



Parent Handbook 2010-2011

**Dunwoody United Methodist Preschool
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**Dr. B. Wiley Stephens
Senior Pastor**

**Nancy Tatnall
Director**

DUNWOODY UNITED METHODIST CHURCH PRESCHOOL 2010-2011
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DUNWOODY UMC PRESCHOOL BOARD MEMBERS

Meg Kerr -- Chairperson	(770) 441-3923
Jennifer Nail -- Chair-Elect	(770) 395-7386
Amy Hillegass -- Parents' Club President	(770) 671-0342
Sheri Mattison	(770) 551-0597
Samantha Faklaris	(770) 395-9765
Erin Kirkland	(770) 454-1172
Amy Hanks-- Teacher Representative	(779) 394-6747
Catherine Liemohn	(770) 641-9940
Susannah Smith Krehmeyer	(770) 395-0210
Allison Fears	(770) 379-9933
David Melton – Pastor	(770) 394-0675
Diane Morgan – Church Staff	(770) 394-0675
Sandy Mabry – Church Staff	(770) 394-0675

DUNWOODY UMC PRESCHOOL HOLDS MEMBERSHIP IN THE FOLLOWING ASSOCIATIONS:

GEORGIA PRESCHOOL ASSOCIATION
NORTH GEORGIA UNITED METHODIST PRESCHOOL ASSOCIATION

A copy of the Georgia State Rules and Regulations that apply to the operation of this school is available for your viewing. A copy of our licensing review is available upon request.

2010 – 2011 STAFF ROSTER

Director

Nancy Tatnall

Assistant Director

Angela Stoecker

Business Manager

Fran Bartel

Substitute Coordinator

Linda Denham

Young Fives Class

Mary Curtright

Pam Scott

Four Year Old Classes

Sharron Coletta

Sub Hebda

Cassie Odom

Lisa Cumming

Amy Rohan

Laura Bona

Anne Trask

CeCe Farrell

Three Year Old Classes

Maura O'Neill

Kristen Carr/Lara Kitchin

Shannon Whiting

Norma Atkins

Kim Gies

Paula Daugherty

Laurel Sybilrud

Heather Echemendia

Lauren Patton

Lisa Wright

School Counselor

Kelly Gfroerer

Two Year Old Classes

Julie LaFramboise

Martha Reece

Anne-Marie Main

Becky Cooper

Laurel Sybilrud

Elizabeth Taptich

Martha Reece

Kate Power
Lisa Wright
Lauren Patton
Paula Daugherty
Debie Radloff
Heidi Forth
Lee Smith

Toddlers
April Franke
Shannon Speice
Amy Hanks
Susan Grider
Kim Smith
Debbie Andersen

Infants
Dot Lauterbach
Sabiha Shah

SPECIALS
Music
Diane Campbell
Suzanne Heninger

Kindergym
Debbie Lowrey

Spanish
Veronica McNamara

Science
Susannah Smith

Dunwoody UMC Preschool Calendar 2010-2011

Tues., August 31
Wed., September 1

Mon., September 6
Tues., September 7
Wed., September 8
Wed./Thurs. September 8/9
Mon., September 13

Mon., September 27
Tues./Wed. September 28/29
Thurs., September 30
Fri., October 1
Tues. – Thurs., October 4 – 7

Parent Open House (Parents & Teachers) 6:30 p.m.– 8:30 p.m.
Meet & Greet (Children & Teachers) 9:00 a.m. – 11:00 a.m.;

October tuition and Traffic Fee due

No School – Labor Day
First day of school for 5-day, 4-day and T/TH classes
First day of school for W/F and MWF students
Sub Orientation and Safe Sanctuary Training
Extended Day (EXD) begins for 3's, 4's & Y5's;
Afternoon carpool begins for 2's
Morning carpool begins for 2's
20/20 Vision Screenings
Spaghetti Supper and Scholastic Book Fair
November tuition due
Individual Photos

Tues., October 5	No Lunch Bunch or EXD; Staff meeting
Fri. & Mon., October 8 & 11	No School
Tues., October 12	Individual Photo Make Up Day
Wed., October 13	Parent Ed – Speech and Language -- Anna Drost
Tues./Wed., October 19 & 20	SACS Accreditation Site Visit
Wed., October 20	No Lunch Bunch or EXD; Staff meeting
Tues./Wed., October 26 & 27	Individual Photos for Infants and Toddlers
Mon., November 1	<u>December tuition due</u> ; Lunch Bunch begins for 2's
Tues., November 2	NO EXD or Lunch Bunch; Staff meeting
Mon. – Thurs., November 8 – 11	Fall Conferences
Fri., November 12	No School – Holiday Festival Set Up
Sat., November 13	Dunwoody United Methodist Church Holiday Festival
Wed., November 17	Parent Ed -- Kindergarten Readiness – Bobbie Lencke
Mon.-Fri., November 22-26	No School – Thanksgiving Break
Wed., December 1	<u>January tuition due</u>
Wed., December 8	Parent Ed – Surviving the Holidays – Kelly Gfroerer
Mon.-Wed., December 13-15	No Lunch Bunch or EXD
Mon., December 13	3's Christmas Program & class parties
Tues., December 14	4's Christmas Program & class parties
Wed., December 15	Last day of school
Thurs.-Tues., December 16-January 4	No School – Christmas Break & Teacher Workday Jan. 4
Sat., January 1	<u>February tuition due</u>
Wed., January 5	First Day of School after Christmas Break
Mon., January 17	No School – Martin Luther King's Birthday
Wed., January 19	2011-2012 Registration for Church Members 7:30 a.m.
Thurs., January 20	2011-2012 Registration for Currently Enrolled Students 7:30 a.m.
Fri., January 21	2011-2012 Registration for Community 7:30 a.m.
Tues., February 1	No Lunch Bunch or EXD; Staff meeting; <u>March tuition due</u>
Tues., February 15	Parent Ed – Ready to Read – Brenda Fitzgerald
Fri.-Mon., February 18--21	No School – President's Day / Dekalb Winter Break
Wed./Thurs., February 23/24	Appreciation Days
Tues., March 1	No EXD, Staff meeting; <u>April tuition due</u>
Tues./Wed., March 8 & 9	Conference Days; no T/TH students on Tues.; no students on Wed.; No Lunch Bunch or EXD on Wed.
Tues./Wed., March 15/16	Speech Language Screenings
Fri., March 18	No Lunch Bunch or EXD; DUMC Consignment Sale
Sun., March 27	Ice Cream Social 3:00 p.m. – 5:00 p.m.
Mon. – Fri., March 28 – April 1	Class pictures with Jodi Monaghan
Tues., March 29	No Lunch Bunch or EXD; Staff meeting
Fri., April 1	<u>May tuition due</u>
Mon.-Fri., April 4-8	No School – Spring Break
Wed.-Fri., April 13-15	Scholastic BOGO Book Fair
Thurs./Fri., April 14/15	Parent Picnics
Fri., April 22	No School – Good Friday
Sun., May 1	<u>September 2011 tuition due</u>
Mon., May 16	3's Spring Program 9:30 a.m.
Tues., May 17	4's and Young 5's Spring Program 9:30 a.m.
Mon.-Tues., May 16 & 17	Last Days of School - No Lunch Bunch or EXD
Mon.-Fri., May 23-27	Summer Camp, 9:00 a.m. to 1:00 p.m.

