

Registration

The registration fee should be paid at the time of registration. It is a non-refundable/non-transferable fee. This fee does not apply towards tuition. The 2023-2024 registration fee is \$200.00. This fee covers supplies for the school year, and a school bag. This bag should be used to carry the students' belongings each day to school. If a school bag is lost and needs to be replaced a \$10 fee will be charged. Each student must have a current immunization record on file. Dallas First United Methodist requires all students to be immunized.

Tuition

The tuition is as follows:

18 month/2 year old – \$180.00 (Tuesday/Thursday)(Monday/Wednesday)

Older 2's - \$190.00 (Mon/Wed/Fri)

3 years – \$190.00 (Tues/Wed/Thurs)

4 years - \$205.00 (Monday-Friday)

The preschool will draft tuition on the First Day of each Month. (August-May) If at any time during the school year, you make any changes to your automatic payment, a \$25 service charge will be added.

Enrollment

To enroll in any class here at Dallas First United Methodist Children's Learning Center your child must be the correct age for that class by September 1st. Any child enrolling in the 3-year-old class must be potty trained (No pull-ups). We understand and expect accidents; however, if your child is not potty-trained dismissal will be considered.

Potty Training Your Two Year Old

Staff members are happy to support your potty-training efforts however, please remember that you are potty training one and the teachers are caring for many.

1. Pull ups are required until your child is fully potty trained. This is for sanitary reasons and cleanliness of the facility.
2. Please pack several changes of clothes, including socks.
3. Please do not bring your child to school in underwear until discussing it with the teacher

Children who are 3 years of age and older must be fully potty trained when school begins. No Pull-Ups. To be considered potty trained a child must be capable of performing bathroom functions independently. Such tasks include:

1. Recognizing the need to go to the restroom.
2. Verbally telling the teacher of the need to go.
3. Entering the restroom.
4. Manipulating clothing off and on with no assistance.
5. Sitting or standing and handling their bathroom needs.
6. Washing hands and rejoining the class.

Withdrawal

Enrollment in our program is for the entire year. Should it become necessary to withdraw from the program a two-week notice is required. If no notice is given, you will be responsible for one-month additional tuition.

Dismissal

The Children's Learning Center reserves the right to dismiss any child who is unable to participate appropriately in activities or causes harm to others in the program. This includes biting, hitting, scratching, kicking or spitting. A progressive discipline plan will be used. The plan is as follows: First offense will result in a note home. Second offense will result in a note home and one-day suspension. Third offense will be a note home and possible dismissal of the student from the program. If necessary, parent/teacher conferences will be scheduled.

The school has the right to drop any student that does not show up to Open House or misses the first week of school without notifying the school prior to the absence.

Discipline

We use positive reinforcement and redirection when the need for discipline arises. When a behavior is continued, the student will then be placed in time out and if the need arises the parent will be called. The Children's Learning Center will not tolerate any bullying. No corporal punishment is allowed.

School Day

Car line begins promptly at 9:00 a.m. and continues until 9:15 a.m. We expect all children to be dropped off in the car line. Please be on time, late arrivals are a disruption to your child's class. Please do not drop children off any earlier, our teachers will be preparing for the day. Pick-up begins at 12:40 and ends at 1:00 p.m. We expect all children to be picked up in the car line. If there is an emergency, and you must pick up early you must be in and out of the building before 12:30. This is to ensure that you are not blocking the car line or holding your child's class back from ending their day. If a parent is late for dismissal a \$5.00 late fee will be charged for the first 5 minutes, then \$1.00 for every additional minute that the parent is late. The teacher must

be paid at the time of the incident. Parents must notify the teacher in writing if someone other than a designated person will be picking their child up. We do ask for identification when that person arrives for dismissal. For your child's safety parents are responsible for securing their child in a seatbelt or car seat. **We ask that while in our carline please refrain from using your cell phone.**

On Time Arrival at School

Please make every attempt to ensure your children are on time each morning. We realize that each family has their morning challenges but arriving on time has many positive outcomes for your child. The early morning activities allow a relaxed time for the children to socially connect and ease into their day. Regular late arrivals are much like an adult starting their workday late for a meeting with NO CUP OF COFFEE. We adults all know how it feels to be playing catch up all day long. Young children have this same experience. Preschool does have the luxury of dealing with a tough morning in a more relaxed way. We recommend that you speak regularly of being on time to set this habit in preparation for Kindergarten. It teaches them, by your example, the importance of being on time, and shows respect for the group and affirms their individual importance in the group. Please let us know if there is any way we can assist with on-time arrival challenges. Our goal is not to create pressure, but to support your family in the social development of your children.

