



Oak Forest Preschool
Handbook

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Policies and General Information:

We believe children need a safe, loving, nurturing, Christian environment in which to thrive and to feel good about themselves. We work to provide experiences to help children develop physically, mentally, emotionally, socially and spiritually.

The family is an important part of each child's development, and we recognize that parents are the first teachers of their children. Continuing communication and support between family and caregivers is vital to the educational process.

In order to serve the children and their families effectively, it is necessary for our staff and parents to clearly understand their responsibilities to each other. The policy statements in this handbook will serve as the basis of our operation.

Registration/Tuition:

Open registration is underway and preschool will begin Tuesday, September 3rd.

Preschool registration fees are \$75.00.

Tuition is \$190 per month and is due at the first of each month. Please make checks payable to Oak Forest UMC Preschool.

Oak Forest UMC Member Discount of \$5 per month.

Parents will be notified in writing and/or verbally of a delinquent account. If the tuition is not paid promptly, the child will not be allowed to return to the program until the account is brought up-to-date.

A service charge of \$20.00 applies for any returned checks. If more than one check is returned during the school year or summer, future payments must be made by money order or certified check.

There will be no credits or refunds for absences due to illness or holidays. All questions and/or concerns regarding financial matters need to be discussed with the Director, thus relieving the teaching staff of this responsibility.

General Schedule:

Preschool operates from 8:00am until 11:30pm. We will have lunch daily from 11:30 until 12:00. Please pack your child a nutritious lunch for them to stay at no additional cost.

Calendar:

We will follow Davidson County School Calendar for holidays and closings.

Dismissals:

Children must be picked up by 12:00pm or a late fee will occur. A flat \$10 fee for late pick-up between 12:01-12:15pm will be charged to your account. In addition to the standard flat late pick-up fee, your account will be charge \$1 per minute past 12:15pm. Late pick up charges need to be paid by the end of the current week. If late pick-up becomes a reoccurring issue, it can be grounds for dismissal from the program.

Snacks:

We will provide a healthy snack each day. Please do not send a separate snack or candy with your child. Please notify staff of any food allergies. Snacks may be used as a learning tool or part of our curriculum.

Illness/Medications:

If a child has a fever and/or any symptoms of a contagious disease (diarrhea, vomiting, chicken pox, etc.) you will be called and expected to pick the child up as soon as possible. **IMPORTANT: A CHILD SHOULD BE FREE OF SYMPTOMS, INCLUDING FEVER FOR 24 HOURS BEFORE RETURNING TO THE PROGRAM.**

Absences:

Please let us know if your child will be absent. This helps us prepare for activities.

Weather Closings/Delays:

We will follow Davidson County School for closings. If there are delays we will follow schedule below:

1 hour Delay; Preschool Opens @ 9 am

2 hour Delay; Preschool Opens @ 10 am

3 hour Delay; Preschool Closed

Davidson County School Closed; Preschool Closed

Withdrawals:

If a child needs to be withdrawn from the program, two weeks notice is required so that another child can fill the vacancy. If possible more notice would be appreciated.

Behavior Management:

Positive reinforcement in problem solving, redirection, and time outs will be used.

Accidents:

If your child becomes injured while in the care of the program, parents (s) will be notified. In case of serious injury, emergency 911 will be contacted. Please notify our staff if your child has an allergy to any known first aid supplies (ie: latex)

Field trips:

Field trips may occasionally be offered for children to build experiences for learning.

Transportation for the children's field trips will be provided on the church buses. They are driven by an adult approved by the church Trustees.

Parents will be notified prior to all field trips and asked to sign a permission slip.

The program will provide adequate supervision. In most cases, parents will also be invited to accompany their child's class if interested. Parents may need to drive independently, due to space limitations.

Toys:

Please do not send toys, handheld electronic devices, or any other special possessions to church with your child. Toys brought to the program may get broken or lost. Your child's teacher may advise you of special times for bring items from home. Toy guns, knives and other such weapons are not allowed at our program at any time.

Donations:

Monetary and gift donations are always welcome. In order to keep our weekly tuition as low as possible, you are especially welcome to donate any of the following items:

- Tissues/paper towels
- Hand sanitizer/hand soap
- Snacks (Goldfish, vanilla wafers, jello, fruit cups, pretzels)
- Playdough
- Craft supplies (smelly markers, stickers, glue sticks, etc.)

Oak Forest UMC Half-Day Preschool

Daily Schedule

8:00-8:30 Arrival/Free Play

8:30-9:00 Table Time

9:00-9:15 Restroom/Prepare for Snack

9:15-9:30 Snack

9:30-9:45 Circle Time

9:45-10:15 Music

10:15-10:45 Centers or Small Groups

10:45-11:15 Outside Time

11:15-11:30 Pack Up Prepare for Departure or Lunch

11:30-12:00 Optional Lunch Bunch

****Table Time:** Teaches children literacy, math, science, art, and fine motor skills. Activity will sometimes go along with our weekly theme.*

*****Circle Time:** Teacher will read to children, children will share, join in and raise questions. We will go over calendar, months, days of week and say the Pledge of Allegiance. This helps children with oral language, literacy, social skills, and math concepts.*

**** **Centers or small groups:** Centers where children can choose independently what activity they want to engage in. Small groups is where children will be split up into two groups (if this applies) based upon, ability, interest, or random selection. New skills are practiced at this time.*

**PLEASE Sign and Detach This Sheet and Return to the
Preschool Coordinator Prior to Your Child's First Day**

Parent Handbook Signature Sheet

**I have read the information in the current Oak Forest United
Methodist Church Preschool Parent Handbook.**

**My questions have been answered and I understand the
contents of this handbook and will adhere to the policies
within.**

Parent Signature

Date

**PLEASE Sign and Detach This Sheet and Return to the
Preschool Coordinator Prior to Your Child's First Day**