*School calendar is subject to change; please refer to your monthly calendars for the most up to date information.

HISTORY

Dunwoody United Methodist Preschool, formerly the Dunwoody Kindergarten, was established in September 1962. The Preschool is a ministry of Dunwoody United Methodist Church and is maintained by registration dues and tuition fees. The governing body is the Preschool Board of Managers, consisting of a Chairperson, the Preschool Director, the Senior Minister, the Minister of Program, parents of the current classes, a teacher representative and others deemed necessary according to the positions they may hold in the church. This committee meets regularly to review the progress and preview the needs of the Preschool and the

children.

VISION

Developing the Whole Child Through God's Love

MISSION

Dunwoody United Methodist Preschool provides a comprehensive, Christian education in a loving environment where children are encouraged to develop cognitively, socially, emotionally and physically to their full potential.

PHILOSOPHY

The purpose of our weekday preschool is twofold: to prepare the child for more formal education and to teach him to live with himself in his surroundings in an acceptable manner. We hope to achieve this by guiding each child through many experiences. Our goals for each child are:

- ... to help each child master the concepts of God's plan for each of us in our relation to our surroundings.
- ... to create within each child a respect for others and self.
- ... to guide each child as he grows more aware of the world surrounding him.
- ... to aid each child in his natural curiosity about all things.
- ... to impart knowledge to each child and aid in independent thinking and problem solving through books, records, stories, the senses, motor experiences and equipment.
- ... to watch and listen as each child expresses his ideas, opinions and creativity.
- ... to teach each child to take instruction from adults other than parents.

Readiness must be developed – socially, physically, mentally, emotionally, and creatively. Total readiness is accomplished when your child develops successfully in all these areas. Then this is our purpose:

To aid your child as he develops toward complete maturation physically, emotionally, socially, cognitively, and spiritually. To this end, we use our skill, equipment, and experiences.

Dunwoody United Methodist Preschool accepts students without regard to race, creed, sex, religion or national origin, insofar as we can provide quality education and services for each child.

CHRISTIAN EDUCATION

Christian education is an atmosphere as well as specifics: preferred books, audiovisuals, celebrations, prayers, song, music of all kinds, physical activities, and storytelling interpreted from a Christian perspective. A child learns when guided by loving adults who share their faith in a way meaningful to children. A brief chapel service that includes singing, a prayer, and a story are offered each week to our three, four and five year olds. The chapel service is led by the ministerial staff. Since we are a multi-faith preschool, we do not teach doctrine.

We share our faith with children:

1. When we help them view themselves as persons of worth.
2. When we provide opportunities for children to make choices.
3. As we help them to become better stewards of God's creation.
4. When we help them practice the rule of love in all relationships.
5. As we share our attitudes about others.
6. As we provide opportunities for them to be involved with the natural world.
7. As we provide opportunities for children to create instead of copy.

8. When we provide opportunities for them to be involved with many other people.
9. As we use the language of faith in interpreting experiences.
10. When we admit there are things that we do not know but are willing to trust to God.
11. When we live life with them, sharing the richness of everyday living, the hurts, joys, needs, and fulfillment in open and honest ways.
12. As we offer hope when things go wrong.

THE STAFF

The teaching staff is a group of highly trained, educated, and skilled preschool teachers. We maintain high standards by attending workshops, seminars, in service training classes, and conferences throughout the school year and in the summer. We are challenged and enthusiastic about working with young children. Each teacher has her own special talent which, when brought together as a whole, makes for a terrific staff!

Our teachers reflect a firm Christian faith and have taken time to learn how to share that faith with young children.

We are anticipating an exciting year with your child. It will be rewarding to watch your preschooler discover new things, experiment, create, and grow.

OPERATING HOURS

The Preschool program of Dunwoody United Methodist Church (DUMC) is open 9:00 a.m. – 12:00 p.m. Lunch Bunch and Extended Day (EXD) follows the morning program for preschool children. Lunch Bunch operates from 12:00 p.m. – 1:00 p.m. for 2's and older; EXD operates from 1:00 p.m. – 2:30 p.m. for children in the 3's class (as of September 1, 2010) through children in the Young 5's class. Lunch Bunch and EXD run Monday – Friday (except one Tuesday of each month, for staff meeting and other dates as noted on the monthly calendar). A child may attend Lunch Bunch and EXD only on days he/she attends school.

Our DUMC Preschool Calendar is on page 3. We begin school September 7, 2010 and end school on May 17, 2011.

DISCIPLINE POLICY

It is important that a child feels good about himself/herself at all times. A child grows through learning to handle situations on his own. In handling these situations, he learns self control and how to make choices and accept responsibility for those choices.

It is the policy at DUMC Preschool to clearly state basic rules and limits of acceptable behavior to the children and guide them in following these rules. If behavior problems arise, the teacher or assistant teacher will handle the situation appropriately. We will first try to redirect the situation. If redirection is not possible, it is our policy to remove a child from the situation and discuss options with the child. The child may need to sit quietly with an activity until he/she is ready to reenter play. Children may also be escorted to the Director's Office for discussion and reflection on behaviors which continue to be a distraction in the classroom.

If the misbehavior continues the teacher may:

- Repeat the above process;
- Send a note or behavior report home to parents;
- Call the parents at home to discuss the problem;
- Request a conference with the parents at school;
- Request a conference with the parents and the Director

AT NO TIME will corporal punishment be used at DUMC Preschool, as this only decreases a child's self-esteem and leaves all responsibility for changed behavior with the adult in charge.

BITING

It is normal for a child, especially a toddler, to occasionally bite another child out of frustration, anger or teething. Because biting hurts and can cause an infection if skin is broken, we will enforce the following policy:

On the first incident of biting, the child may be sent to the Preschool Director and a parent/caregiver will be called.