In fairness to all, any activities that are missed due to late arrivals will not be made up in class. If the parent wishes, the teacher will be glad to send the activity home so that the parent can complete the activity with the child.

School Year

Our program begins on Monday, August 7, 2023 and ends on Thursday, May 16, 2024. Please review the school calendar as we have made some minor adjustments from the Paulding County School Calendar. We will follow the Paulding County School for the inclement weather closing, with the exception that if the school system delays opening for the day, we will NOT be open that day... Please be aware of the weather.

Health & Safety

Each child is required to have an updated immunization record on file before he or she may begin school. We can not use immunization paperwork from the previous school year. If your child has any of the following symptoms, please keep them at home and notify the school so that we may notify all parents.

1. Fever (should be fever free for 24 hours)
2. Vomiting and /or diarrhea
3. Any symptoms of the normal childhood diseases. (Chicken pox, German measles, scarlet fever, mumps or whooping cough)
4. Common cold
5. Sore throat

6. Croup
7. Rash
8. Any skin infection (impetigo, ringworm)
9. Pink eye
10. Lice - (no nits/no bugs) are allowed at school.

If a child develops any of these symptoms while at school, the parents will be notified. We expect parents to come immediately and pick up their child when called. Students sent home from school for illness may not return to school the following day. Parents should notify the school if their child contacts a contagious disease. Please do not send any medication to school with your child. The school is not able to dispense medication to the students. Dallas First United Methodist Church Children's Learning Center is not liable for any accidents or illness occurring to the child while in our care. Parents and guardians will be asked to sign a "Waiver of Liability" form. Due to the liability we at DFUMC are not allowed to administer any type of medication to our students. If you have any questions, please contact the director at 770-443-5808.

Personal Belongings

All clothes, coats and school bags should be labeled with the child's name. Each child needs a school bag with a change of clothes every day. Your child's work will be put in their bag daily and sent home. Please check their bag daily for notes from the teacher so you will be aware of special events taking place at school. Please do not allow students to bring toys to school unless specified by the teacher. Toy weapons will not be allowed at school.

Weapons

No weapons of any kind are allowed on school property. This is a matter that will be turned over to the board for discipline.

Lunch

When packing your students lunch please do not send in meals from local Fast Food Restaurants, as this causes problems in the classroom. Lunch must be nut free. **Absolutely no nut or nut products are allowed in the preschool.**

Birthday Parties

Everyone deserves special recognition on their birthday! You are welcome to send in a small non-food treat (bubbles, sunglasses, stickers) for your child's classmates. **No balloons please.** We encourage parents to help celebrate by being a guest reader or participating in a special craft activity. If you are planning a party outside of the classroom and plan to invite classmates, please remember to invite every child in the class. Party invitations will not be sent home through the school unless all classmates are included.

Recreation

Every class will go outside daily. If weather does not permit then they will go to the Family Life Center, so please dress them appropriately (shoes, coats, sweaters). Remember that students will be on the playground and in the gym daily. Please dress them for play. (Dresses should have shorts or bloomers underneath and appropriate shoes should be worn).

Visitors

We are not prepared to care for children that may be visiting your home. Parents are encouraged to visit on special days or by special arrangement with the school. All visitors should check in with the director to receive a visitor's pass.

Plant Policy

No poisonous plants in the classrooms. If there is a question, please see the director.

Animal Policy

Before bringing any animals to the classroom please check with the teacher to be sure there are no allergies. The visit should be brief, and the parent should remain with the animal. Large animals should be on a leash.

Conferences/Messages

All messages should be in writing. We will send messages in the same manner. Conferences should be scheduled. Mornings and afternoons are very busy, and the teachers will not have time to conference during arrival or dismissal time.

Non-Discrimination Policy

The preschool welcomes all children and does not discriminate between them due to physical, mental, emotional, spiritual, or racial differences. However, our facilities, equipment, staff training, and ratio numbers limit our ability to meet the needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and the preschool board.

The Children's Learning Center Emergency Response Plan

In times of Emergency, information about the status of the school will be communicated through a variety of media resources. The preschool requests that parents do not call the school or church office as it is important to keep the phone lines free for emergency communication. The safety of the children and staff are our first priority and reunification of parents and child is the second. Please check the following resources for status reports.

