

Revised Cullowhee Kids Policy for 2020-2021 including COVID-19

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 United Methodist Church with "Cullowhee Kids" on the memo line, is due at the time of registration. This money buys our supplies and replaces broken toys.

COVID-19 PROPOSED FEE SCHEDULE (Annual Enrollment broken down into monthly tuition payments)

This year is unlike any other year in our preschool program. COVID-19 has changed our world and has made childcare more challenging due to the nature of this virus and CDC/NCDHHS guidelines to improve health and safety for all our students and staff. We are decreasing our enrollment to help meet these guidelines and unfortunately that means that our costs have gone up. We are also unable to offer our aftercare program this school year due to logistical concerns. The school day will be M-F from 7:45 am until 3:10 pm. Below is the proposed fee schedule needed in order to balance our budget. We recognize that this is a 24% increase in fees from last school year and we do not expect all families will be able to afford this increase. However, we would like for ALL our families to know the true cost of care at Cullowhee Kids Preschool. If you are able to pay full tuition for the 2020-21 school year, we would greatly appreciate it. If not, please fill out the **COVID-19 Financial Assistance Form** and let us know what you are able to pay.

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. Checks should be made payable to **CUMC** and indicate "CK" on memo line. Cash is accepted but must be given directly to the director and a receipt will be given. Please give your tuition check to the check in attendant before the 10th of each month.

2020-21 School Year Fee Schedule

Preschool Day Program (7:45 am - 3:10 pm)	MONTHLY FEE
5 days	\$758.00 (increase from 2019-20 of \$178.00)
3 days	\$455.00 (increase from 2019-20 of \$87.00)
2 days	\$303.00 (increase from 2019-20 of \$41.00)

For Reference: 2019-20 Fee Schedule (Without aftercare option)

Program	MONTHLY FEE
Early Bird 7:45-8:00 am	\$20.00
School Day 8:00 - 2:45 pm	\$530.00
Bus pick up 2:45-3:15 pm	\$30.00
3 days per week 8:00 - 2:45 pm	\$318.00
2 days per week 8:00 - 2:45 pm	\$212.00

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 3:10 p.m. Monday through Friday. Drop-off will be held in the parking lot from 7:45 am until 8:15 am.
2. **DROP OFF:** In response to COVID-19 and our efforts to limit exposure to the virus, our drop off procedures have changed. Parents are asked to drop off their children outside with staff members instead of walking into the building. Drop off is between 7:45 - 8:30 am. Each child will have their temperature checked and a short health assessment (5 questions) will be conducted with the parents. Anyone registering a temperature above 100.4 will not be allowed inside the building. Please see the end of this document for the daily health screening for COVID-19.
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. Call Larissa Miller at (828)269-7937 or the church office (828)293-9215 for entry to the school.**
4. **PICK UP:** In response to COVID-19 and our efforts to limit exposure to the virus, our pick up procedures have changed. **Staff members will have the children ready for pick up and will bring them to your car. PARENTS MUST ARRIVE PROMPTLY AT 3:10 PM TO PICK UP CHILDREN in the parking lot.** 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.

5. A late fee will be charged after 3:15 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 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.

PERSONAL POSSESSIONS AND CLOTHING

1. Label your child's name on extra clothing, jackets, and lunch boxes brought to school.

2. Show and Tell: **NO ITEMS FROM HOME THIS YEAR DUE TO COVID-19.** Please try to help your child understand the importance of this policy. It is designed to help us promote a health and safe environment.

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 for us to keep on hand for mishaps. If your child is potty training, it is wise to send 2 sets. 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.**

SNACKS

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.

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 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.

VOLUNTEERS and PARENT INVOLVEMENT DURING COVID-19

Normally, we encourage parents and grandparents and other volunteers to be involved in our program. During COVID-19 we will rethink how volunteers participate remotely in classroom activities. If you would like to share special hobbies and talents, please let Larissa know and we can work on new methods for involvement.

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 time 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 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.

COVID-19 specific:

We will conduct temperature checks each morning for all students and staff. Please do not leave your child until they have been cleared by the staff conducting the temperature/health screening. Children will be given hand sanitizer immediately at first contact, then will wash hands thoroughly upon entering their classroom. If your child has an elevated temperature they will not be allowed to remain in school and will

not be able to return to school until they have been fever free without medication for 72 hours. Children and adults will not be allowed to enter the facility if they have tested positive for COVID-19 or are in close contact with someone who has tested positive. The child can return 14 days after the last time he or she had close contact with someone with COVID-19.

COVID-19 related absence and closure:

As per recommendations made by the CDC/NCDHHS we will be dividing our classes into “pods”. This will consist of up to 10 students and 2 adults. These pods will be their own units and will play together outside, eat, and participate in classroom activities as a unit and not interact with the rest of the school. This will hopefully allow us to keep our school open even if someone in a pod has been exposed to or diagnosed with COVID-19. If someone has been exposed to COVID-19 in a classroom (pod), it is recommended that everyone in that classroom get tested and self-isolate at least until a negative test result comes back. Students/staff are able to return to Cullowhee Kids Preschool as soon as a negative test result comes back and/or 14 days have passed without symptoms. .

Throughout all of this school year, we will strive for excellence in maintaining high health and safety standards for our preschool. We will continue to work with the local Health Department and our NC Child Care consultant and make sure we are following all guidelines for health and safety. In the event that the pandemic worsens in our country, state, and county we may be required to close as a result.

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.cullowheeumc.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 parent or legal guardian to do this.

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

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 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 delayed 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. 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. 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. 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.

Please sign and return this page only to the school!

By signing below, I am acknowledging that I have received, read and understand the Cullowhee Kids Preschool Policy for 2020-2021 and that I agree to all terms and conditions contained therein including without limitation, the terms and conditions requiring me to pay all monthly tuition payments, all late fee, and all other amounts due and owing under the Policy when due regardless of any missed school days or the early withdrawal of my child from the Preschool for any reason.

I have received, read and I understand and agree to this Cullowhee Kids 2020-2021 Preschool Policy.

Signature of Parent _____ Date _____

Signature of Director _____ Date _____

DAILY HEALTH SCREENING FOR COVID-19 FOR ANYONE ENTERING THE BUILDING

1. Have you or any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with symptoms of COVID-19 or someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
 - a. YES - the individual should not be at the child care facility. The individual can return in 14 days after the last time he or she had close contact with someone with COVID-19 or as listed below.
 - b. NO - the individual can be at the child care facility if he or she is not experiencing symptoms

2. Do you or any of the children you are dropping off have any of these symptoms?
 - a. fever
 - b. chills
 - c. shortness of breath or difficulty breathing
 - d. new cough
 - e. new loss of taste or smell
 - i. If an individual has any of these symptoms, they should go home, stay away from other people, and the family member should call the child's health care provider.

3. Since they were last at the child care facility, have you or any of the children you are dropping off been diagnosed with COVID-19?
 - a. YES - if a person is diagnosed with COVID-19 based on a test or their symptoms, they should not be at child care and should stay home until they meet the criteria below
 - b. NO