



# Parent Handbook

## 2011 - 2012

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

~ Matthew 19:14 ~

Knightdale UMC  
7071 Forestville Road  
PO Box 83  
Knightdale, NC 27545  
[www.kumc.org](http://www.kumc.org)  
919-266-2372

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. Our desire is to work with you this year to make each child feel a special part of our school group 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 of your concerns as well. Let us know what is important to you.

## **CURRICULUM**

Our curriculum uses a theme-based approach. Our staff works together to create a curriculum that centers on a different theme for each week which integrates 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, physical education, and chapel. Our goal is to help create a well-rounded child physically, mentally, and spiritually.

## **CLASSES**

Our preschool provides classes for two, three, and four year olds. We offer two - day, three - day and five - day programs for each age level. Classes meet from 9:00 a.m. until 12:00 p.m. The birthday cutoff date for these classes is October 31<sup>st</sup>.

<b>STAFF</b>	Kimberly Siefert, Director	Renee Wuchich, Accountant
	Karan Roberts, 4's Teacher	
	Ashlee Carr, 3's Teacher	
	Ivonne Heckel, 2's Teacher	Joyce Deem, 2's Assistant

## **Parent Partnership Association (PPA)**

We want all families to feel included in the Knightdale UMC Preschool Family. Our Parents' Association meets several times a year. This organization, which operates similarly to a PTA, is designed to keep parents involved throughout the school year as well as provide another way for our families to get to know each other. More information about this association is sent home at the beginning of the school year.

**REGISTRATION FEE:** This is a one-time, nonrefundable fee and covers supplies, curriculum, and school accident insurance. This fee is payable upon receipt of registration forms.

Two-Day Program	\$110.00
Three-Day Program	\$150.00
Five-Day Program	\$220.00

**MONTHLY TUITION:** This payment may be made in nine equal payments, **due on the first class day of each month;** or this payment may be made quarterly, due on the first class day of September, December, and March. We offer a 5% discount for families with more than 1 child in the program. Please see the director for more information.

Two-Day Program	\$110.00 mo.
Three-Day Program	\$150.00 mo.
Five-Day Program	\$220.00 mo.

We will accept personal checks, money orders, certified checks, and cash. **Please make all checks payable to KUMC Preschool.** Please put your child's name on the check or the envelope. There will be a \$10.00 late payment fee if payment is not received by the **10th of each month (unless cleared by the director).** There will be a \$25.00 fee for all returned checks. If we receive 2 returned checks from a family, the family will only be allowed to pay with cash for the remainder of the year.

The preschool is a nonprofit program, therefore, the rates charged directly relate to our cost. When an account is in arrears, the parent will receive a statement showing the amount past due. If you are 30 days behind in tuition payments you will be asked to remove your child until payment is made.

Other optional or anticipated expenses: Class parties, snacks, pictures, field trips, and fundraisers. Fundraisers help defray our operating costs which include monthly charges for the telephone, cleaning supplies, classroom supplies, and our office costs.

**ADDITIONAL PROGRAMS:** We offer supervised Early Bird drop-off from 8:00-9:00 at a cost of:

- \$20.00/month for two-day option
- \$30.00/month for three-day option
- \$45.00/month for five-day option

In addition, supervised Lunch Bunch is also offered twice a week. The cost of this service is \$3 per child/day). Make sure to check your child's folder for more details!

## **2011 – 2012 Calendar**

**Teacher Workdays**  
**Monday – August 29th**  
**Tuesday – August 30th**

**Orientation – Thursday, August 25<sup>th</sup> at 7:00 pm**

**First Day of School – Tuesday, September 6<sup>th</sup>**

## **Holidays**

Friday, November 11<sup>th</sup> – Veteran’s Day

Wednesday, November 23<sup>rd</sup> – Friday, November 25<sup>th</sup> – Thanksgiving Break

Thursday, December 22<sup>nd</sup> – Monday, January 2<sup>nd</sup> – Christmas Break

Monday, January 16<sup>th</sup> – Martin Luther King Day

Monday, April 2<sup>nd</sup> – Friday April 6<sup>th</sup> – Spring Break

Monday, May 28<sup>th</sup> – Memorial Day

**Last day of School – Thursday, May 31<sup>st</sup>**

**Friday, June 1<sup>st</sup> – Teacher Workday**

**\*\* We follow the Wake County Traditional School Calendar, but we do not recognize Wake County Teacher Workdays.**



**SNOW DAYS OR INCLEMENT WEATHER:** Tune in to local radio or television stations; when Wake County Schools are closed we will close. When Wake County schools open on a “two-hour delay schedule” we will open at 10:00 **with no early bird**. Children will be dismissed at 12:30 on delay days. If it begins snowing after preschool begins, please call or return as soon as possible for your child. We will not make up days missed for weather until we have missed five days. A make up schedule will be provided to you at that time.

