



2018-2019

KNIGHTDALE UMC

Preschool

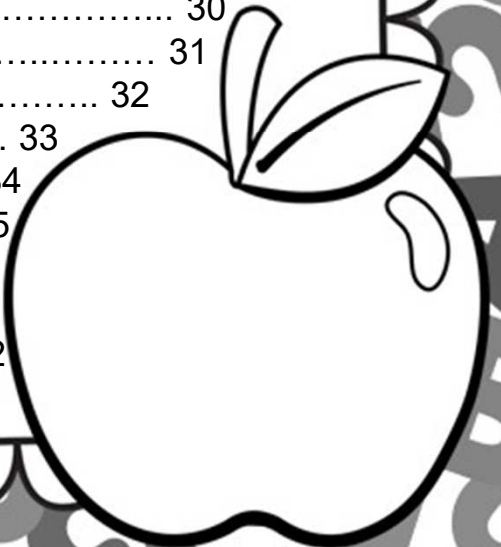
PARENT

Handbook



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2 Welcome

Welcome to Knightdale United Methodist Church Preschool. Our church family and staff feel honored to be a part of your child's life. We are aware of the great responsibility we have as partners in teaching and nurturing your child. We want to work with you this year to make each child feel that they are a special part of our school family while making friends and playing cooperatively with others.

Success depends on establishing an effective partnership between home and school. We will keep you informed of our progress and will suggest activities you can do at home to provide continuity with what we are doing at school. We are eager to hear your concerns as well. Let us know what is important to you.

As we begin this new year, please know that we are here for you, your child and your family.



Train up a child in the way he should go. Proverbs 22:6a

Values, Vision & Mission Statement

Our Values

In all we do we are committed to:

- **Love** – loving God, loving our Preschool Family and our Community
- **Play Based Learning** – meeting each child where they are at
- **Excellence** - by showing respect, compassion and integrity while fostering a safe learning environment.

Vision

Our vision is to provide an environment where children experience the joy of learning while discovering just how BIG God's love is for them.

Mission

Our Preschool teachers and staff will foster learning in a play-based, Christian setting where every child's spiritual, academic, social and emotional needs are met.



GENERAL INFORMATION

Mailing Address: 7071 Forestville Rd
Knightdale, NC 27545

Phone Number: 919-266-2373

Website: knightdaleumc.org/preschool

Email: preschool@knightdaleumc.org

Class Offerings: Knightdale UMC Preschool offers a quality Christ centered play-based curriculum in a safe and nurturing environment for children ages 1 -5.

Office Hours: The Preschool office is open from 8:30-1:30 daily.



SCHOOL HOURS

8:55 a.m. Students may enter the classroom.

9:00 a.m. School begins

12:00 p.m. School ends for toddlers-fours

1:00 p.m. School ends for Junior K

Monday-Friday we offer Early Birds starting at 8:00am. You are required to sign up and pay in advance for this service.

Enrichment Lunch Program will be from 12:00pm-1:00pm Monday - Friday. You are required to sign up and pay in advance for this service.



PHILOSOPHY

Learning Through Play

Children learn naturally through play experiences. A play-based model is a thoughtfully planned environment that allows for the teachers to seek out and find what interests the children and what strengths the children are showing, then building on these interests and strengths to assist children in making the best possible choices each day. Children who are given more opportunities to learn through play in the early years are better able to navigate social and emotional issues that arise later in elementary school and hence, are better able to learn and concentrate. Self-directed play leads to self-harmony, which leads to a higher ability to learn and retain knowledge.



CURRICULUM

For our curriculum we use a theme-based approach. Our staff works together to create our own curriculum that centers around a different monthly theme. Through our themes, we tie in emergent literacy, math, science, and character development. We believe the best educational curriculums do more than just teach children how to count and say the alphabet.

These programs reach children's hearts as well as their minds and provide children with appropriate experiences that foster their social, emotional, physical, intellectual, and spiritual development. Along with our classroom curriculum, we will also offer enrichment activities throughout the week including music, movement, chapel and Spanish. Our goal is to help create a well-rounded child physically, mentally, and spiritually.



CURRICULUM

Music & Art

At Knightdale UMC Preschool, children are provided a wide variety of materials to explore. The process of all creative experiences is the goal rather than the finished product. Children sing and dance with joy throughout each day.

Math & Science

We learn math through real life experiences - from measuring and sorting to finding patterns and meaning in our natural world. Children develop skills for caring and nurturing the earth's creatures by caring for classroom pets and observing the native birds, squirrels and insects that make home in our outdoor classroom.

Motor Development

Opportunities abound for running, climbing, crawling and pedaling, as children's bodies grow stronger. Little hands squeeze and pinch dough, string beads, explore writing, drawing, and painting as we continually develop the skills needed to become writers in their elementary education.



CURRICULUM

Literacy Development

Children begin a rich literacy development by using their own words in telling daily news and stories that are then written down by their teachers. In our Junior K classroom the children are encouraged to start labeling their stories on their own. The children then act out their stories and learn problem solving through dramatic play. We would like to invite parents/guardians to actively participate in group and individual reading time in the classrooms.