On the second incident of biting, the child will be sent to the Preschool Director and the parent/caregiver will be required to remove the child from school for the remainder of the day.

If biting continues, the child may be required to spend an additional day out of the classroom for every subsequent incident which occurs, until the child develops sufficient language skills or self-control.

STATEMENT REGARDING DISMISSAL

The Preschool reserves the right to dismiss any student if the Preschool determines that continued enrollment in the Preschool program is disruptive to the school, other students or is incompatible with the school's mission. Such reasons may include, but are not limited to: significant disruption of the learning process, violation of classroom behavioral guidelines and expectations (either of a serious or continual nature), failure of parents or guardians to adhere to school terms or policies, misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the Preschool personnel, failure to pay tuition, registration fee and/or additional fees as required completely or timely, the Preschool's inability to meet the special needs of the students, or any other good and sufficient cause.

TOILET-TRAINING POLICY

Toilet-training issues have become more complicated in recent years, thanks to Pull-Ups and more highly absorbent diapers. Therefore it has become necessary to fully define our expectations for toilet-training.

A child entering the Three-Year Old classes at the beginning of September should be sufficiently toilet-trained to spend three hours in class without having continual "accidents" and should be cooperative when asked to use the restroom at periodic intervals. The time required to change children who are using diapers or Pull-Ups instead of the toilet, interferes with the time teachers need to work with individuals and small groups on learning activities.

If your child is still wearing diapers/Pull-Ups at night, that is not so much our concern as it is yours. If your child requests your help with hygiene, we encourage you to teach them proper techniques, as we want them to handle these tasks independently while at school.

All children in the Threes, Fours and Young 5 classes must be fully toilet- trained at the beginning of the school year to attend class. Each child should be wearing underwear, not Pull-Ups or diapers at school.

For the purpose of clarification, our definition of fully toilet-trained is:

1. The child recognizes when he/she needs to go to the restroom.
2. The child verbally informs an adult of the need to go to the restroom.
3. The child enters the restroom on his/her own.
4. The child manipulates his/her clothing off and on with little or no assistance.
5. The child sits or stands at the commode and handles own cleaning (wiping) needs.
6. The child washes his/her hands and rejoins the class.

If a child is not sufficiently toilet-trained to consistently perform the tasks listed above while at school, he/she may be asked by the teacher or the Director to remain at home until toilet-training is complete.

While we understand accidents do occur occasionally, repeated “accidents” or uncooperative behavior may result in a parent being called to remove the child from the classroom for the remainder of the class day. This is not a punishment but rather an opportunity for the child to develop and grow in their toilet-training abilities in a place where they may be more comfortable and without the time constraints of a preschool schedule. For some excellent tips on toilet-training, we recommend *Positive Discipline for Preschoolers* or John Rosemond’s parenting website, www.JohnRosemond.com.

SPECIAL NEEDS CHILDREN

A special needs child is a child who, due to a physical, social, emotional, cognitive, or behavioral challenge, would require adaptation of the preschool’s standard program of care or activities in order to accommodate the child’s special needs. Should a child’s teacher and the Director observe that the child is having difficulty performing at an appropriate age level, is unreasonably disrupting the learning environment for other children, or is otherwise demonstrating special needs, they will share their observations with the parents and an appropriate plan of action will be discussed at that time. In situations where a child’s needs lie beyond the scope of reasonable accommodation, every effort will be made to provide resource information and appropriate referrals.

ILLNESS AND ABSENCES

Please keep your child at home when he/she is sick. This includes having a persistent cough or cold. No child may stay in the school if he has an oral temperature of 101 degrees or if he/she is exhibiting symptoms of vomiting, diarrhea, rash, runny nose or runny eyes. **After an illness, a child may be admitted back to school if he/she has been fever-free (non-medicated) and symptom-free for a minimum of 24 hours.** This policy protects children and staff from unnecessary exposure to viruses and illnesses. Parents or emergency contact persons will be called and asked to pick up the child immediately. If a parent or emergency contact cannot be reached, the child will be isolated in the Director’s Office with the Director’s or Assistant Director’s supervision until someone can be reached who can pick up the child.

We require that the child be picked up within the hour.

Please notify the school if your child has a contagious disease so that a notice may be sent home to parents of other children in the school. No child will be permitted to remain in the school with a communicable disease as outlined in the Chart of Communicable Diseases from the Department of Public Health. Readmission to the school will be in accordance with the recommendations on this chart. See Readmission Following Contagious Illness below. We are required to report any suspected cases of noted communicable disease to the DeKalb County Health Department.

Please call the Preschool Office if your child is not attending on a regularly scheduled day, for illness or other reasons.

Medication will be administered only by the Director or Office Staff. No medication will be administered unless the form “Authorization for Administration of Medication,” (signed by a licensed physician and parent), is on file in the Preschool. If your child has a chronic problem requiring medication, you will need to have your doctor send one set of instructions, and we will place them in your child’s folder.

It is desirable that children attend school regularly when they are well. If you do not feel that your child is well enough to play outside at school, keep him/her at home. Please do not send a note requesting that your child be allowed to remain inside during outdoor play. We feel that we use good judgment in taking children outside and do not take them out when the weather is not appropriate for outdoor play. All teachers are needed to supervise outdoor play on the playground. No additional staff members are available to supervise children who remain indoors.

With the continued concerns over H1N1 flu, the preschool is taking extra precautions to insure children remain healthy at school. A strong focus will remain on washing hands and keeping toys and classrooms

sanitized. Any child exhibiting flu-like symptoms will be sent home immediately. Please continue to emphasize healthy habits with your children, such as regular hand washing and covering a cough, and keeping your children at home if they should become sick.

READMISSION FOLLOWING CONTAGIOUS ILLNESS

Following any type of contagious illness please refer to the following guidelines before returning a child to school.

AIDS: Exclude infected child if he exhibits biting behavior, is not in control of his body fluids, or has open skin sores that cannot be covered.

CHICKEN POX: Exclude child until all blisters have dried into scabs; about 6 days after rash onset.

CONJUNCTIVITIS (PINK EYE): Exclusion is necessary until active infection, discharge and redness are no longer present.

COXSACKIE VIRUS (HAND, FOOT, MOUTH DISEASE): Exclude until fever is gone for 24 hours and child is well enough to participate in normal daily activities; sores may still be present.

DIARRHEA (INFECTIOUS): Generally, exclude until stool returns to normal form. Each specific disease situation needs to be evaluated on an individual basis.

FIFTH DISEASE: No exclusion necessary.

GIARDIASIS: For those with diarrhea only; exclude until the child has started treatment and diarrhea is no longer present.

