

## **Cullowhee Kids Policy for 2009-2010 (Up-dated July 2009)**

Cullowhee Kids is a pre-school program sponsored by  
**Cullowhee United Methodist Church**

Please check off on each item as you read them.

### **STATEMENT OF PHILOSOPHY**

- ( ) Cullowhee Kids is a non-profit, unlicensed preschool ministry of the Cullowhee United Methodist Church. It is intended to serve children with an emphasis on learning through play in a Christian environment.
- ( ) The Preschool is overseen by the Church's Preschool Committee. Sandy Railsback (293-5624) is the program director.

### **ENROLLMENT**

- ( ) 1. Please fill out the enrollment application completely. Please be precise about emergency contact numbers.
- ( ) 2. Your child's immunizations must be up-to-date and on file.
- ( ) 3. For enrollment in the 2 year old class, the child must be 2 by August 31.  
For enrollment in the 3 year old class, the child must be 3 by August 31.  
For enrollment in the 4 year old class, the child must be 4 by August 31.
- ( ) 4. A non-refundable registration fee of \$50.00, payable to Cullowhee United Methodist Church with "Cullowhee Kids" on memo line, is due at the time of registration.

### **CLASS ARRIVAL AND PICK-UP**

- ( ) 1. The school day runs from 8:15 a.m. to 11:45 a.m. for half day, and until 2:45 p.m. for full day. Please do not bring your child earlier than 8:15 a.m. The time before school is teacher preparation time. We will do our best to keep all the classroom clocks synchronized.
- ( ) 2. Class activities will begin at 8:30 a.m. so please be on time. Tardiness disrupts scheduled activities for the class, and your child may miss introductory information.
- ( ) 3. Please drop your child off quickly. Help them hang up their coats and totes. Hug and kiss them goodbye and leave. When parents linger, it can be disruptive to the child, other children and teacher. **MAKE SURE YOU SIGN IN YOUR CHILD.**
- ( ) 4. **PARENTS MUST ARRIVE PROMPTLY AT 11:45 AM OR 2:45 PM TO PICK UP CHILDREN.** The teachers have clean-up and next day preparation to do after class. Besides, it can be scary for a child to see all the other children leave and he/she is the last one. When you leave with your child, make sure you tell the teacher you are leaving and sign out.

- ( ) 5. A late fee will be enforced after 11:55 and after 2:55. A \$5.00 late fee will be assessed if you pick up your child any time between 11:55 and noon or 2:55 and 3. After that for every minute you are late, \$1.00 will be added. If an emergency occurs and you will be late, please call the church office (293-9215) and let the secretary know. You will not be charged for an emergency such as flat tire, accident or dead battery. Heavy traffic and phone calls are not emergencies. We will do our best to keep our watches and classroom clocks synchronized and correct. Check your watches with our classroom clocks.
- ( ) 6. "Permission to Sign Out Form": Anyone other than a parent who picks up your child must be on the Permission to Sign Out Form. Please fill out the form and give it to your child's teacher. Your child will not be dismissed to anyone not on the form.

### **PERSONAL POSSESSIONS AND CLOTHING**

- ( ) 1. Label your child's name on extra clothing, jackets and toys brought to school.
- ( ) 2. Show and Tell: Please do not allow "military" type toys to be brought to school. They will be taken away and returned at pick-up time that day. Your child's teacher will determine what day your child may bring a "Show and Tell" item.
- ( ) 3. If your child is still in diapers, please send extras to school. Please discuss with your child's teacher her preference for using diapers, pull-ups, or training pants within the classroom.
- ( ) 4. Please send a complete change of old clothing, which you won't miss, to school in a shoe box for us to keep on hand for mishaps. If your child is potty training, it is wise to send 2 sets.
- ( ) 5. Please send your child to school in comfortable play clothing. Soft-soled shoes are preferred. **Flip-flops, work boots and cowboy boots are not acceptable.** Besides being both slippery on the floors, cowboy boots also hurt if kicked by them. Please be sure that the clothes your child wears to school are such that she/he can get them off easily for potty time and without help from the teacher. No one-piece outfits, belts, etc. We want the children to become independent, and not dependent on teachers on this issue. Likewise, please encourage your children to pick out their own outfits and dress themselves.
- ( ) 6. Your child will be provided with a tote bag to bring to school every day in order to take home art projects. This same tote bag is intended to be used every year at our preschool.