Chapel

Children will visit the sanctuary for "chapel time" each week. We want students to experience being part of a community in church: sitting formally in the sanctuary and worshiping God in a variety of ways: prayer, singing, puppet shows, stories, etc....Following Chapel, the children will enjoy a craft or coloring sheet, with the purpose of reinforcing the scripture lesson. This is to help children begin, at this early age, to understand that God's words come from The Bible, and that those words have meaning in their lives.

Spanish

Spanish class is offered twice a week. Children will learn basic words, songs and stories in Spanish that will be reiterated into their daily classroom environment.



CURRICULUM

Letterland in Junior K

Letterland is a unique, phonics-based approach to teaching reading, writing and spelling. The Letterland characters transform plain black letter shapes into child-friendly pictograms and they all live in an imaginary place called Letterland. Simple stories about the Letterland characters explain the full range of dry phonics facts so that children are motivated to listen, to think and to learn. These stories explain letter sounds & shapes, allowing children to progress quickly toward building, reading and writing.

Letterland is also used in Wake Co Public Schools. It is our hope that each student will have a seamless transition from our Junior K program into Kindergarten. Letterland is one of many tools that we will use to help make this transition a success!



Drop-Off & Pick Up

Words cannot express how much the staff of Knightdale UMC Preschool loves your child(ren). We are asking that you team up with us to keep every child safe at our school. Here are some ways you can help:

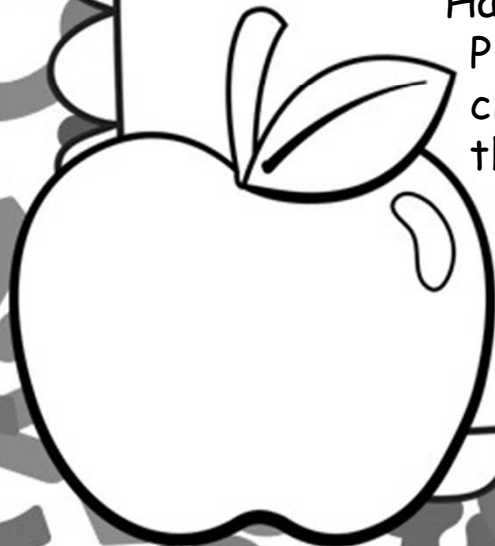
- When parking: **Park in a parking spot.** The carpool circle is considered a fire lane and must be available for emergency vehicles.
- When driving through the parking lot & car pool line please refrain from using your cell phone.
- Please drive slow. As we all know, children are quick and can dart out into the streets.

Drop Off:

In the morning, park in a parking spot and enter the building through the Preschool Entrance.

Hallway doors will open at 8:55.

Please walk your child to their classroom and drop them off with their teacher.



Drop-Off & Pick Up

Pick Up

Carpool Pickup Instructions: We want to keep everyone safe during our carpool pickup.

- Use the Old Crews Rd entrance to enter the pick up line.
- **Have Carpool Tag Visible:** By having your carpool tag visible it helps the staff as well as substitute teachers place your child in the correct vehicle.
- A staff member will bring your child to a cone located in the "safety zone". The "safety zone" will be marked with 3 cones.
- When you pull up to the "safety zone" you may get out of your vehicle, take your child from the teacher and load/buckle your child into their car seat. ****Staff members are not allowed to buckle your child into his/her car seat.**
- Once your child is secure in their car seat, and the vehicle(s) in front of you have exited the "safety zone", you may then exit the parking lot onto Forestville Rd.
- **Please refrain from going around another vehicle while in the carpool line.**
- Any changes to the way your child normally goes home need to be submitted in writing in advance.



ALTERNATE PERSON PICKING UP CHILD

We **MUST** be made aware if someone other than the parent or authorized adult (as stated on the enrollment form) will be picking up your child. Please present to your child's teacher written documentation of the name and number of the person you are giving us permission to release your child to. We will **NOT** allow your child to leave with another person unless we have this documentation. If the person picking up your child is unfamiliar to our staff, we will ask for ID to verify their name matches the name we were given. Please make sure the person you ask to pick up your child is aware of this requirement. Should you fail to put this information in writing, you must call and leave a message with the Director so that they can inform the teachers. These measures are very important to the safety and security of every child, as well your child's sense of security.



Registration & Tuition fees

- The registration fee is equal to, but not replacing, one month's tuition. This is a non-refundable fee.
- Tuition is based upon yearly costs, which are then divided into nine equal payments. There is no reduction in tuition for holidays, vacations, or illness.

Class Options	Tuition 2 Days (T,TH)	Tuition 3 Days (M,W,F)	Tuition 4 days (M-TH)	Tuition 5 days (M-F)
Toddlers (12 – 27 mo) 9am-12pm	\$200/month \$1800/school year Sibling Discount: \$180 \$1620/School Year	\$235/month \$2115/school year Sibling discount: \$210 \$1890/school year		\$315/month \$2835/school year sibling discount: \$280 \$2520/school year
Early Preschool (28mo - 40mo) 9am-12pm	\$200/month \$1800/school year Sibling Discount: \$180 \$1620/School Year	\$235/month \$2115/school year Sibling discount: \$210 \$1890/school year		\$315/month \$2835/school year sibling discount: \$280 \$2520/school year
Preschool (41mo – 48mo) 9am-12pm		\$235/month \$2115/school year Sibling discount: \$210 \$1890/school year	\$270/month \$2430/school year Sibling discount: \$240 \$2160/school year	\$315/month \$2835/school year sibling discount: \$280 \$2520/school year
Junior K (4 & 5yr olds) 9am-1pm				\$345/ month \$3105/school year sibling discount: \$310 \$2790/school year

- Tuition is due on the first school day of the month.