- Remind Messages
- Email, Facebook and Instagram
- www.dallasfirsttunc.org
- Phones messages (callingpost)

Daily Routine

Arrival

We ask that you drop off your child between 9:00 – 9:15 a.m.

Short goodbyes are best.

Small Group Time

At this time the children will be given the opportunity to play in the different learning centers provided. They will also work independently or in a small group with the teacher or assistant on activities such as: special crafts, handwriting, painting, games and other activities planned by the teacher.

Large Group Time

During large group time the teacher will facilitate discussion on the weather, the calendar, bible verses, songs and stories, etc.

Recreation

Each class will participate in supervised recreational activities. These activities include parachute, duck-duck goose, red light green light, etc. The children will also be given time to play independently on the playground or in the Family Life Center.

Lunch

Students will also be responsible for providing their lunch. (No nut products please)

Dismissal

Dismissal begins at 12:40 and ends at 1:00.

Helpful Hints

1. Start the day with a good breakfast
2. Be on time
3. Be prepared
4. Dress children appropriately
5. Label students' belongings
6. Don't give student the choice of coming to school or not
7. Short goodbyes are best

Dear Parents,

Welcome!

We are very excited that you have chosen our preschool for your child. We are looking forward to a happy and successful year.

This handbook is your guide to our policies and procedures. Please keep it for a reference.

We are a ministry of Dallas First United Methodist Church. We are open Monday – Friday from 9:00 a.m. to 1:00 p.m. Our phone number is 770-443-5808. Please feel free to call if you have any questions.

The Mission Statement of our preschool states that we are here to help your child grow spiritually, socially, emotionally and academically to the best of our ability. We will strive to give each child the attention and support they need to develop into healthy, happy and strong individuals.

We hope that you and your child will have a happy and rewarding experience in our program. We are here to work with you and your child to make that happen. We hope that you will be involved in your child's preschool experience.

Thank you for giving us the privilege to work with you and your child this year.

Thank You,

Kristie Keown

Director

Dear Parents,

The Health and Safety of your children is very important to us here at Dallas First United Methodist Children's Learning Center. For that reason, The Children's Learning Center Advisory Board requires that each parent read and then sign that you understand the guidelines. You must sign and return this to the preschool. Failure to do so will result in your child not being able to attend until it has been signed and returned to the school.

If while at school, your child begins to run a temperature of 100 degrees or higher, we will contact the parent immediately and they **MUST** come and pick their child up from school. **They must remain out until they are fever free for 24 hours without fever reducing medications.**

1. If while at school, your child vomits or has diarrhea, we will contact the parent immediately and they **MUST** come and pick up their child from school. **They must be symptom free for 24 hours before returning to school.**
2. If while at school your child begins to exhibit any type of rash or skin condition, we will contact the parent immediately and they **MUST** come and pick up their child from school.
3. If while at school, your child shows any signs of pink eye or eye irritations, we will contact the parent immediately and they **MUST** come and pick their child up from school.
4. If your child has Asthma and has an attack or begins to show signs of respiratory issues, we will contact the parent immediately and they **MUST** come and pick their child up from school.
5. Dallas First United Methodist Church and Children's Learning Center does not allow weapons to be (this includes play weapons for show and tell) on the church property. These are the same guidelines followed by the Paulding County School System. (Code Section 16-11-127) & (Code Section 16-11-131)

8. The employees of Dallas First United Methodist Church are not allowed to
Administer any medications for any reason. (This includes cough drops)
9. Parents/Guardians must be able to be contacted at all times during the hours of
9-1 each day. If for any reason you are going to be unavailable, you must let the
Teacher know and give them an alternate contact number.

10. Payment is required in full on the first of each month. It will be considered late after the 5th. Any student falling one month behind will be turned over to the board for review and possible dismissal.

I have read and agree to follow the guidelines that Dallas First United Methodist has set forth in the above. If I fail to comply with these guidelines, I understand that dismissal will be immediate.

Sign _____ Date _____

Dallas First United Methodist Church

Children's Learning Center



Program of Excellence for

Young Children

Student Handbook

2023-2024

141 E. Memorial Dr.

Dallas, Georgia 30132

Phone 770-443-5808

Church Phone: 770-445-2509