### **SNACK**

Each parent will be providing their child's own morning and afternoon snacks. Those snacks must include **two** of the four food components: milk, fruits or vegetables, meat or meat alternative, bread or bread alternative. A healthy snack might be Goldfish crackers and a juice box, or a cheese stick and apple slices with water to drink. Snacks will also be refrigerated. Again, these snacks must be labeled with the child's name and date. If you do not send a drink, water will be provided.

## **LUNCH**

If your child stays full day, please pack a healthy lunch and milk for your child each day. It will be served about noon. If you make it as “user friendly” as possible it encourages independence. A healthy lunch **MUST** include foods from at least four components: milk, 2 or more fruits or vegetables, meat or meat alternative, bread or bread alternative.

Each child **must have ½ cup of milk daily with lunch.** A healthy lunch might be a peanut butter sandwich, carrot sticks, raisins and milk to drink. Lunch **must** have your child’s name and date on it since they will be refrigerated. Cookies everyday are discouraged. On special occasions like birthdays, if a parent wants to provide pizza, cupcakes or cookies, please tell the teacher in advance. When the classroom has a cooking activity, it will be used as a snack. You will be notified of this in advance. Please let us know of any known allergies.

## **SUPPLIES**

Once a month one of the teachers will post a supplies needs list. The list usually consists of tissues, hand soap, masking tape, copy paper, Clorox cleaners, swiffer wet-jet cleaner and pads, hand sanitizer, etc. You may sign up to purchase an item, but this is not required.

## **CHRISTIAN CURRICULUM**

Teachers pray with the children daily, and children are welcomed and encouraged to lead prayer. We enjoy Bible stories about Jesus’ love for us and how we can become better Christians in our daily lives. Monthly, we learn a new Bible verse sung to a well known tune. In all, the teachers strive to make faith connections between weekly themes and Christianity.

## **PARENT INVOLVEMENT**

We encourage parents and grandparents to be involved in our program. Sharing special hobbies and talents are especially appreciated. Sometimes teachers need extra help for special events and projects and you may be asked to help. However, we find that often a child’s behavior is quite different and not always favorable when their parent stays at length in the classroom.

## **DISCIPLINE POLICY**

Teachers never spank or punish a child. They will redirect the child to another activity, communicate proper behavior and/or use time-out, one minute, per year of age. If your child is out of control or cannot be consoled, the teacher may call you to come pick him/her up.

## **TERMINATION**

It is our hope that Cullowhee Kids is never forced to remove a child from our program. Teachers expect to deal with daily discipline issues. However, for the safety and continuity of the classes, we reserve the right to terminate a student’s enrollment under such circumstances as biting, hurting themselves, peers, or teachers, or a behavior that causes a continuous disruption of the class. For a first time offense, the parent is notified, given a behavior report and asked to deal with the behavior at home. For a second time offense, the parent and teacher will go to the Cullowhee United Methodist Church Preschool Committee to resolve the problem.

## **HEALTH ISSUES**

Please keep your child home if he/she has been ill within the past 24 hours or shows signs of a communicable disease or situation such as vomiting, diarrhea, fever, pink eye, head lice, strep throat, chicken pox, viral infections, rashes or other contagious illness. If your child becomes ill at school we will try to contact you, and in the meantime, we will isolate the child from other children. The teachers will give medications to full-day children with a signed medication form . In case of a possible emergency, please instruct the teacher at the beginning of the school year on the proper procedures in using an Epipin or inhalers. Permission to administer medication form will need to be filled out in this instance. Children and teachers will wash their hands with soap and warm water after using the restroom, before snack, after messy sneezes, and after handling animals. Teachers will also wash their hands after changing diapers or soiled clothing.

## **SPECIAL NEEDS CHILDREN**

If a child's behavior or physical challenge is beyond the teacher's abilities and the physical limitations of the church, please be open to our recommendations. We are limited in our expertise dealing with special needs children and we can refer your child for further evaluation. Always, please have open discussion with your child's teacher.

## **CORRESPONDENCE**

- ( ) 1. Web Site: Bookmark our web site: [www.cullowheeumc.org](http://www.cullowheeumc.org). and click on Preschool. This policy, current Newsletters, and photos of the teachers are posted on the site. We also put photos of the children on the web site. We need a media release form signed by parent to do this.
- ( ) 2. Email address: Sandy Railsback: [slrailsb@gmail.com](mailto:slrailsb@gmail.com)
- ( ) 3. You will receive a school newsletter every three months listing weekly themes, special events, and important information.

## **SUBSTITUTES**

The Church's Preschool Committee approves our substitute list. Through observations and personal interaction, we assess people who have indicated their willingness to act as our substitutes. A background check and health form are required.