Tuition Due Date:	Tuition for Month of:
September 4, 2018	September
October 1, 2018	October
November 1, 2018	November
December 3, 2018	December
January 3, 2018	January
February 1, 2018	February
March 1, 2018	March
April 1, 2018	April
May 1, 2018	May

- Tuition can be paid through ProCare or you can pay by cash or check.

2 WithDRAWAL

Parent must give a written one-month notice to the preschool director for any change of days or withdrawal for students. Withdrawing students must pay the entire one-month tuition, if withdrawing without the one-month notice. Student withdrawal after February will result in \$300 withdrawal fee.



late fees

Late Tuition Fees

Parents must pay a \$5/day late fee after the 10th of the month, if tuition has not been paid for that month. Children may not attend preschool until payment is made or other arrangements have been made with the preschool director.

Pick-up Late Fees: Pick up for all of our preschool classes is noon, except Junior K. Junior K pickup is at 1:00p.m.

On Enrichment Lunch days, those that are signed up for the program must be picked up by 1 pm.

Parents/Guardians that participate in our regular day program must pick up no later than 5 minutes after the scheduled pickup time. After 5 minutes, you will be charged a \$1 a minute late fee until the time the child/ren are picked up. Children in our Enrichment Lunch Bunch Program must be picked up by 1:05 pm, or the \$1/minute late fee will be charged to your account. The payment for Late Pick-up fees is due the next morning and should be given to the director.



EARLY BIRD & ENRICHMENT LUNCH

Early Bird Drop Off

- As a part of our flexible program offering, parents may sign up to drop off their student up to 1 hour early on school days that meet the regularly scheduled time (We are unable to offer Early Bird Drop off on inclement weather days).
- Enrollment in the Early Bird Drop off Program is month to-month, and can be dropped or added at the beginning of any month during the school year.
- Payment for Early Bird must be paid before attending that day. Payment can be paid day of if cash/check is in hand.

	1 Student	Additional Student(s)
1 Day	\$25/month	\$10/month/student
2 Days	\$35/month	\$20/month/student
3 Days	\$45/month	\$25/month/student
4 & 5 Days	\$55/month	\$32.50/month/student
Drop-In Fee	\$5 per visit, see Director for approval	

Enrichment Lunch

- Enrichment Lunch allows parents to pick up their students up to 1 hour after school days that meet at the regularly scheduled time Monday-Friday, with the exception of the last Friday of each month. (We are unable to offer Lunch Bunch on inclement weather days and an occasional Special Event Day).
- Enrollment in the Lunch Bunch Program is month-to-month, and can be dropped or added at the beginning of any month during the school year.
- We ask that parents provide a simple lunch for your child. Children need to bring a well-balanced lunch to eat at preschool each day. Your child's lunch should include a drink, any necessary utensils, and be CLEARLY LABELED WITH YOUR CHILD'S NAME. Please send finger-type foods that **do not require heating**. We will request that children finish their "growing food" before they begin their dessert. Please send portions that are reasonable for your child and that encourage independence.

	1 Student	Additional Student(s)
1 Day	\$20/month	\$20/month/student
2 Days	\$40/month	\$20/month/student
3 Days	\$60/month	\$20/month/student
4 Days	\$75/month	\$25/month/student
5 Days	\$90/month	\$30/month/student
Drop-In Fee	\$7 per visit, see Director for approval	

- Drop in Enrichment Lunch is \$7 per day per student.
- Please make payment for Enrichment Lunch at the first of the month with your Tuition payment.
- Payment for Enrichment Lunch must be paid before attending that day. Payment can be paid day of if cash/check is in hand.

SNOW days and INCLEMENT Weather

Opening and Closing

Knightdale UMC Preschool follows the schedule of the Wake County Schools only in regard to hours of operation due to inclement weather. Tune in to widely-used radio or television stations for information.

- If Wake County Public Schools close due to bad weather, we will also close.
- If the Wake County Public Schools open one or two hours late, then the Preschool opens one hour late at 10:00 am with no Early Bird. Children will be dismissed at 1:00pm on delayed days.
- If the delay is longer than two hours, the Preschool does not operate.
- Should the Wake County Public Schools close earlier than 12:00, children need to be picked up promptly. Close attention to the weather conditions during these times and announcements on the radio concerning Wake County Public Schools are very important.
- Make-Up Days • Five school days of closure due to inclement weather are allowed by the KUMCP Board during the operational year for which there will be no make-up days scheduled until we have missed 5 days of that class. A make up schedule will be provided to you at that time.



Health & Safety

Health & Safety

Knightdale UMC Preschool requires that all children be up to date on immunizations. Copies of immunization records are required upon the start of each school year.