HEPATITIS A: Exclude until 1 week after onset of illness or until all children and teachers in same class receive gamma globulin injections.

HEPATITIS B: No exclusion necessary unless infected child exhibits biting behavior or has open sores that cannot be covered.

IMPETIGO: Exclude until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 hours.

LICE (HEAD): Exclude until first treatment has been completed and no live lice can be seen.

MEASLES: Exclude until 4 days after rash appears.

MENINGITIS: Viral: Exclude until child is free of fever for 24 hours. Bacterial: Return on advice of doctor.

MUMPS: Exclude until swelling subsides, usually 5 days but may be as long as 9 days after swelling begins.

ORAL HERPES (COLD SORES): No exclusion is necessary.

PERTUSSIS (WHOOPING COUGH): Exclude until 5 to 7 days after antibiotic treatment begins.

PINWORMS: Exclude until treatment has been started.

RESPIRATORY ILLNESS (FEBRILE): Exclude until child is without fever for 24 hours and is well enough to participate in normal daily activities.

RINGWORM: Exclude until treatment has been started.

ROSEOLA: No exclusion necessary.

RUBELLA (GERMAN MEASLES): Exclude until 5 days after rash appears.

SCABIES: Exclude until at least 24 hours after treatment begins and child is without fever for 24 hours.

STREPTOCOCCAL SORE THROAT, SCARLET FEVER: Exclude until at least 24 hours after treatment begins and child is

without fever for 24 hours.

YEAST INFECTION (THRUSH): No exclusion is necessary unless an unusual number of infants are infected.

EMERGENCY PLANS

DUMC Preschool's policy is to keep the children safe at all times when they are in our care. We have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these circumstances are reviewed annually. Staff is trained in the appropriate response to various circumstances.

Shelter at the Site

This plan would be put into place in the event of a weather emergency or if there are unsafe outside conditions or threats. In this plan, children will be cared for indoors. Parents will be notified if you need to pick up your child before regular dismissal time.

Evacuation to Another Site

This plan would be put into place in the event that it is not safe for the children to remain in the Preschool or Church. In this situation, staff has predetermined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site. Children will be walked to the alternate site unless conditions warrant transportation.

Method to Contact Parents

In the event of an emergency, parents will be called and a note will be placed on the door. If necessary, local media will be alerted to provide more specific information. You can also check for information on our website, www.dunwoodyumc.org, or call the Preschool Office at 770.394.2555 for a recorded message.

Reuniting with Children

When the emergency ends, parents will be notified and reunited with their children as soon as possible. The contact methods listed above will be used to keep you informed.

MAJOR EMERGENCIES

Contingency plans for major emergencies are posted in each room of the preschool. Fire and tornado drills are held during the school year. Parents on the premises at the time of the drill must participate.

In the event of any loss of power or water for 2 hours, parents will be called to pick up their children.

PROCEDURES FOR MEDICAL EMERGENCIES

In case of severe injury or illness, the Director, the Assistant Director, Business Manager or classroom teacher will first call the DeKalb Emergency Medical Squad (911) and then she will call the parent and make them aware of the emergency. If the parents or an emergency contact person are unavailable, the Director, Assistant Director or Business Manager will follow the emergency vehicle to the hospital.

If the injury is not serious enough to warrant a call to 911 but does require immediate medical attention and the parent or emergency contact person cannot be reached, emergency transport will be arranged to the nearest medical facility. A staff member will follow the emergency vehicle to the hospital.

All minor injuries will be handled in house. If a minor illness occurs, the parents (guardian) or emergency contact person will immediately be contacted. Sick children need to be picked up within one hour of being contacted. The child will remain in the Director's Office or the classroom until a parent or designated emergency contact person can be reached.

INCLEMENT WEATHER & EMERGENCY CLOSINGS

DUMC Preschool will follow the DeKalb County Schools regarding emergency closings due to storms, snow, etc. Informational announcements are broadcast from local radio stations at the time of the emergency.

If DeKalb County Schools are closed due to inclement weather, we will be closed. If, at any time, driving conditions are hazardous, let the general rule be “do not bring your child to school.” If driving conditions threaten to become hazardous during the hours our school is in session, we urge you to come for your child as soon as possible.

FORMS

By the first day of school, September 7, 2010, we are required to have the following forms from each child:

Handbook Acknowledgement Form
Emergency Contact and Medical Release Form
Certificate of Immunization (Form #3231)
DUMC Preschool Health History (with physician’s signature)

A doctor’s immunization certificate (Form #3231) is due on the FIRST DAY of school. A child will not be allowed to remain at DUMC Preschool beyond 30 days unless the Certificate of Immunization is on file at the school.

Parents are responsible for keeping the school informed of any changes in information contained on these forms including telephone numbers, work locations, emergency contacts, child’s physician, child’s health status and immunization.

WITHDRAWALS & REFUNDS

Should it become necessary to withdraw a child from DUMC Preschool, one month’s written notice must be given to the Director or Business Manager. No refunds will be made for short or long absences. In the case of extended absence or illness, monthly tuition must be paid to reserve a place in the class.

PROGRAMS

There are two music programs in which children, ages three years and over, may participate: Christmas and an End of the Year program. These programs are brief, lasting no more than 30 minutes. These programs are designed to be a “sharing time” with you. Please view the calendar for the dates of these special events.

CORRESPONDENCE

We will attach notes to your child’s school bag. Please check every day for any newsletter, notes, or conference requests. Any correspondence that you may want to send us, including tuition payments, should be sent in the same manner.

Please call the school if your child is not attending on a regularly scheduled day.

CLOTHING

We recommend that the children wear school clothes that are practical, comfortable, and washable! Let your child know that it is all right for him to play outside in the clothing that he wears to school. Most of the materials that we use will be washable. The children are required to wear rubber-soled shoes to school. (No flip flops, CROCS or sandals without straps.) Tennis shoes are required on Kindergym days.

We go outside if weather permits. Please have your child wear sweaters, jackets and mittens (labeled with name) as dictated by weather conditions.

Please have an extra set of (season appropriate) clothes in a Ziploc bag in your child’s book bag. Be sure to include socks in this set of clothes.

PICTURES

Color individual pictures are made in the fall. Group class pictures will be made in the spring. The studio determines the cost of these photographs. The school receives a percentage of total sales. You are not

obligated to purchase these pictures.

SECURITY DOOR ACCESS SYSTEM

For the security of your child, the system is in continual use. If you bring your child late or are picking your child up early, ring the bell by the Preschool doors or Infant/Toddler double doors and we will open them for you. If we do not recognize you, ID will be required before you enter the Preschool.

