

Growing God's Children Preschool

*A Ministry of Mustang United Methodist Church
211 W. SH 152, P.O. Box 180
Mustang, OK 73064
(405) 376-2956*



Preschool Staff

Director – Barbie Grider

3 yr old Teacher – Roxanne Groves
Assistant – Beverly Weld

3 yr old Teacher – Lori Young
Assistant – Linda Kimble

4 yr old Teacher – Bobbi Legg
Assistant – Barbara Gaddy

4 yr old Teacher – Heather Tiger
Assistant – Martha Rhodes

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Handbook 2021-2022

Growing God's Children Preschool

Policies and Procedures
Effective Fall of 2021

Thank You:

Thank you for entrusting your child to us this year. It is a privilege to have the opportunity to help prepare them for school. As with any program, there will be oversights and mistakes. Thank you for your patience and understanding as we work to make our program the best it can be.

We would also like to extend an open invitation for your family to visit our church. We would love to have you. For information, visit our website;

www.mustangumc.org

Growing God's Children Preschool



Mission Statement:

Our goal is to provide a Christ-like environment where children can learn about God, themselves and the world around them. We plan to do this by providing developmentally appropriate activities that will facilitate learning. We will meet or exceed local and state preschool requirements for learning to prepare the children for further educational experiences in public schools.

Rates/Qualifications:

3 year old class / 2 Full Days per week
\$170.00/month *see tuition agreement
(Must be 3 years old by September 1st)

4 year old class / 3 Full Days per week
\$230.00/month *see tuition agreement
(Must be 4 years old by September 1st)

All students will be required to pay a

non-refundable, \$85.00 enrollment fee upon enrollment.

Tuition Rates and Fees are as Follows;

Tuition is based on a yearly tuition amount (Aug-May), payable by one of the following methods of your choosing:

	<u>Annual</u>	<u>Semester</u>	<u>Monthly</u>
3yr olds –	\$1615	\$807.50	\$161.50/mo
4yr olds -	\$2185	\$1092.50	\$218.50/mo

A Preschool Tuition Agreement Form must be signed by a Parent/Guardian at the time of enrollment.

Tuition is due for each month regardless of actual attendance. There is no discount, refund or other financial allowance for absence, illness, vacations, holidays, school closures or delays. These instances have already been factored into your child's tuition.

Monthly Tuition payments are due the first school day of each month. If not paid by the 10th of the month, a \$20 late fee may be charged. If tuition and late fees remain unpaid, your child may be dropped from the program and not admitted to class.

Tuition or fees, paid by cash must be for “exact” amount due. Preschool staff cannot make change.

PLEASE DO NOT “hand” tuition payments to a staff member when dropping off/picking up your child. Place the fees in their folder, in their backpack.

Termination of Enrollment

At least One Month's notice is required when withdrawing your child from the preschool. You will be responsible for the current month's tuition.

Phone Numbers:

Preschool office number – 376-2956

Church office number – 376-3139

Operating Hours/Holidays/Calendars:

Preschool hours are;

Mon.-Thurs., 9:00 a.m. – 3:00 p.m.

Preschool Office hours are

Mon.-Thurs., 9:00 a.m. – 5:00 p.m.

Your child's teacher will provide you with a calendar of scheduled days off and holidays. Holidays will correspond with the Mustang Public Schools schedule.

There will also be various holiday celebrations and activities in your child's classroom that parents are encouraged to share in. Please check your child's folder *daily* for important notes regarding these activities.

We do ask, however that you *please do not* bring younger children or siblings to these events.

Learning Through Play:

It is our goal to provide developmentally appropriate activities for 3, 4 & 5 year olds. Many skills they need to know will be learned through play. Some opportunities available include but are not limited to:

- *Fine Motor Activities-painting, sensory tubs, blocks, cutting, crafts, dress-up, playdough
- *Gross Motor Activities-outdoor play, group motion songs, praise songs with movement
- *Problem Solving/Social-Skills-Center time, cooperative learning activities
- *Whole Group Activities-calendar time, stories, fingerplays, songs, rhymes

Field Trips:

All parents will be notified and must give consent for children to participate on field trips in advance. For field trips that require transportation, at least one parent or adult family member will be asked to attend and provide transportation for your child. Please refer to the school calendar for planned field trips and watch for details and notes regarding these activities in your child's folder.

Medication:

In the event that your child must take medication while at preschool, we require:

- *A signed authorization form for the program staff to administer the medication;
- *Directions for the proper amount (dosage), and time and days medication is to be administered;
- *All medications must be in original containers;
- *Prescription medication must have the child's full name;
- *If a child has a chronic medical problem, the parent may sign a medication authorization for up to a six-month period, or prescribed medication to be given when symptoms occur.
- *Parents will be notified whenever medication is administered.

Immunizations:

All children enrolled in preschool are required to have immunizations as recommended by the Oklahoma State Board of Health. A copy of your child's current immunization record must be on file with the preschool office.