## **EMERGENCIES**

Living in Jackson County we all know about sudden power outages. If the power goes out but the church still has water, we will still conduct school. We cannot conduct school without water. In that case, the teachers will call the parents to come for early pick-up.

## **BAD WEATHER**

- ( ) 1. During inclement weather, we will follow the public school announcements. This information is announced on WRGC radio as well as WLOS-TV and, on occasions, on WSPA-TV and WYFF-TV. If public school is canceled, Cullowhee Kids is canceled. Many times we question why public school is canceled. The roads may be clear where you are, but are icy in other parts of the county. The teachers have children in the public school, and they cannot be brought to pre-

school to be tended. You may also check [www.wlos.com](http://www.wlos.com) for school cancellations.

- ( ) 2. If public school is on a "B Schedule" or specific hour delay, **we will start at 10 a.m.** If you have any questions about this procedure on those days, call the director, Sandy Railsback (293-5624).

### **OUTSIDE PLAY**

If weather allows, the children will go outside on the playground during all seasons even if for only a few minutes. If the weather is too bad, we will make every effort to provide some vigorous activities indoors. Make sure your child comes to school in a warm jacket. If you don't want your child outside, you will need to pick your child up before their playground time. If a parent thinks the child is not well enough to go outside, the child is not well enough to be at school.

### **FIRE DRILLS**

We will practice a fire drill every month. A buzzer rings and each class goes to the nearest exit. The teacher takes the daily sign-in sheet with her. The children will exit the building and go onto the playground. There they will sit along the fence and the teacher will check off their presence on the sign-in sheet.

### **FEE SCHEDULE**

#### **Half Day Tuition Per Month (8:15 a.m. to 11:45 a.m.):**

The tuition is \$103.00 for those attending two days a week, \$154.00 for those attending three days a week and \$205.00 for those who attend four days a week.

#### **Full Day Tuition Per Month (8:15 a.m. to 2:45 p.m.):**

The tuition is \$190 for those attending two days a week, \$285 for those attending three days a week, and \$380 for those attending four days a week.

#### **Afternoons Only Tuition Per Month (11:45 a.m. to 2:45 p.m.):**

The tuition is \$88 for two afternoons a week, \$132 for three afternoons a week, and \$175 for four afternoons a week. Tuition payment is due on or before the 10th day of each month. Because the preschool is a non-profit program, late fees will be enforced. Tuition payments consist of 9 equal payments. Holiday and vacation days have been considered when setting the fee. Because some months have more school days than others, the Preschool Committee felt this was a fair way to work out the payments. There is no deduction made for absenteeism. Teachers must be paid from established monthly fees. Checks should be made payable to **CULLOWHEE UNITED METHODIST CHURCH** and indicate "Cull. Kids" on the "for" or memo line. Cash is accepted and a receipt will be given, if requested. Please place tuition check in the manila envelope posted on the Preschool bulletin board in the hall.

### **LATE TUITION PAYMENT**

A \$5.00 fee for late tuition payments will be charged after the 10th of each month.

### **BOOK ORDERS**

Periodically, we will send book orders home from the Scholastic Book Company. If you take advantage of these great offers, make the check payable to **SCHOLASTIC**.

## **PARKING**

We are happy to offer you parking along the playground fence. However parking is limited and if you would prefer to pull up and give us a beep at pick-up time, we would be happy to bring your child to you. The center section of the parking lot is leased to the University and you could get a parking ticket.

## **( ) HOLIDAY AND VACATION SCHEDULE**

**The 2009-2010 schedule will follow Jackson County's public school schedule and if we have snow days, they will be made up at the end of the year.**

( ) Preschool open house is August 24, 5 p.m.

( ) School begins August 25

( ) The following are dates when the school will be closed:

September 7 – Labor Day

October 30 – public school teacher work day

November 11 – Veterans Holiday

November 12 - No School -- preschool teachers at conference

November 25 & 26 - Thanksgiving Holiday

December 21-January 1, 2010 - Christmas Break. Classes resume January 4.

January 18 & 19 – No School, Martin Luther King, Jr. Holiday, Teacher Workday

February 15, Teacher Workday

March 25 – April 1 -No School – Spring Break

May 27 Tentative last day of school

Additional makeup snow days will be added as necessary.

**Please go to final page, sign and return the final page only to  
the school!**

## **Cullowhee Kids Policy**

I have received and read and I understand and agree to this Cullowhee Kids Preschool Policy.

---

Signature of Parent Date

---

Signature of Director Date

**Please sign and return this page to school!**