ARRIVAL & DISMISSAL

The child's day is from 9:00 a.m. until noon. We open the doors at 8:50 a.m. and begin dismissal at 12:00 noon. **Please do not bring your child early.** We cannot be responsible for any child on the premises prior to school hours. Teachers need the time before school opens to prepare for the day.

Children are dismissed as their transportation arrives at the designated pickup area. Display your carpool number in the front window. (See the complete carpool procedure on Page 14.) Be sure the number remains in place until your child is in the car. Please pull forward to the "Buckle Zone" and buckle your child. (NOTE: Georgia state law requires that children six and under be buckled in an appropriate car seat. All children must remain buckled in before drop off in the morning.)

Please be on time, as children get anxious when their parents are late. Also, please be aware that the teachers may have Lunch Bunch and EXD duties that begin after dismissal. Dismissal time is from 12:00 noon -12:15 p.m. If you will be late picking up your child, please call the Preschool Office and let us know. A late fee of \$10 will be applied for children being picked up after 12:15 p.m. and \$1 for each minute thereafter. Your child will be held in the Preschool Office until you arrive. When you pick up your child, come to the office, pick up your child's belongings, and pay the late fee.

If you find it necessary to come into the building at 12:00 noon when regular carpool is going on, please park in a designated parking space in the large parking lot and enter the double doors in front of the Education Building.

If you need to pick up your child early, come to the Preschool Office and sign your child out. Your child will be brought to the office by their teacher.

NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN A PARENT OR PERSON AUTHORIZED ON THE PARENT AGREEMENT FORM WITHOUT A WRITTEN NOTE FROM THE PARENT. IDENTIFICATION WILL BE REQUIRED.

TRAFFIC INSTRUCTIONS

Please read these instructions carefully as they are for your safety and the safety of the children. Officers Wayne and Terry are our traffic control officers. They should be deferred to at all times when entering and leaving during carpool.

There is a strict no cell phone policy during Drop-off and Pick-up. This means as soon as you see a Traffic Control Officer and until you leave the parking lot!

The new texting law, Senate Bill 360, states: *No person shall operate a motor vehicle on any public road or highway of this state while using a wireless telecommunications device to write, send, or read any text based communication, including but not limited to a text message, instant message, electronic mail, or Internet data.*

IF YOU ARE APPROACHING THE CHURCH DRIVEWAY FROM CHAMBLEE-DUNWOODY ROAD/NANDINA LANE: Please put your turn signal on as soon as you pass Nandina Lane. This allows the officer to bring some cars out of the church driveway. (Diagram #1, Page 14). If you plan to walk in with your child, please enter at the 1st entrance past Nandina. This will shorten the carpool line, as well as keep you from having to sit in the line unnecessarily.

APPROACHING THE CHURCH DRIVEWAY FROM ASHFORD-DUNWOODY ROAD: Use your turn signal and get into the turn lane as soon as you can safely do so. If you cannot get into the turn lane, please stay in the left lane with your turn signal on. If cars are waiting to exit the driveway, the officer will let them out first. Please wait for his signal to turn into the driveway. (See diagram).

You must turn right when exiting the parking lot if the traffic officer is present. With safety as our first priority, it is best to proceed to the light at Ashford-Dunwoody Road, turn left and proceed to the next light at Ashford Center Parkway, and turn left. This takes you back to Chamblee-Dunwoody Road. Please do not U-Turn or turn into Dunwoody West neighborhood to turn around.

Please keep children in their seats and buckled until a teacher opens the door for them in carpool.

The traffic officer directs traffic from 8:50 a.m. until 9:15 a.m. and 11:50 a.m. until 12:10 p.m. Coordination with the traffic lights at Ashford-Dunwoody and Chamblee-Dunwoody roads is taken into consideration. In the event that an officer is not present to direct traffic, please be patient and exit cautiously.

If a caregiver, grandparent, or friend will be picking up your child on an occasional basis, please make sure they understand these policies.

CARPOOL PROCEDURES

There is a strict NO CELL PHONE policy during drop-off and pick-up.

IF YOU HAVE AN INFANT OR TODDLER:

After you enter the Church property (following the directions), please park near the main entrance. Walk your child into the building being sure to hold your child tightly and watch carefully for cars entering and leaving the Preschool. You may want to arrive earlier and back into your space for an easier exit.

IF YOU HAVE A TWO YEAR OLD:

After you enter the Church property (following the directions above), continue through the parking lot, park and walk your child into the building. Beginning in late September, two year olds can begin morning carpool. There are teachers stationed to help them to their class.

Afternoon carpool begins Monday, September 13.

September 27 -- MORNING: Enter the Church property (following the directions), and pull under the portico for drop-off and pick-up. Please put your car in park once you have reached the designated stopping point on the curb. Teachers will unload your children and ensure their safety until they get to their classrooms. After drop-off, circle back around to the Church driveway from which you entered. The traffic officer will help direct you onto Mt. Vernon Road.

** If any child is overly anxious or upset during morning carpool, please walk them to class. The teachers will not take a crying or extremely resistant child out of the car without the parent's permission.

September 13 – AFTERNOON: Follow the morning procedures except please display your carpool number clearly in the front passenger window. Keep the number in place until your child is loaded into the car. Exit in the way you do for morning drop off, being sure to pull over in the designated buckle zone (see diagram) before leaving the parking lot.

You may walk your child into school or pick them up from school at any time, but do use extreme caution when leaving or entering your car by holding your child's hand and being mindful of cars in the parking lot. Carpool is the safest method.

IF YOU HAVE A THREE, FOUR OR YOUNG FIVE PRESCHOOL CHILD:

MORNING: Enter the Church property (following the directions), and pull under the portico for drop-off and pick-up. Please put your car in park once you have reached the designated stopping point on the curb. Teachers will unload your children and ensure their safety until they get to their classrooms. After drop-off,

circle back around to the Church driveway from which you entered. The traffic officer will help direct you onto Mt. Vernon Road.

** If any child is overly anxious or upset during morning carpool, please walk them to class. The teachers will not take a crying or extremely resistant child out of the car without the parents' permission.

AFTERNOON: Follow the morning procedures except please display your carpool number clearly in the front passenger window. Keep the number in place until your child is loaded into the car. Exit in the way you do for morning drop off, being sure to pull over in the designated buckle zone (see diagram) before leaving the parking lot.

You may walk your child into school or pick them up from school at any time, but do use extreme caution when leaving or entering your car by holding your child's hand and being mindful of cars in the parking lot. Carpool is the safest method.