Each child should wash his/her hands upon entering the classroom. Not only does this reduce germs, but also increases the safety of children with allergies.

Medication Policy

Please do not send medicine in your child's book bag. If your child requires a dose of medication during preschool hours, the medication can only be given with written permission and instructions from the parent. We have Medication Permission Forms available in the office. No medication will be given without this form.

The State of North Carolina Division of Child Development considers diaper Cream a medicine; please see staff for a special medical form for us to be able to apply diaper cream. If your child has allergies, an Allergy Action Plan must be filled out and signed by the child's pediatrician.

Sickness Policy

24 hour rule: Each child should be well, with no fever, diarrhea or vomit for a period of 24-hours prior to attending preschool.

Cold-Like Symptoms: Please be considerate of your child's condition and their personal needs, especially if they are not feeling well. A child who is not feeling well would prefer to be in his/her own home where he/she can rest as needed.

Rashes/skin infections: Please do not send your child to school with any undiagnosed rashes or skin infection. Students may return after treatment.

Eye Infection: Pink eye or drainage (may return after treatment)

Lice: May return after treatment if they are lice and nit free, child(ren)'s head will be checked by staff before allowed to return to class.



Health & Safety

Be Considerate of Others:

Your decision to bring your child should also be based on consideration of other children who will be exposed. "Do unto others as you would have them do unto you" is appropriate in this regard.

Clearly we sympathize with parents whose children are sick and need to stay home from preschool. We understand that parents are busy and are inconvenienced by their child's illness. At the same time, we realize that the parents of a well child do not want their child exposed to infectious illnesses while at preschool when it can be avoided. Please remember that the decision about whether or not a child should go to school should be made by the parent not the child. We love that your children want to be at school but they need to be well in order to attend!

All KUMCP staff are authorized to send home any child who is not well enough to be at school. If you are called to pick up a sick child, please come quickly. Your Emergency Contact will be called if a parent is not available by phone and does not return a message within 10 minutes or is not able to arrive at the preschool within a reasonable amount of time after being notified of having a sick child at school.



family Matters

For Custody Related Issues, Knightdale UMC Preschool must be provided with a certified copy of custody order. Should a dispute arise between divorcing/divorced parents regarding release of the child, the wishes of the parent with primary legal custody will be respected. Confidential information regarding this issue will be maintained in the child's file.

Release of Children to Impaired Adults

If a Knightdale UMC Preschool staff member feels that a person picking up a child is under the influence of alcohol or drugs, they will notify the director immediately. An alternate contact from the emergency contact list will be called to pick up the child. Should no one be available, a taxi will be called at the parent's expense to safely transport adult and child home. This is for the safety of the child and parent as well as others on the road. If a parent becomes belligerent, staff will call 911 for assistance.

Notify Us of Absence and Change of Family Dynamics

Call the preschool when your child will be absent for any reason. Our number is 919-266-2373 ext. 106. If you know in advance that your child will be absent, please inform your child's teacher or call the preschool. If there is a change in your family dynamics, let us know (sickness of family members, pets dying, new baby or any other major event).

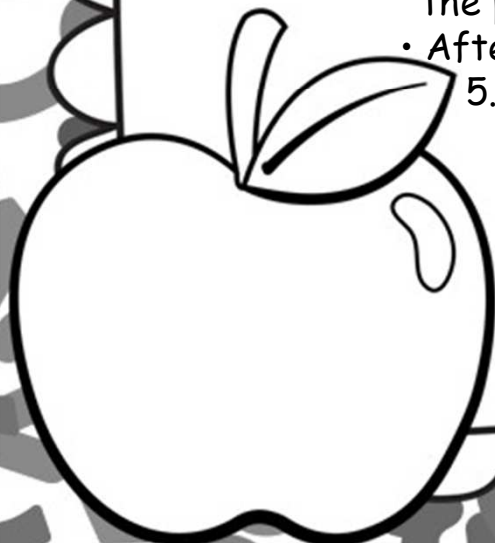


CHILD ABUSE AND NEGLECT

All employees of KUMCP are required to report cases of suspected child abuse and/or neglect to the Child Protective Services at the Department of Social Services. Teachers must document all physical and behavioral indicators of suspected child abuse and neglect.

The following procedures will be followed for reporting suspected child abuse and/or neglect:

1. Staff member documents physical and/or behavioral indicators
2. Staff member consults with the Director
3. Director observes the child and documents any indicators
4. If documentation supports suspicion, the Director contacts Child Protective Services providing following information:
 - Child's name, age, address
 - Child's present location
 - Parent's name and address
 - Nature and extent of the injury and/or condition observed
 - Reporter's name and location (an anonymous report may also be accepted)
 - Name and address of alleged perpetrator if not the parent
 - After hours contact of school
5. If documentation does not support suspicion, the parent will be contacted and the physical and/or behavioral indicators will be discussed. Parent will be informed that the situation will continue to be monitored and documented.



Policy on Guidance and Discipline

Knightdale United Methodist Preschool (KUMCP) is committed to providing and maintaining a safe and healthy work environment for its staff, children and visitors. We are committed to providing quality teaching in a supportive and caring learning environment.

