

## **Cullowhee Kids Policy for 2008-2009 (Up-dated July 2008)**

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.
- ( ) 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 9:00 a.m. to 12:00 noon. Please do not bring your child earlier than 8:55 a.m. The time before school is teacher preparation time. The nursery across the hall from Ms. Karen's room is available for you to sit in if you arrive early. We will do our best to keep all the classroom clocks synchronized.
- ( ) 2. Class activities will begin at 9:15 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 put "show-n-tells" in their cubbie. 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 12:00 NOON 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 12:10. A \$5.00 late fee will be assessed if you pick up your child any time between 12:10 and 12:15. After 12:15 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 or call (293-9441) on Preschool floor. 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.
- ( ) 7. When it is raining, some of the classes may go downstairs at pick-up time to expedite "pickup."

#### **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**

Please pack a healthy snack and drink for your child each day. It will be served between 10:30 and 11:30 a.m. If you make it as “user friendly” as possible it encourages independence. Cookies every day 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. Bible stories are read and discussed 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 not give medications unless your child suffers from emergency situations such as bee stings or asthma. 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.cullowheumc.org](http://www.cullowheumc.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: [humanoids@netzero.net](mailto:humanoids@netzero.net)
- ( ) 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

### **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 preschool 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 our regular time of 9:00 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. The jungle gym is not appropriate for all age groups. We allow only children in the four year-old-class on the jungle gym, and they must have on tennis shoes.

## **FIRE DRILLS**

We will practice a fire drill every two months. A buzzer will ring 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**

The tuition is \$85.00 for those attending two days a week, \$125.00 for those attending three days a week and \$165.00 for those who attend four days 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**

The following places are not available for Cullowhee Kids parking:

- ( ) 1. If you must leave your car unattended, do not park behind the cars parked behind the church or at the playground fence. This is for the church staff and Wesley Foundation and they may need to leave before you are able to leave.
- ( ) 2. The center section of the parking lot and the tree lined sides of the parking lot is leased to the University and you could get a parking ticket.
- ( ) 3. The fence beside the playground is for the Wesley Foundation students only.
- ( ) The spaces to the left of the back door of the church, marked "Visitors to the Church Office" and on the side of the church are available for parking for drop off and pick up time. We will open the grass field for parking if the field is dry. Please do not park in the field if it has rained recently. You might get stuck.
- ( ) If you want your child brought to your car from the playground, pull close to the walk-in gate and wait. If we do not see you, give us a beep.

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

**The 2008-2009 schedule will follow the public school and if we have snow days, they will be made up at the end of the year.**

( ) Preschool open house is August 29, 5 p.m.

( ) School begins September 2, 2008

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

October 27 – public school teacher work day

November 6 – preschool conference for teachers

November 11 – Veterans Holiday

November 26-28 - Thanksgiving Holiday

December 22-January 2, 2008 - Christmas Break. Classes resume January 5

January 19 - Martin Luther King, Jr. Holiday

January 20 - Jackson County has scheduled a Teacher Workday. This will change if there are snow days.

February 23 – No School – Annual leave day for Jackson County

April 13-17 - Spring Break

May 25 Teacher workday

( ) May 28 - Tentative last day of school. Additional makeup snow days will be added as necessary.

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

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**Signature of Parent / Date**