Do not under any circumstances leave a child unattended in your car while you come into the Preschool or Church. This is extremely dangerous to your child! This is also a violation of the Preschool's licensing.

CHILD ABUSE

DUMC Preschool staff is trained to recognize signs and symptoms of child abuse. DUMC Preschool staff is mandated to report any suspected cases of child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

COMMUNICATION / CONFERENCES

Our teachers make every effort to keep you informed of your child's activities through newsletters, notes, and regular consultations. For children in our 2 Year Old to Young 5's classes, two individual conferences will be scheduled with you during the year, in the fall and in the spring. Infant and Toddler children will have a minimum of one scheduled conference in the spring. At that time, the teacher will be able to formally update you on your child's progress.

Other conferences may be arranged any time that the parent, teacher, or Director deems that it is beneficial. Please call the Preschool Office, 770-394-2555, ext. 140, if you would like to set up a conference.

All personal information or data regarding your child will be kept in confidence at all times.

CLASSROOM VISITS

We invite you to visit the classroom at any time. A visit can be enlightening to you in many ways:

- It is an opportunity for you to understand and observe your child's behavior.
- You become aware of your child's response to school experiences.
- A visit will help you overcome anxieties about your child.
- You will get to know your child's teacher and friends better.
- Most importantly, you have a right to know how our school operates.

Please plan on coming to school for a few hours during the year. It will mean a great deal to you and your child!

SNACK / LUNCH

A nutritious, mid-morning snack will be provided by the parents. Parents will be asked to provide a snack for the entire class a few times a year. An appropriate snack list is on Page 27. We strongly encourage parents to make selections from this list. Juice (NOT RED) or water should be provided with each snack. For children under 3, we cannot serve popcorn, carrots, celery, whole grapes or any nuts (also raisins for Infant/Toddler classes). State licensing requires us to serve snacks from sealed containers (i.e. we cannot serve from an open box of Goldfish).

DUMC Preschool is a no peanut zone from 9:00 a.m. to 12:00 noon Monday-Friday.

Children staying for Lunch Bunch and EXD should bring a lunch from home. These lunches should include a nutritious drink, a raw or cooked fruit and/or vegetable, cheese, and/or a sandwich with a healthy filling. Please do not include soft drinks or candy for snacks or lunch. Do not send any aluminum cans with

pop tops or glass containers to school. They will be returned unopened, as they present a safety hazard.

During Lunch Bunch and EXD, peanuts are allowed as children bring individual lunches. If it is feasible, we will try to maintain a no peanut room. If a parent wants a child with peanut allergies to participate in EXD and we cannot provide a peanut-free room, parents may pick up the child for lunch (12:00 noon – 1:00 p.m.), eat together in another location, then return the child for the EXD activity. We may also offer a separate table in a Lunch Bunch classroom.

If your child has a food, medicine, or environmental allergy of any kind, please let the teacher and the office staff know immediately.

BIRTHDAYS

Each child's birthday is very important. We place emphasis on it by marking the calendar, and providing a crown for him/her on that special day. If parents would like to visit and bring a birthday snack such as cookies to share with the class, you are invited to do so. Please limit sugary items (especially icing). Decorations are fine – but no candles or latex balloons are allowed in the building. If your child has a summer birthday, we celebrate with an “un-birthday,” “half birthday,” or “special day.”

Birthday invitations to parties that are held away from school will be distributed **ONLY** if all children in the class are invited to the party. Otherwise, please make other arrangements for distribution.

PARTIES

In our older classes we have four seasonal class parties during the year: Fall, Christmas, Valentines and End of the Year. If you would like to help with any of these parties, let your teacher know during the Parents' Meeting at the beginning of the year. Parents helping with parties should provide food and drinks for all the children in the class. One activity for the children may be helping to make these refreshments. Party favors are fine, however, no latex balloons or hard candies are allowed! Due to overcrowding in the classroom and general safety concerns, we urge parents to make alternative childcare arrangements for younger siblings.

SCHOOL BAGS

Each child will need a tote bag for carrying home papers. **No backpacks, please.** Bags with open tops and handles are easier for your child to manage. We have bags with our school logo for sale. **Please write your child's name on the front of the bag.** We will attach a zippered envelope to the outside of the bag so important notes can be sent home, and notes and envelopes can be returned to school. Please check for communication daily.

SPECIAL PROGRAMS

Special programs add to the enrichment of our Preschool program. These special programs are presented throughout the year to the 2's, 3's, 4's and Young 5's and may include a puppet show, musical special or a visit from the fire truck. Fees for these programs are included in your monthly tuition payment.

MUSIC

Music with one of our music teachers is offered to all children enrolled in our school. During the year, all phases of music are covered and children experience many different forms of music. We learn songs, use different musical instruments, play rhythm games, and use CD's extensively. The major goal of our music program is to expose children to many different music styles and encourage a love of music.

KINDERGYM

The Kindergym program (creative body movement) taught by a qualified teacher is offered to 2's, 3's, 4's, and Young 5's in our school. The children learn much about their bodies and how they work. The major goals are large motor development and coordination with an emphasis on learning and using “locomotor movements.” Many forms of exercise are experienced: stretching, running, ball-rolling, bean bag tossing, and

parachute play. Athletic shoes should be worn in Kindergym at all times. No flip flops or CROCS may be worn in order for a child to participate in Kindergym.

SPANISH

The Spanish program taught by an experienced native-speaking foreign language teacher is offered to our 4's and Young 5's classes. This introductory program is designed to give the children a small view of the diversity of Spanish culture. The children will have fun exploring the Spanish language through age appropriate activities, music and movement.

PRESCHOOL CLASSES

CLASSES OFFERED

Infants:	T/Th or W/F	(3:1 Ratio)
Toddlers:	T/Th or W/F	(5:1 Ratio)
(Infants and toddlers may attend a maximum of 2 days a week)		
Two Year Old Classes:	MWF or T/Th	(6:1 Ratio)
Three Year Old Classes:	T-F, MWF or T/Th	(7:1 Ratio)
Four Year Old Classes:	M - F	(8:1 Ratio)
Young Five Year Old Class:	M - F	(8:1 Ratio)

INFANTS/TODDLERS

At DUMC Preschool, our purpose is to provide an environment where infants and toddlers will receive quality care. A flexible schedule ensures a balanced day that provides both active and quiet activities. It is a program where every child knows that he/she is unique and loved.

Our Infant/Toddler program meets not only the needs of the child but also the needs of the parents. Parents benefit from a quality program where they know children receive excellent care, based on developmentally appropriate practices.