Philosophy

At KUMCP we recognize that part of what preschoolers learn at school is how to get along well with others. This includes learning positive behaviors, and that as part of the learning process mistakes will be made. When children learn self-regulation, they learn to be loving and kind to one another and most behavioral challenges are minimized. Therefore unacceptable behaviors are viewed in light of developmental stages. Discipline comes from the word disciple, which means, "one who is a learner". Therefore, discipline is a positive word, not a punitive action.

- We will utilize positive discipline and guidance techniques of Conscious Discipline (a comprehensive self-regulation program that integrates social-emotional learning and discipline. <http://consciousdiscipline.com>), so that children will be provided with a safe, happy, comfortable environment.
- We believe behavior is a form of communication and that children need to express emotions such as anger, frustration and distress, but may need help, at times, to express these feelings appropriately.
- We aim to model "The School Family" in the classrooms and throughout the school. "The School Family" builds connection between families and schools, teachers and teachers, teachers and students, and students and students to insure the optimal development of all.
- We strive to create "The School Family" through routines, rituals and structures. We believe it is the role of staff to develop and promote an environment which teaches and reinforces good behavior.

Children with Additional Needs

KUMCP is committed to the integration of children with special educational needs if we deem our preschool setting to be appropriate for your child's needs. We believe that the development of young children with disabilities or special educational needs is more likely to be enhanced through attending services for all children. If your child has already been identified or becomes identified as requiring special services, and has an Individual Education Plan (IEP) in place, KUMCP requires a copy of the IEP in order to best serve your child.

Policy on Guidance and Discipline

Expectations

Our expectations of behavior are based on CARE and RESPECT, and PRESCHOOL SOCIAL EXPECTATIONS. We aim to encourage children to develop empathy and understanding, self-respect, self-discipline and self-control. We support new learners through planning, clear information, modeling and mentoring.

We respect and care:

- for each other
- for our things
- for our environment and
- we use positive social language and actions to express these

Implementation

At KUMCP we will employ various methods to nurture positive behavior, reduce inappropriate behavior, and manage challenging behavior. Inappropriate and unacceptable behavior can range from simply not following direction to dangerous/hurtful or inappropriate actions or language.

- **First Event:** Redirection and positive reinforcement are given. Parents are not informed of these little incidents as it has already been dealt with in the classroom and from experience the children start getting really upset again if it is brought up at the end of the day.
- **Second Event:** Should redirection be unsuccessful in terminating the unacceptable behavior, the child will be directed to the Safe Place for self-regulation, and such a break will be utilized at the sole discretion of the teacher. Parents will be informed of the incident.
- **Third Event:** If the child does not respond to redirection, the Safe Place or a break, the teacher will call the administrator to the room to discuss with the child the offense for which he/she is being reprimanded. A incident Report will be sent home by the Director to be signed by the child's parent(s)/guardian(s).
- **Fourth Event:** When behaviors exist which do not respond to the positive discipline techniques of KUMCP, a conference between the parents, the teacher(s) and the Director will be called and together they will develop additional techniques in an effort to help the child to respond appropriately.

In certain circumstances, the Director has the right to send home a child during a session should their behavior necessitate such action.

Policy on Guidance and Discipline

Procedure for Managing Continuing Challenging Behavior

- Two (2) weeks after the initial behavioral conference is held the teacher and/or the director will send a letter to the parents informing the parents of improvements or regressions. If needed, additional resources will be made available.
- A follow-up conference will be held not more than four weeks after the first meeting should the child's behavior not improve to discuss and review the next steps.
- In the event that the Director, the teacher, and the parent together are unable to resolve the inappropriate behaviors exhibited by the child, and all attempts have been made to meet the child's individual needs, the child demonstrates inability to benefit from the type of care offered, or whose presence is detrimental to the group, KUMCP and The Preschool Board reserves the right to dismiss the child should these efforts, in the sole discretion of KUMCP and the Preschool Board, fail. When it is determined that it is in the best interests of the child to terminate enrollment, the child's and parents' needs shall be considered and the center will assist the parent to plan for alternate care. Pastoral counseling will also be made available.

KUMCP reserves the right to terminate any child's enrollment if any further incident occurs, or if we feel that any of following conditions exists:

1. *The school cannot meet the child's needs.*
2. *The parents are not able to work with the school to find an acceptable solution.*
3. *The behavior endangers the well-being of other children, and/or the child engaging in the behavior and/or staff.*
4. *An excessive amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled.*
5. *In such a situation, the child may have to leave the school temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of preschool services. In that case, a two-week notice may be given before termination of services in order to allow parents to find alternate childcare. It should be noted, however, that in extreme cases where a child must be removed from our facility immediately, the two week notice will be waived.*
6. *The child's special needs are beyond KUMCP's scope of care.*

CONSCIOUS DISCIPLINE

Created by Dr. Becky Bailey, an internationally renowned expert in child developmental psychology, Conscious Discipline® is built on the premise of developing discipline within children rather than applying discipline to them.

Conscious Discipline, an evidence-based discipline approach, can help school staff, teachers, and students create an environment where everyone can develop in a way best for them—including adults!

Conscious Discipline is the only program that integrates classroom management with social-emotional learning, uses everyday events as part of a school's curriculum, and addresses the adult as well as the child.