Lunches/Snacks:

All children will need to bring a *healthy* lunch complete with a drink to school each day. All lunches will be refrigerated.

All children will need to bring their own water bottle to school with them each day as well.

Please make sure they are clearly labeled with your child's name.

Please do not send lunches to school that need to be heated/cooked. Each class has a limited amount of time for lunch and the teacher cannot prepare lunches for each child in that timeframe.

All children will be asked to take turns bringing a healthy snack to share with their classmates each afternoon. This will be on a rotation basis and your child's teacher will provide you with a calendar indicating what your child's assigned date is and make you aware of any foods that are not acceptable due to food allergies.

If this presents a hardship in any way, please let a preschool staff member know.

If you would like to send special treats for holidays, birthdays, etc., please make arrangements with your child's teacher.

Other Classroom Procedures:

Since we cannot guarantee safety of other possessions please do not allow your child to bring toys, including toys that look like "fake" weapons, money or candy (unless asked for or in connection with snack time or show and tell time). This will ensure that items are not lost, broken or stolen and student safety.

Rest Time:

Each class will have a daily rest time after their noon recess. Children are not required to sleep but will be asked to lie down and rest quietly. Rest mats will be provided. Children may also bring a blanket and/or stuffed animal to rest with, but these items will be sent home daily.

Schedules:

The classroom daily activity schedules will be posted on the information board in the Preschool hallway. Parents may contact their child's teacher at any time for a copy of their schedule.

In case of tornado emergency, children will be escorted to the Safe Room located in the Student Life Center.

Arrival/Dismissal Procedures:

School hours are 9:00 a.m. to 3:00 p.m. Children should NOT be dropped off before 8:45 a.m. and should be picked up by 3:15 p.m.

The preschool doors will be unlocked from 8:45 a.m.-9:15 a.m. and 3:00 p.m.-3:30 p.m. **only** so that you may safely escort your child in and out of the building. Upon arrival, you will be asked to sign your child in/out. During all other hours during the school day, you may ring the doorbell for assistance.

**PLEASE DO NOT ALLOW YOUR CHILD TO RUN FREE IN
OR AROUND THE PARKING LOT
OR CLIMB ON THE STAIRWAY RAILS!
THIS IS EXTREMELY DANGEROUS!**

Unless other arrangements have been made and verified with preschool staff, only individuals listed on your child's enrollment form will be allowed to sign your child in/out.

For your child's safety, preschool staff may ask for a pre-assigned password and/or a photo ID before releasing your child.

Safety and Drills:

In case of fire emergency, children will be evacuated in an orderly manner. Fire exit plans will be posted in each room/hall and given to church office.

Accidents/Emergencies:

We will do our best to keep your child safe, but occasional accidents are inevitable. In case of accident, staff will make initial evaluation as to seriousness of injury. If medical attention is required, parents will be notified immediately. If immediate medical attention is required and parents cannot be reached, the preschool will seek attention using the initial permission slip on the enrollment form. In case of minor injuries, parents will be notified in person, by phone call and/or written report at the end of the day.

Please make sure your phone numbers are current so that we can reach you in the event of an emergency.

Toileting:

ALL children enrolled in the preschool MUST be completely potty trained (**not in pull ups**). Independence is encouraged and we do understand that accidents happen. Please send a complete change of clothes in a gallon ziplock bag labeled with your child's name, in their backpack each day, in case they need to change. We do not have the resources to continually change soiled clothing. In these cases, you will be called to come attend to your child.

Please notify the preschool office when your child will be absent from school.

Parent/Teacher Relationship:

It is very important that parents and teachers have open communication. Working together helps us provide the best possible experience for your child. Please inform your child's teacher of any special needs, changes in routine or concerns you have for your child. All matters discussed are confidential. Because teachers are needed in the classroom, we request that you make an appointment if an extended conference is necessary. You will receive notices to sign up for regularly scheduled conferences to discuss your child's progress.

Illness:

No children with a contagious illness or condition will be allowed to attend preschool. Children will be sent home and/or asked not to attend if their temperature is 99 degrees or above. *Children should be without fever for at least 24 hours before returning to school.* Head Lice, scabies or other contagious conditions will require a written release from a health professional to be readmitted to preschool. Your cooperation in these matters is appreciated for the well being of your child and other preschoolers. Staff reserves the right to make the final decision as to whether a child can attend school.

Clothing:

Please make sure your child is dressed appropriately for the weather and for play. We will plan on going outside whenever possible. **All clothing, jackets, etc. should be labeled with child's name.** Girls who are dressed in skirts or dresses will need to have shorts on underneath.

Many developmentally appropriate activities can result in messes on clothing. We will do our best to keep your child clean as they explore but you are encouraged to dress them in comfortable clothes that they can get messy in.

Please send children in shoes with a back **(No Flip Flops)**. Children need to be able to run and move easily and backless shoes cause many accidents.

Please do not send umbrellas.