From birth through the second year, children develop rapidly from total dependence on others to an assertive "I can" stage. Voluntary movement develops and wanting to be held gives way to crawling and then walking. Imitation becomes creativity, and language skills emerge from crying to the formation of understandable language. It is our goal to provide age-appropriate activities and to foster development in a well-equipped physical environment.

TWO YEAR OLD CLASSES

Our Two Year Old program is offered for children who will be two by September 1, 2010. We offer your child a variety of new experiences geared for this stage of development. Our major goals are developing social and emotional skills, gross motor development, and language arts. Our curriculum includes many forms of art media, music, finger plays, cooking, story time and play experiences. Exposure to basic shapes, colors, and minimal use of scissors is included. Kindergym and music are also offered. The curriculum will encourage learning as a creative life-long process, which begins with meaningful firsthand experiences for your child.

THREE YEAR OLD CLASSES

The Three Year Old program is offered for children who will be three by September 1, 2010. We offer a wide variety of experiences directed towards the needs of this age child. Social skills, language development, sensory perceptual and gross motor development are major goals of this program.

Our curriculum includes many creative activities using all forms of art media, music, games, finger plays, literature, sensory experiences and most of all play. All activities are geared to the level of needs for a three-year old child. Kindergym and music classes are provided each week.

While we certainly understand isolated "bathroom accidents," three-year olds MUST be toilet-

trained upon enrollment to the class. Toilet-trained is defined as being independent of adult support, including dressing/undressing and wiping. Teachers will assist and monitor hand washing. Please do not send them in diapers or pull-ups. Please refer to the full Toilet Training Policy.

FOUR YEAR OLD CLASSES

The Four Year Old program is offered to children who will be four by September 1, 2010. This program is developmentally appropriate for a four-year old child and will foster skills that will help to prepare him/her for Kindergarten. We have a theme-based curriculum and use many creative activities to support this curriculum. Fine motor activities may include: use of scissors, crayons, paste, easel painting, clay, making collages and finger painting. Supplemental curriculum is utilized for developing handwriting skills as well as phonemic awareness. Symbolic play is encouraged in the housekeeping center, the block center, and through dramatic play. Growth in cognition is encouraged by reading good literature and recalling facts from these stories, and through science projects, cooking experiences, use of songs and musical instruments, use of learning games, and incidental teaching.

YOUNG FIVES CLASS

This class is planned and offered for children who, for the most part, will be five by September 1, 2010. This class is an extension of the four-year old class and is primarily designed for children with four-year old classroom experience. All other students for this class will be placed at the discretion of the Preschool Director. The primary purpose of this class is to assist each child in expanding his capabilities. We use a “low-key,” structured phonetic approach to language development. Creative hands-on activities, music, science, and math readiness are experienced in this class. It is designed to provide experiences that build concepts, develop problem-solving skills, encourage positive self concepts, and provide a foundation for future living.

Children are given the opportunity to expand play skills and cognition through participation in many areas such as the housekeeping center, the block center, the book center, a center in which he can build his own wood creations, the sand/water center, etc. A flexible schedule ensures a balanced day that provides energetic physical movement as well as periods of quiet activity. Listening skills are enhanced as the child is also given experiences in all areas of development as he learns by exploring his world. The general goals and objectives of this class center around appropriate tools in preparation for Kindergarten readiness.

GUIDELINES REGARDING CLASS DROPS AND ADDITIONS

If, at any time, the number of children in a class (or classes at the same age level) falls below the number of children required to operate a quality program and to keep the class (or age level) operating at break even – considering tuition vs. teacher salaries, administrative costs, supplies, etc. and/or if there is waiting list at another age level that could use the classroom space, serving more children and operating in the block, the Preschool Director or Board member may:

- 1) Recommend to the Preschool Board that the class(es) should close with children dispersed into another class(es) and that a new class should be opened – if the waiting list warrants this.
- 2) Recommend that some staff be terminated or asked to change the class and/or age level they teach.

If this change is approved by the Preschool Board, the changes will be made to the class(es) in an expedient manner. However, before these changes occur, parents will be given information supporting this change as well as the necessary support to make the transition as smooth as possible.

2010-2011 FEES

A non-refundable registration fee of \$100.00 is payable at the time of registration. Payment of this fee assures the child a place at DUMC Preschool. This fee is separate from tuition. September tuition for 2010-2011 is due June 1. A yearly Traffic fee of \$75 per family covers the cost of our traffic control officer. The Traffic fee and October tuition are due September 1.

<u>Class Registered For:</u>	<u>Monthly Tuition</u>	
Five day 4/s/Young 5's		\$340
Four day 3's	\$300	
Three day 3's	\$255	
Two day 3's	\$220	
Three day 2's	\$290	
Two day 2's	\$220	
Toddlers 2 days/week		\$235
Infants 2 days/week		\$235

Please make checks payable to DUMC Preschool; note on the check memo and the tuition envelope, child's name and what the money is for, e.g., tuition, book order, traffic fee, etc. October through May tuition is due by the first day of the prior month.

LATE TUITION PAYMENT POLICY

Tuition payments received after the first of the month are considered late. Payments received after the 10th of the month will be subject to a late fee of \$10. Payments made after the 15th of the month are subject to an additional late fee of \$25. Late fees will continue to accrue until payment is received and your account is made current. Your annual tuition, supply and activity fees are divided into nine equal monthly payments for your convenience. No refunds will be given for absences. One month's written notice is required for withdrawal. The Preschool reserves the right to dismiss students who are in arrears on tuition.

PERSONAL POSSESSIONS

Everything your child will need for the day should be in a bag labeled with the child's name. Please label all items. Please discourage your child from bringing toys to school except for show and tell as we would not want special treasures to get lost in the classroom.

EXTENDED DAY (EXD) PROGRAM FOR AGE 3 – YOUNG 5's

We are offering some new extremely fun enrichment classes in addition to your old favorites. EXD is available to all children in the 3's, 4's, and Young 5's classes. EXD consists of an afternoon of supervised play, lunch with friends and a choice of enrichment classes. Parents must provide a nutritious lunch for all children attending EXD.

EXD begins Monday, September 13. An EXD calendar is sent home prior to each month and is due with payment by the due date indicated on the calendar. The calendar must be turned in by the deadline so that we can plan to maintain proper staff/child ratios. If the calendar is turned in later than the deadline, you are considered a drop-in and will be charged the drop-in rate. EXD is custom designed for your afternoon. Your child may choose to eat and play till 1:00 p.m., 1:45 p.m., or 2:30 p.m. or choose an EXD class. EXD kids are dismissed from the secure doors leading into the Preschool.