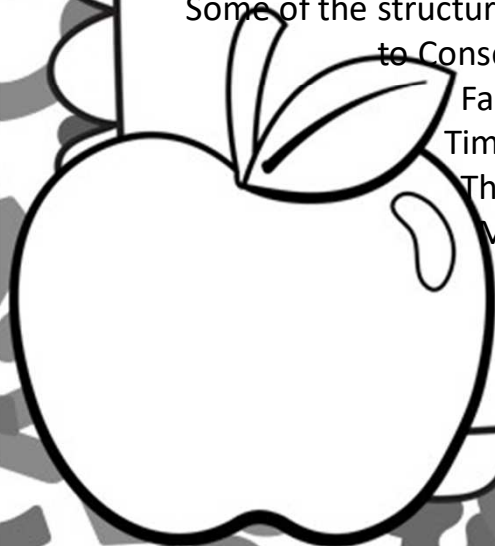
The method's School Family™ concept, part of the third pyramid stage, defines three essential ingredients for a school's success:

- Increasing the willingness to learn by creating a sense of belonging
- Boosting impulse control internally: a much more effective approach than an external system of punishment and rewards
- Helping children develop and apply sustained attention by reducing stress and encouraging contributions in a caring atmosphere. Research has shown that connections (with people) on the outside develop neural connections on the inside.

This is accomplished in the school setting by building a “School Family.” Some of the structures you may begin to see/hear about as we transition to Conscious Discipline® include: Wish Well, Friends and Family Board, We Care Center, Safe Place, Visual Rules, Time Machine, Job Board, Celebrations, Class Meetings. These structures can be adapted for home use as well.

More information about this program can be found at

www.consciousdiscipline.com.



COMMUNICATION

- The first week of each month, you will receive school-wide newsletter. You will also receive a class newsletter, which may be on paper or electronic. These will both include important information about needed items, upcoming events, and what's going on at the preschool.
- In an effort to be more efficient in our daily communication between preschool and home we have a communication app called Brightwheel. Brightwheel connects parents and preschool through digital daily reports, photos and messages.
- The bulletin board outside each classroom & preschool lobby displays information regarding specific classroom events, activities, snacks, and other needs. Please check this on a regular basis.
- Classroom drop-off and pick-up are very busy times when the children require the teacher's attention. Discussions with teachers at this time should be brief. Please schedule another time to talk with her when she can give you the attention you deserve.
- Conferences can be requested by any parent with the teacher or Director at any time.
- The staff welcomes your questions concerning your child and will always offer observations, as they feel necessary. Please remember that any concerns or lengthy discussions need to be addressed at a time when staff members do not have classroom responsibilities. End of year conferences can be requested on an individual basis.
- Should any teacher be concerned about a child in our care during the year, the teacher will communicate with the Director, who will observe the child. If there is continued concern, the staff will consult with the parent about the child's need, addressing how the staff and parent can work together to meet the child's needs. We often use the resources of Early Childhood specialists, such as Project Enlightenment, for our own staff development and will often direct parents to this agency as a resource for children's needs, as well as for strengthening and encouraging parenting skills.



SNACK

Peanut/Nut Sensitive School

KUMCP is a nut sensitive school. We will allow peanuts/nut as long as we do not have a child/staff with a severe allergy. If any allergies are present in the classroom, the staff will notify parents to maintain safety for all children.

If a food allergy is present in your child's classroom we may have to ask you to limit the foods you send with your child to school. Please keep this in mind for birthday parties and other special occasions.

We recognize that this may be an inconvenience for you, but please realize how important your cooperation and understanding is. We would take the same care should your child have such a health care need.

Snack

KUMCP provides a healthy snack for each child daily. Below is a sample of items that we will be providing for snack each day. A weekly snack menu is posted on the Parent Board in the Preschool Lobby.

Fruits and Vegetables	
Apples	Grapes (for ages 3 and up)
Bananas	Oranges
Baby Carrots	Peaches
Blueberries	Plums
Cantalope	Raspberries
Cucumbers	Strawberries
Dried Fruits (apple rings, apricots, blueberries, cherries, cranberries, pineapple)	Watermelon
Snack Crackers & other Options	
Wheat Thins	Organic Fruit snacks/strips
Triscuits	Cheese Nips/ Cheese its
Cereals-Cheerios, shredded wheat, Kix	Teddy Grahams
Gogo squeeze apple sauces	Nilla Wafers
Raisins	Graham crackers
Nutri-Grain Cereal bars	Saltine crackers
Goldfish	Rice snacks
Fruit cups	Popcorn (for ages 3 and up)
String cheese or cubes	Pudding cups
Yogurt	Pirate Booty



Extra Clothes

Please send an extra change of clothes to school enclosed in a Ziploc bag in your child's backpack on the first day of school.

****Please include the following items:**

Underwear, socks, shirt, pants or shorts**

The change of clothes will be stored in your child's cubby. Throughout the school year we will request that you switch them out according to the seasons.