If we close school for your child’s health and wellness we will not make-up missed time.

## **WELLNESS POLICY**

Please do not send medicine in your child’s book bag. If medicine is necessary during preschool, see the teacher or director and include a letter with detailed instructions.

Please keep your child home if your child has a communicable illness. Children should be without fever and symptoms of illness for a minimum of twenty-four hours BEFORE returning to school. A doctor's note must accompany him/her upon returning.

If your child becomes ill at school, we will contact you immediately to take him/her home. We use our best judgment for example, if a child develops a contagious fever, rash, diarrhea, or vomiting you may receive a call.

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 (be sure to label all clothes). 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 crocs, because children are prone to tripping and having accidents in these shoes at preschool.

Please be sure we have a current phone number for you on file at all times in case of an emergency.

Happy preschoolers are well rested and well fed. They will get the most from a preschool situation if they feel well.

## **MISCELLANEOUS**

Your child will need a backpack to bring daily work and notes home. Please pack a change of clothes, in case of accidents. Print the child's name on the outside of the book bag and on the tags of the clothes. We will have a lost and found. At the end of each month, any items left unclaimed will be taken to Good Will.

We want parents to volunteer. Please talk with your child's teacher to find out how you can be an instructional volunteer in the classroom and then schedule a time to come in and help. We have limited time at preschool, so please schedule parent-teacher conferences outside of class time if you have questions about your child's progress. Please encourage your child not to bring toys from home; they often get lost or broken and the child becomes upset. No guns or weapon-like toys are allowed. Age-appropriate books or music are welcome anytime and should be labeled.

Parents are asked to provide snacks for their child's class. **Please do not send popcorn or peanuts. We strive to have a peanut free environment!** Many of you are aware that allergies seem to be happening more often, especially for such foods as nuts and peanuts. For that reason, when food is brought from home for a "special event" into a classroom, it must be bought at a store and contain complete ingredient declarations. Please check this labeling to make sure that there are no peanuts or nuts, nor have been processed in the same area/machinery that handles these items. The preschool staff will do our best to check the ingredients to make sure that the children being served can

consume those ingredients, but we also ask that you do the same. If you have any questions, please refer to the peanut free snack list at the end of the handbook.

We love BIRTHDAYS! We will observe each child's birthday in class. Help your child plan for his/her "party" by sending a favorite snack item (i.e. cupcakes, cookies, ice cream), decorative cups and napkins, and a drink. If you wish to make a home made cake, please bring the ingredients to preschool and let the class make the cake as a project. That way, we are also responsible for the ingredients and can make sure we avoid allergies. Please make arrangements with your teacher as to which class day you want to celebrate.

Parent-Teacher conferences are held in the fall and may be scheduled as needed throughout the rest of the year. Feel free to have a brief phone conference with the teacher before or after school if necessary. Please notify your child's teacher of any changes in his/her environment that might affect behavior.

## **Arrival and Departure**

**Arrival: Please bring your child to his/her classroom through the double doors located near the circular drive. Walk your child inside, help your child hang up backpack and coat, and walk your child to the door of his or her classroom. Be sure to alert the teacher to your presence.**

**Departure: We will begin carpool at 12:00. All parents will be given a carpool tag to display from the rearview mirror. Your child may not be picked up without this tag!!!**

Please enter from the driveway off of Old Crews Road. Make one line of cars in the circular driveway. Please stay in your car until someone brings your child out to you. If you prefer to pick your child up from the classroom, please enter from the Forestville driveway.

**LATE PICK UP POLICY:** Tardiness in picking up your student starts after the first ten minutes (12:10). There is a late pick up fee of \$1.00 for every minute you are late, and this applies to lunch bunch as well. Please be sure to notify us in writing when your child is to ride home with someone other than the usual car pool arrangement. If something unexpected comes up, please call the preschool as soon as possible. We will have to make arrangements for someone to stay with children left after 12:10 p.m. We want to insure your child is safe at all times.

**PLEASE BE CAUTIOUS, CONSIDERATE, AND PATIENT IN MANEUVERING CARS DURING ARRIVAL AND DEPARTURE. WE WANT EVERYONE TO ARRIVE AND DEPART SAFELY AND HAPPILY.**

THANK YOU FOR SHARING YOUR SPECIAL AND UNIQUE CHILD WITH US!!!!



Parent Handbook Agreement Form

I, \_\_\_\_\_, have read the KUMC  
Preschool Parent Handbook. I agree to uphold the policies and  
procedures set forth by the preschool.

\_\_\_\_\_

(Signature)

(Date)