for which they are enrolled and must be potty trained.

If for any reason you need to withdraw your child from the program, a thirty (30) day notice is required. This must be in writing and given directly to the Director. If this notice is impossible, you will be expected to pay a month's tuition.

Preschool Hours and Attendance

Each session meets on Tuesdays and Thursdays from 9:00am until 2:00pm and will be in session beginning three weeks after public schools and will end the Thursday before the end of the Clarksville Montgomery County School System session. However, we will observe the same holidays and school closings as those of the Clarksville-Montgomery County school system, and those days are not made up. On days Clarksville-Montgomery County Schools are in session for only one half day, preschool hours will be 9:00 a.m. to 11:30am with no lunch. Also, please note that if schools are delayed in their start times or are dismissed early for the day, we will as well.

The second set of doors at the Commerce Street entrance will remain locked for the majority of the day. They do unlock in the morning from 8:50am until 9:20am. Parents will not be admitted into the building before 8:50am and may not bring their children to the classroom earlier than 8:55am. Teachers are preparing for the day up until this time.

All children must be signed in and out at their classroom doors.

The doors will unlock from 1:45pm until 2:15pm so parents may pick up their children. If you need to pick up your child(ren) before 1:45pm, you will have to hit the door buzzer to be admitted early. Children are to be picked up at 2:00pm. They will be dismissed at their classroom door. After 2:10pm, a \$10.00 late charge will be assessed per child, and will be assessed every five minutes thereafter. Late fees will be collected by the office manager to be deposited and used for the preschool. Repeated tardiness will be addressed with additional fees imposed.

Tuition and Fees

Tuition will remain the same for a 3-year period, then will be raised on the fourth year to keep up with staff raises and supply costs. The next rate change has been made for the 19/20 school year. Tuition (for 2019/2020) is computed as a yearly fee of \$1,340.00. It can be paid in one payment at the beginning of the year, a payment each semester or divided into eight (8) equal payments (from August until

April, skipping December) of \$167.50 a month by bank draft only. No refunds are given for illness, vacations, or snow days and those days are not made up. If tuition is denied due to insufficient funds, when the draft is initiated again, a \$25 late fee will be added. **If tuition has not been paid by the end of the month, the child may not return until payment is made or payment arrangement has been set up.** No refunds are given in instances where a student is withdrawn from school at any time. In consideration for military families, we require official documentation of PCS orders and if families will be leaving the community prior to their given transfer dates we can offer refunds of no more than 60 days prior to the order date.

A once a year registration fee of \$50.00 and a once a year music and supply fee of \$50.00 is required for each child. These fees help purchase materials for arts and crafts, music lessons, snacks, cleaning and additional supplies.

Home & School Connection

A school year calendar will be included in your child's information packet at the beginning of the year that will include all known breaks and days off during the year and a tentative schedule of parties and events scheduled for the preschool. In your child's folder you will also receive a newsletter and calendar from your child's teacher and the office manger each month.

If you have any questions or concerns during the course of the school year, please do not hesitate to call the preschool office at 645-9085.

Although we are not a licensed facility, due mainly to facility constraints, MSUMC Preschool policy strives to meet the highest standards.

Parent involvement is always welcomed at our preschool. Below are some suggestions for ways you can become involved.

Assist with class parties

Chaperone field trips

Substitute (requires background check)

Donate extra supplies

Read all materials sent home

Discipline

Discipline measures shall be designed and administered in such a way as to help the individual child develop his or her own self-control and to assume responsibility for his or her own acts. Simple and understandable rules that set the limits of behavior required for the protection of the group and individuals within the group shall be followed. Personal discipline shall be relevant to the particular child and problem involved. Corporal punishment shall not be administered by any employee of Madison Street Preschool.

Every effort will be made to work with the child in the preschool setting. If a child is experiencing difficulty in the program, the problem will be discussed with the child and a resolution attempted. We will typically use the following course of action:

1. parents will be notified on daily communication form
2. parents will be called to pick up a child who has had multiple violent outbursts or visits to the office manager/director in one day
3. parents will meet with the director/office manager and teachers to address the behavior; should the behavior continue the final decision will be made by the office manager, preschool director, and senior associate pastor to withdraw the child from the program.

However, for the safety of ALL students, excessive/disruptive behavior will not be tolerated and student will be subject to withdrawal at the discretion of the preschool director.

Health Guidelines

As a part of your child's beginning of school information packet, we will ask that you disclose any diagnosed conditions-including but not limited to allergies and other health concerns. Also a Tennessee Preschool Health Form for each child enrolled in our program with a current shot record must be signed by a physician annually and submitted by the second week of school. The preschool will not enroll children who

are not immunized. If the immunizations occur on a different schedule due to health reasons, that will be considered on a case by case basis.

If we suspect illness, parents will be called to come pick up their child immediately. In order for a child to return to school after a call home or a day that you decide they are unable to attend school, they must be fever, diarrhea and vomit free 24 hours without medication.

If a child in the program is treated for a communicable disease a note will be sent home to inform other families. If your child is treated, please notify the school as a courtesy to other families.

No medications will be administered during the school day with the exception of:

Cortisone

Neosporin

Inhaler**

Epi-pen**

**Parents will be called immediately if these are administered.

As we do go outside as often as possible, please apply sunscreen to your child before they come to school.

Madison Street Preschool works to realize the dignity and worth of each individual and to eliminate human barriers based on all assumptions which prejudice. Parents must inform the staff of any special needs and/or disability present in their children. The preschool requires documentation from a physician of special needs or disabilities to allow for reasonable accommodations.

Safety Procedures

We invite and welcome the children and youth of the community and our church families to come to our church. As we seek to follow this call, we look for ways that this church can be a place of safety and security for the children and youth and the adults who work with them.