Dress Code

- Please dress your child appropriately for the weather. We will go outside everyday unless it is raining or extremely cold and below 32 degrees. We have an alternate indoor space for inclement weather play.
- Please select safe close-toed shoes and comfortable "play clothes" for preschool.
- Your child will be very active and busy - and sometimes "messy" at preschool. Shoes for climbing and running on the playground need to be secure on your child's feet and not slippery.
- Please do not send your child to school in flip flops or crocs, because children are prone to tripping and having accidents in these shoes at preschool.



Potty Training

We are committed to working with each child and family to help them achieve potty training success! Teachers will work one on one with your child throughout this process.

- Children who are not potty trained should bring enough disposable diapers or disposable training pants for the day.
- Parents of children who are ready to start potty training are asked to communicate with teachers concerning the potty training progress so that the child's needs are clearly understood. Success is dependent on both home and school being on the same page with potty training.
- We prefer that children in our Preschool class and older be fully potty trained by the first day of school. We do understand that every child develops at their own pace and will work one on one with each child and family to help them accomplish the developmental goal.



PARENT CONFERENCES

We will be holding parent conferences twice this year, once in the fall and again in the spring.

Parent/Teacher Conferences will be held in the Fall. Please see your calendar for the specific day.

In April we will have phone conferences. Your child's teacher will set up a time that works for both of you to talk about your child's progress over the phone. If you'd prefer an in person conference, please notify your child's teacher for an appointment.



ABSENCE PROCEDURES

Please let us know if you will not be sending your child to school. You can send your child's teacher a message through Brightwheel or you can call the school and leave a message at 919-266-2373.

There are no make-up days or switching of days for any absence.



SCHOOL SUPPLIES

An itemized list of supplies was included in your "welcome" packet that you received in the mail.

All classroom supplies will be stored in the classroom and shared as a class throughout the school year.

The community supplies will be stored in the office and shared amongst the preschool.

PLEASE DO NOT LABEL INDIVIDUAL SUPPLIES WITH YOUR CHILD'S NAME.

Thank you for your generosity in
DONATING SUPPLIES FOR THE CLASSROOM AND
PRESCHOOL.



PERSONAL BELONGINGS

For safety reasons, please do not allow your child to bring any toys or gum to school.

***Toy's are only allowed on "Show n Share" days. Please see your child's classroom newsletter for specific dates.

Toys can easily become broken, lost, or stolen. Teachers will not be responsible for toys brought to school.

Gum is not allowed at school at any time.

Teachers are not responsible for lost or broken jewelry.



PARENTS of PRESCHOOLERS POP

Parents of Preschoolers (POP)

We want all families to feel included in the Knightdale UMC Preschool Family. Research has proven that parental involvement plays a crucial role in a child's school success. Knightdale UMC Preschool encourages parents to be involved in the classrooms and with Parent Committees. Here are a few ways that we will need your help throughout the school year:

- **Parent Representative from each class on the preschool board**
- **Room Parents:** Helps teacher by organizing and communicating the needs of the class. Helps with organizing play dates.
- **Office Aids:** Make copies, gather morning water, cut out items, laminate.
- **Teacher Appreciation:** provides many ways of saying, "Thank you" to the Staff. They also organize class families to provide breakfast/lunch for the staff meetings and during Teacher Appreciation Week.
- **Sunshine Committee:** Help provide meals to family with sick loved ones or just given birth, setup play dates on Teacher Workdays
- **Fixer Upper:** Help paint classrooms and work on special projects within the preschool.
- **Special Event Crew:** Setup and take down crew for Special Events
- **Playground Champions:** Come help add that special sparkle to our playground and outside learning areas.
- **Courtyard Crew:** Come help us keep our courtyard looking it's best! Weeding, planting, pruning and seasonal decorating!

Other ways you can volunteer: Make Play dough, Sign Up to coordinate a class party, Volunteer during Center time, Be our "Special Reader", Do you play an instrument, sing, love making crafts or are you a great story teller? We'd love for you to share your talents and culture with us!



HELPING MY CHILD

Talk to your child about their day. Do not simply say "how was your day?" or you'll get a simple answer: "good." Ask questions like "what centers did you play in today?" or "who did you play with today?" You can talk about the theme we are learning and point out letters in every day print. Encourage them to do things on their own like carrying their back pack or putting their coat on. Interact with your child. Most importantly, read to your child.

You can work with your child on the following skills at home:

- Sharing
- Using their words when they are upset or angry
- Recognizing letters, numbers, colors and shapes in every day print.

- At home you can get them to help you around the house. Here are a few examples: wiping off the table, picking up toys, let them pick out their clothes or even let them choose their snacks or items in their lunchbox!



Preschooler Basics

Preschoolers are:

- Creative—in order to express themselves
- Curious about everything—eager to learn
- Imaginative—expressing what is uppermost in their minds as they play
- Imitative—as they step into the roles of other persons, animals, or objects
- Active and Literal-Minded—in their interpretation of words, thinking in terms of what they have seen and experienced
- Sensitive—to their “emotional environments”

Preschoolers Learn:

- Through relationships—with parents, teachers, and other children
- By doing—experiencing first hand
- Through the senses—touching, tasting, hearing, feeling, and smelling
- By repetition—practicing new skills over and over
- Through satisfaction—as they experience success
- Through play—the work of the child!

