

Cullowhee Kids Policy

Cullowhee Kids Preschool is a program sponsored by
Cullowhee United Methodist Church

STATEMENT OF PHILOSOPHY

Cullowhee Kids is a non-profit, licensed preschool ministry of 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. Larissa Miller (cullowhee.kidz@gmail.com) 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 and health report must be up-to-date and on file by the **first day of preschool. Your child will not be allowed to attend school if immunization and health report are not on file.** This is a state law.
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 \$75.00 per child or \$100.00 per family, payable to Cullowhee Kids Preschool is due at the time of registration. This money buys our supplies and replaces broken toys.

FEE SCHEDULE (Annual Enrollment broken down into monthly tuition payments)

Tuition payment is due on or before the 10th day of each month. Tuition payments consist of 9 equal installments and 1 prorated payment in August. Holiday and vacation days have been considered when setting the annual tuition. 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 or school closure. Teachers must be paid from established monthly fees. If you are in need of financial assistance, please fill out the financial assistance application. You may sign up for ACH drafts from your bank account (preferred method of payment) or checks be made payable to **Cullowhee Kids Preschool**.

Preschool (7:45 am – 2:45 pm)		Aftercare			
5 Days	\$700	1 day/week	\$30 (monthly)	4 days/week	\$120 (monthly)
MWF (2s only)	\$420	2 days/week	\$60 (monthly)	5 days/week	\$150 (monthly)
T/Th (2s only)	\$280	3 days/week	\$90 (monthly)	Drop in/day	\$20

LATE TUITION PAYMENT

A \$10.00 fee for late tuition payments will be charged after the 10th of each month.

CLASS ARRIVAL AND PICK-UP

1. The school day is from 7:45 a.m. until 2:45 p.m. Monday through Friday. After Care is from 2:45 p.m. until 5:30 p.m.
2. **DROP OFF:** Parents then walk through the building, drop off lunches and snacks in the preschool refrigerator and then drop off children with their teacher.
3. Class activities will begin by 8:30 a.m. so please be on time. **Tardiness disrupts scheduled activities for the class, and your child will miss introductory information.**
4. **PICK UP:** The preschool day ends at 2:45 pm and pick up for all children not staying in aftercare is no later than 2:55 pm. You may enter the building through the main entrance to come and pick up your child. If your child is staying in aftercare, pick-up no later than 5:30 pm.
5. A late fee will be charged after 2:55 pm and After Care late fee begins at 5:30. A late fee of \$5 will be assessed if you pick up your child any time after 2:55 or 5:30 pm. After that for every minute you are late, \$1.00 will be added. If an emergency occurs and you will be late, please call your child's teacher or the director. You will not be charged for an emergency such as a flat tire, accident or dead battery. Heavy traffic and phone calls are not emergencies. Check your watches with our check in/out time clock. 30 minutes with no contact requires us to call Child Protection Services.
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 return it with your application packet. Your child will not be dismissed to anyone not on the form. You may add people at any time, just see the Director.

PERSONAL POSSESSIONS AND CLOTHING

1. Label your child's name on extra clothing, jackets, and lunch boxes brought to school.
2. Show and Tell: **ALL** items must fit inside your child's cubby/bag. We 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. Please try to only send in share toys on your child's designated day to help avoid conflict.
3. If your child is still in diapers, please send extras to school. Please discuss with your child's teacher any preference for using diapers, pull-ups, or training pants within the classroom.
4. Please send two complete changes of old clothing, which you won't miss, to school for us to keep on hand for mishaps. If your child is potty training, it is wise to send more. We don't expect two-year-olds to be toilet trained. We don't expect three-year-olds to be completely trained. But we do expect four-year-olds to be completely toilet trained.
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.

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. **Please do not send backpacks with your child.**

7. Medications/Ointments/Lotions - Permission forms must be filled out for all medications, ointments and lotions. Please see the director for the form. We have sunscreen at the preschool and will apply with permission. If you choose to send in your own, please know that no aerosol cans are allowed at preschool per state regulations.

SNACK

Each parent will provide 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 carrots, 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. Please send a SMALL water bottle with your child each day.

LUNCH

Please pack a healthy lunch and milk for your child each day. It will be served around 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 or alternative daily with lunch. We do not have the ability to heat up any food items.** 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 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. Please let the director and your child's teacher know of any known allergies.

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. Any parental visits on any given day will be up to the discretion of the teacher.

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 will call you to pick up your child.

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 offense, the parent and teacher will go to the Cullowhee Kids Preschool Committee and/or the Cullowhee United Methodist Church Board of Directors to resolve the problem.

HEALTH ISSUES

GENERAL: 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. Your child may return to school after he/she has been fever free/symptom free without medication for at least 24 hours. Sometimes, however, a child is still not feeling well even after 24 hours and your child's teacher may call you to pick them up if he/she is not able to fully participate in classroom activities. If your child becomes ill at school we will contact you, and in the meantime, we will isolate the child from other children. The teachers will give medications to 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. Thank you for helping to keep our school safe and healthy!

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 an open discussion with your child's teacher and the Cullowhee Kids Preschool Director.

CORRESPONDENCE

Web Site: Bookmark our web site: www.cullowheemc.org and click on Preschool. This policy, other important documentation, current Newsletters, and photos of the teachers are posted on the site. We also may put photos of the children on the church website. We need a media release form signed by a parent or legal guardian to do this.

Email address for our Director, Larissa Miller is: cullowhee.kidz@gmail.com (828)269-7937

You will receive a school newsletter 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 is required for all 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 Director will call or send a message to 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 News 13/WLOS-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 Director will notify all parents via email and the Remind 101 app. Please make sure all your contact information is up to date.

2. If public school is on a "B Schedule" or specific hour delay, **we will start at 10 a.m.**

MAKE UP DAYS

We will make up days missed along with the Jackson County Public Schools. If they add Saturdays or days beyond the first week of June, the Preschool committee will determine if the additional days will be made up or refunded.

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.**

FIRE, LOCKDOWN, AND SHELTER IN PLACE DRILLS

We will practice a fire drill every month. The fire alarm sounds 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. We will practice Lockdown and Shelter-in-place drills quarterly. All students will remain in the preschool wing during these drills and teachers will emphasize staying calm and quiet. We practice all these drills to be prepared in the event of an emergency so that the children will know what to do to keep safe.

BOOK ORDERS

Periodically, we will send book orders home from the Scholastic Book Company. If you take advantage of these great offers, you will be given a code to **pay online directly**. This is an easy way for you to purchase books for your child, but also for Cullowhee Kids Preschool to receive free books to enhance our library with parent orders. Thank you in advance!

PARKING

We are happy to offer you parking along the playground fence or grassy lawn. However parking is limited. The center section of the parking lot is leased to the University and you could get a parking ticket if you park there for any length of time without the proper permit.