LUNCH BUNCH PROGRAM FOR 2's

Because we know your 2 year old is growing up and wants to be a big kid, we offer Lunch Bunch for the 2's classes starting Monday, November 1. We start Lunch Bunch later in the year to let your 2 year old get acclimated to the Preschool environment. Lunch Bunch is designed to allow the 2 year old extra time to play on

the playground and socialize with friends during lunch. Parents are asked to please pack a nutritious lunch on the days your child attends. Lunch Bunch lasts until 1:00 p.m. and pick up is at the double doors leading into the Preschool. Your 2 year old may also take advantage of our drop-in policy for Lunch Bunch.

DROP-INS

If you do not want to sign up monthly for Lunch Bunch or EXD but need a day for your child to stay and play, you are welcome to “Drop-In”. You will fill out the green “Drop In” envelope available in the Preschool Office and enclose payment for that day. There are no drop-ins allowed past 1:45 p.m. Prices for Lunch Bunch, EXD and Drop-In are as follows:

Fees:

EXD rate until 1:00 p.m. \$6.00	1:45 p.m. ---- \$8.00	2:30 p.m. ----
\$10.00		
Drop-In rate until 1:00 p.m. \$10.00	1:45 p.m. ----\$15.00	

DISMISSAL FROM LUNCH BUNCH AND EXD

Parents come into the building when picking up Lunch Bunch and EXD children. Please park in a designated parking place in the large parking lot. Please do not park under the white portico area used for carpool. Please sign your child out at the desk in the hallway. A \$10 late fee will be assessed if your child is picked up within the first 10 minutes past their designated pick-up time (1:00 p.m., 1:45 p.m. or 2:30 p.m.). After the first 10 minutes, there will be a \$1 per minute charge. Please be prepared to pay upon arrival.

No child will be released to anyone other than a parent or person authorized on the parent agreement form without a written note from the parent. Identification will be required.

Our EXD program is licensed by the state of Georgia and conforms to the state day care standards.

EXD ENRICHMENT CLASSES

Class	Day of Week	Contact Names	Age of Children
Kick-a-Roos Tumble-Roos	Monday Tuesday	Michael Mey 7-345-2555 Ext 135	3's, 4's and 5's
Playball	Wednesday, Thurs- day	Lynette Limbeek 7-977-7788	3's, 4's and 5's
Science	Friday	Susannah Smith	4's and 5's
Art	Friday	Anne Trask	3's, 4's and 5's
Cooking	Tuesday	Dot Lauterbach	3's, 4's and 5's
Spanish	Monday	Yolanda Castles 7-671-0028	3's, 4's and 5's
Ballet	Wednesday, Thurs- day	Gina Burton 6-482-2264	3's, 4's and 5's

Specific program fees are charged by the semester. For more information , please contact the Preschool Office.

SUGGESTED SNACK LIST

IF YOUR CHILD IS ALLERGIC TO ANY FOODS, PLEASE PROVIDE YOUR CHILD'S TEACHER AND THE PRESCHOOL OFFICE A WRITTEN NOTICE IMMEDIATELY!

According to USDA guidelines for child care facilities, the following is recommended for a nutritious morning snack, choosing two of the four components:

Fruit, vegetable or full-strength juice; bread, cereal or grain; meat/protein and/or equivalent; liquid milk or dairy.

FRESH FRUIT OR DRIED FRUIT

Apple slices
Bananas
Grapes (**cut in half for 3's and under**)
Melon
Orange slices
Strawberries
Pineapple
Raisins (not for infants/toddlers)
Cranberries (not for infants/toddlers)

CANNED FRUIT
(must be in a plastic container)

Applesauce
Peach slices
Pineapple slices
Fruit cocktail

BEVERAGES

Apple Juice
White Grape Juice
Milk – skim, whole or chocolate
Water is provided and preferred

NO NUTS
NO PEANUT BUTTER
NO PEANUT BUTTER PRODUCTS
NO HARD CANDY
NO LARGE MARSHMALLOWS
NO HEAVILY ICED CUPCAKES/COOKIES

BREADS/GRAINS/CEREALS

Banana Bread
Cranberry Bread
Date Bread
Pumpkin Bread
Raisin Bread
Muffins of all kinds
Mini Bagels
English muffins
Pita Bread
Sandwich Squares (No Peanut Butter)
Low-sugar cereals
Rice Cakes

COMBINATIONS

Trail mix
Cereal mixes
Party mix
NO NUTS

CRUNCHY TREATS

Crackers – plain or with cheese

Pretzels (no hard pretzels)
Goldfish
Popcorn (4's & up only!)

EXTRAS

Pudding Cups, Jello Cups, Yogurt Cups

Cheese cubes or string cheese

VEGETABLES

Carrot and Celery sticks (4's & up)
Broccoli, Red or Yellow Bell Peppers

cut lengthwise

Cucumbers/Dip

PRESCHOOL PET POLICY

1. Prior to bringing pets into the Preschool, the visitor or teacher must obtain approval from the Director indicating the type of animal and when it will be brought into the preschool.
2. All pets brought into the Preschool will be visually inspected by a member of the Office Staff and by classroom teachers to assess that the animal is in good health.
3. Owners of the pet or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.
4. Teaching staff must supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Owners assume responsibility for visiting animals and stay with animals during the visit.
5. It is recommended that parents be notified in advance when an animal is introduced into the classroom or if an animal is expected to visit the classroom. Program staff will make sure that any child who is allergic to a type of animal is not exposed to that animal. If in doubt, check the child's file and/or call the parent.
6. Reptiles are not allowed as classroom pets because of the risk of salmonella infection.
7. Animals will be removed from the classroom immediately if they are seen as a risk to any children or adults.

**DUNWOODY UNITED METHODIST CHURCH PRESCHOOL HANDBOOK
ACKNOWLEDGEMENT FORM**

The State of Georgia requires all licensed childcare facilities to provide parents with a complete State approved copy of operating policies and procedures. They further require that parents sign a statement certifying that they have received, read and understand these policies.

In compliance with this regulation, please read the handbook, sign the statement below and return this form to the Preschool Office.

Thank you,
Preschool Office

“I have read the Dunwoody UMC Preschool Handbook and understand its contents. I agree to abide by the policies of the school as outlined herein.”

Print Name: _____

Signature: _____

Date: _____

I have read the DUMC Preschool traffic instructions. I agree that I will follow these directions and share these directions with other individuals who may be picking up my child(ren). I understand the “**No Cell Phone**” policy and will adhere to the “**Right Turn Only**” sign.

Print Name: _____

Signature: _____

Date: _____

Child(ren)’s Name(s)

Teacher’(s) Name(s)