Preschoolers Need:

- Love—unconditionally
- Acceptance—to feel respected
- Trust—that is developed by adults meeting needs promptly
 - Security—provided through consistency and familiarity
 - Independence—to choose among appropriate options and discover his/her unique gifts
 - Guidance—that patiently and lovingly teaches what is right and wrong



PRESCHOOLER BASICS:

Parents are often concerned that their children are not learning anything when they are "just playing." However, this is a vital part of your child's learning experience. There are lots of wonderful things learned when they are playing.

WHEN YOUR CHILD BUILDS WITH BLOCKS:

- She learns to use her imagination to create something from her own thinking.
- She has the satisfaction of being able to make something.
- She learns about sizes and shapes, weights and balances, height and depth, smoothness, and roughness.
- She is exercising her body.
- She learns to play with others.

WHEN YOUR CHILD PAINTS:

- He is more concerned with the process he is going through than with a finished product. This is how it should be for this stage in his development.
- He learns about colors and how he can use them.
- He learns to use his imagination and transfers his ideas to paper.
- He gets emotional satisfaction from being able to express himself.
- He learns how to use small muscle coordination to handle a brush.
- He learns to make choices and decisions.

WHEN YOUR CHILD PLAYS ON THE OUTDOOR EQUIPMENT:

- She learns how to use her body effectively.
- She experiences joy in achieving a skill.
- She has fun and relaxation found in bodily movement.
- She learns the limitations of her body.
- She learns safety and caution.
- She learns to take turns and to share a piece of equipment.



Preschooler Basics Cont.

WHEN YOUR CHILD PLAYS IN THE HOUSEKEEPING CORNER:

- He learns what the roles of mothers and fathers and children are.
- He understands what it feels like to play at being somebody other than himself.
- He learns how to use his imagination.
- He learns how to cooperate with other children.

WHEN YOUR CHILD MAKES A GIFT OUT OF PAPER AND PASTE:

- She learns about doing things for others.
- She learns how to use materials like scissors and paste/glue.
- She learns how to use her imagination to make the kind of present she has in mind. Again, the process, not the finished product, is important to her.
- She learns about shapes, sizes, colors, and textures.

WHEN YOUR CHILD PLAYS IN THE SAND:

- He finds it soothing to bury his hands in sand and pour sand in and out of cups, buckets and other containers.
- He is able to relax with these types of media and center his attention on a task.
- He has an opportunity to play alone and not have to compete with other children as with some activities. This is especially important to a child who has trouble getting along with others.
- He has a great opportunity to learn about size and measurement, experimenting with measuring spoons, cups and different sized containers.
- He is not concerned with a final product so he does not find it frustrating.



Preschooler Basics Cont.

WHEN YOUR CHILD WORKS WITH PUZZLES:

- She has an opportunity to work alone or together with other children
- She gains satisfaction in completing a puzzle and builds her self-confidence.
- She has an opportunity to improve her hand eye coordination.
- She will use skills learned in doing puzzles later when she learns to read-putting letters to sounds, making words with letters, and making stories with words.

WHEN YOUR CHILD LISTENS TO STORIES OR LOOKS AT BOOKS:

- He learns to listen.
- He has an opportunity to increase his vocabulary by hearing new words read to him.
- He learns about different concepts, people and places.
- He learns to enjoy books and reading.
- His mind is stimulated, visualizing the things he is hearing about.

WHEN YOUR CHILD COOKS:

- She learns to follow directions.
- She stimulates and uses all five senses.
- She learns to recognize colors and shapes from different kinds of foods and kitchen utensils.
- She has an opportunity to use different tools and equipment to improve small muscle coordination.



Preschooler Basics Cont.

WHEN YOUR CHILD LISTENS TO MUSIC, SINGS OR DANCES:

- He learns to appreciate music from different countries, cultures, and time periods.
- He learns to express himself and his ideas.
- He increases his vocabulary.
- He gains satisfaction from participating in an activity that can be fun, physical and/or enriching.

WHEN YOUR CHILD USES MANIPULATIVE ACTIVITIES:

- She explores new concepts, practices emerging skills, and reinforces skills already mastered.
- She develops fine motor practice.
- She learns about classifying, sorting, predicting, problem solving, and analyzing results.
- She develops her knowledge of the world around her using real objects and concrete examples.
- She learns how to learn.

WHEN YOUR CHILD PLAYS WITH PUPPETS:

- She is able to verbalize her feelings using words.
- She can begin to understand the feelings of others.
- She can role-play and perhaps find solutions to situations that may disturb her.
- She stretches her imagination.



BIRTHDAYS

When a child's birthday occurs during the school year and they wish to celebrate during the school day, the parent should notify the teacher in advance. Parents may bring in refreshments and celebrate during snack time. **To avoid hurt feelings, invitations for an outside birthday party should not be distributed unless all students in the class are invited.**

If a child has a summer birthday, a day in May (or half birthday) will be designated for all summer birthdays, and parents may sign up to bring a special snack. Latex balloons should not be brought into the preschool, as they are a potential choking hazard.



Checklist

Are you ready for the first day of school?

- Enrollment Forms
- September's Tuition Payment
- Backpack large enough to hold folder
- Extra Change of Clothes to leave at school
- School Supplies
- Diapers (if your child is not potty trained)

