



Zebulon United Methodist Preschool

Parent Handbook

2010-2011



“Growing in wisdom and stature and in favor with God and man.”

Zebulon United Methodist Preschool
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269-6554 phone
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Welcome to Zebulon 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 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

ZUMC Preschool has chosen HighReach Learning curriculum for use in the classrooms. This curriculum provides activities for development of a number of skills needed to be successful in school. Every child will be engaged in experiences to develop the following skills: social/emotional, language, small and large muscle coordination. At the appropriate age or maturity more advanced skills are introduced such as: phonological awareness, shape and color recognition, counting, letter recognition and problem solving. To deal effectively with the whole child, the program will include experiences through music and movement, along with literature, and enhance language and listening skills. Sensory experiences, creative activities, and most important, **play** will result in a total multi-sensory experience for the child.

Keep in mind, though, that 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. Self-esteem and effective relationships are important goals for our program. Teaching christian love and values will be an important ingredient to the total experience.

A new program called KinderSigns has been added to the Toddler and Two year old classrooms. By incorporating sign language into the daily experiences we believe (and research demonstrates) that your young child will receive numerous developmental benefits, acceleration in verbal skills, and have a more productive, less stressful day! Classroom teachers will provide you with the exciting details on this program.

CLASSES

Our preschool provides classes for toddlers who are at least 16 months, two, three, four, and young five year olds. We offer two - day, three - day and five - day programs for each age level. Classes meet from 9:00 a.m. till 12:00 p.m. The birthday cutoff date for these classes is August 31st. This date is the same as the Wake County Public Schools.

“To teach is to touch lives forever”

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	\$120.00
Three-Day Program	\$150.00
Five-Day Program	\$210.00

YEARLY 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.

Two-Day Program	\$120.00 mo.
Three-Day Program	\$150.00 mo.
Five-Day Program	\$210.00 mo.

We will accept personal checks, money orders and certified checks - **NO CASH PLEASE. Make all checks payable to ZUMC Preschool.** Please put your child's name on the check or the envelope. There will be a \$5.00 late payment fee if payment is not received by the 10th of each month. No partial payments please. There will be a \$20.00 fee for all returned checks.

The preschool is a nonprofit program, therefore, the rates charged directly relate to our cost. When an account is in arrears, the parent will be sent 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, and fundraisers. Fundraisers help defray our operating costs such as monthly bills for the telephone, electricity, cleaning supplies and our copier. **We pay our own bills. Zebulon United Methodist Church does not.** One fundraiser we conduct every year involves selling t-shirts and sweatshirts with the preschool logo on them, and we encourage the children and the teachers to wear them on Fridays!

ADDITIONAL PROGRAMS: We offer supervised Early Bird drop off from 8:15-8:45 at a cost of \$10 per week. In addition supervised Lunch Bunch is also offered at least once a month for our 3,4 and 5-year-old students. Please send your child's lunch from home, and we will have them fed and ready for nap promptly at 1:30 pm. The cost of this service is \$5 per child. Make sure to check your child's folder for more details!

Preschool Calendar

Teacher Workday - August 23rd

Teacher Workday - August 24th

ORIENTATION 6:30-7:30 PM

MWF Children – Wednesday, August 25th

TTH Children – Thursday, August 26th

Jr. Kindergarteners should come on Thursday

FIRST DAY OF SCHOOL – Monday, August 30th

HOLIDAYS

Labor Day – Monday, September 6th

Teacher Workday – Friday, October 22nd

Veteran's Day – Tuesday, November 11th

Thanksgiving - Wednesday, November 24th – November 26th returning
Monday, November 29th

Christmas – Tuesday, December 21st – Monday, January 3rd returning
Tuesday, January 4th

Martin Luther King Jr. Day- Monday, January 17th

Teacher Workday – Tuesday, February 15th

Spring Holiday – March 25th

Spring Break – April 18th – April 25th
returning Tuesday, April 26th

LAST DAY OF SCHOOL – Thursday, May 26th

Teacher Workday – Friday, May 27th

We do not observe public school 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 “delay schedule” we will still open at 9:00. 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.

WELLNESS POLICY

Please do not send medicine in your child’s book bag. If medicine is necessary during preschool, see the teacher and fill out the necessary form.

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.... develops a contagious fever, rash, diarrhea, or vomiting.

Please dress your child appropriately for the weather. We will go outside everyday unless it is raining or extremely cold and windy.

Please select safe 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 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 tote bag 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.

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.** Your child's teacher will provide you with detailed information regarding this.

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. Children whose birthday falls during vacation time will have an assigned "birthday" during the school year. Please make arrangements with your teacher as to which class day you want to celebrate.

Parent-Teacher conferences may be scheduled as needed. 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.

Please label all sweaters, gloves, hats, coats, etc. with your child's name.

Arrival and Departure

Please walk your child in and park in the upper parking lot which you can access via Church St.

Departure: We will begin carpool at 12:00.

Entering from Gannon Avenue, please make two lines of cars in the lower parking lot of the church. Please stay in your car until someone brings your child out to you. If you prefer to come inside to pick up your child, please park in the upper parking lot accessible via Church St.

Please note that NC State Law requires that all children under 8 be restrained in car seats....

LATE PICK UP POLICY: Tardiness in picking up your student starts after the first fifteen minutes. There is a late pick up fee of \$5 for every five minutes, which applies to lunch bunch and carpool. 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 12:15 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!!!**