Madison Street United Methodist Church has established a Safe Sanctuaries Policy to make the children who come here feel welcomed and safe. Policies include background checks on all staff, classrooms with security doors, sign in/out procedures, and staffing requirements to meet the needs of the children at all times. A full policy can be reviewed in the Next Gen Director's office.

Incident report

In the event of an accident or injury, an incident report will be filled out by the teacher or aide. A copy of this will be sent home and a copy will be retained for our records in the office.

Dismissal

Children will be released only to those individuals who are listed on their filed paperwork. Parents who will be sending someone new or different to pick up their child should notify the office and the teacher in writing or if a call is made, it will be logged in the office phone log. Please note, proper identification will be required of anyone unfamiliar to our staff.

Emergency Procedures

Madison Street Preschool has policies in place to handle weather and non-weather related emergencies. We practice regular fire drills and have a safe place in the building in event of a tornado warning. In the event of forecasted inclement weather parents are encouraged to pick-up their children early. Please note however, in the event of a tornado warning children will not be dismissed until it has expired.

Inclement Weather

When the Clarksville-Montgomery County School System is closed due to inclement weather, Madison Street Preschool will also be closed. If the system starts late by one or two hours, the preschool will as well. Likewise, if the system closes early due to inclement weather we will also. No refunds are given for illness, vacations or snow days and these days are not made up. Please watch our preschool Facebook page and Instagram page for these announcements. There have been cases where the school system will close for conditions on back roads, but the preschool has

been able to open. We will post the announcement there.

Personal Belongings

All personal belongings and clothing should be labeled with your child's name. The 1/2s class must bring diaper bags with six changes of disposable diapers, plastic bottles (if needed), a change of clothes and wet wipes. Children in training pants must bring at least two changes of pants and socks. A change of clothes properly labeled is required for all age groups. Toys are not permitted at school unless specific permission is given by your child's teacher.

Snacks and Lunch

Parents are to provide a lunch for their child each school day. This should be only what the child can eat in one sitting. Children are not permitted to trade food with others. A drink will be provided for a child if he or she does not bring one. Please be advised that teachers are unable to heat lunches so we ask that parents pack lunches accordingly. A refrigerator is provided for the ones classroom only. A light snack, provided by the preschool, will be served each morning for particular classes. Please check with your child's teacher regarding snacks.

Madison Street Preschool recognizes the seriousness of food allergies. If you know or suspect your child has a food allergy, please notify the office manager. A detailed food allergy report will need to be completed and maintained on file in the preschool office and in the classroom. In keeping with our mission to keep all children safe, some classrooms may be declared "Nut Free Zones" for the safety of children with allergies, and all students in that particular class are asked respectfully to leave any allergen foods at home out of courtesy and respect.

Nap Mats

Nap mats are required for the children in the 1/2s and 2/3s classrooms. Nap mats can have a maximum measurement of 22" in width by 52" in length. They can be the cotton nap mats, kinder mats or anything similar. Loveys, blanket and toys to help your child rest are welcome but will be sent home every day.

School Day Attire

Children should wear comfortable clothing suitable for play and painting. There will be outside play offered daily unless there is rain or extreme cold. Please apply sunscreen before sending your child to school. Warm clothing should be provided. Light weight jackets in the fall and spring are just as important as coats, hats, and mittens in the winter. Tennis/rubber sole shoes are required for playing on the gym floor. We encourage you to dress children who are potty trained in clothing that promotes self-sufficiency. Most young children are unable to manipulate belts, difficult buttons, and/or one-piece outfits.

Birthdays

Birthdays are very special to younger children, and we like to honor them. Parents are welcome to organize a party during snack or lunch time. Please coordinate any parties with your child's teacher. Invitations can be distributed by the parent only if every child in his/her class is receiving one.

Field Trips

A permission slip must be signed and on record in the preschool office before a child is allowed to go on a field trip. Parents will be notified as many weeks in advance as possible before a class takes a trip. Field trips will be determined by the staff and will be a part of the regular curriculum.

Most of our trips are within walking distance of the church. If transportation is necessary, parents will be contacted as needed. These require a minimum of 4 additional adults to chaperone. In the event we do not have those volunteers in place, the trip will be cancelled.

Solicitation

From time to time, staff and/or parents may have items that they wish to inform others about (*ex. School fundraisers, girl/boy scouts, etc.*) The Director must approve any solicitation that is offered to employees or parents so that the overall guidelines and standards of our program are maintained.

Madison Street Preschool

Learning Plan

The Madison Street Preschool program strives to provide a holistic learning experience. We hope your children have the opportunity to grow with our program during their preschool years. We seek to provide a step-by-step path so that each year they will grow in every aspect: emotionally, spiritually, physically, academically and socially.

Our learning plan consists of goals for each age level. Some goals will be exposure to the materials while others will be more in depth. We love to have parents reinforce these goals at home as well. The lifetime learning process happens in the school and at home.

While we strive to reach as many goals as possible as set by the Tennessee State Standards, please keep in mind that since we are a two day a week program, we are not able to hit all of them. Our teachers choose the most important ones, to increase student exposure to material. Teachers have a curriculum guide in each classroom that they can pull lessons from to meet these standards, but they also have the freedom to add other resources to reach these goals as necessary.

Once you have read the student handbook, please sign this form and return to our office with your enrollment package. We must have a signed form for each child enrolled.

I _____, understand the expectations for my child's enrollment in Madison Street United Methodist Church Preschool. We will follow the rules and guidelines set forth in the Student Handbook.

_____ _____ _____
Child's Name Parent/Guardian Signature Date

