



# Parent Handbook 2017-2018

**First United Methodist Church  
2051 Monument St.  
Noblesville, IN 46060  
Noblesvillepreschoolpdo.com  
*Find us on Facebook*  
317.773.4911  
Lyndsay Sheridan, Director  
lsheridan@noblesvillefirst.com**



## Noblesville Methodist Preschool and PDO

Dear Parents,

Welcome to Noblesville Methodist Preschool and PDO. We are pleased that you have chosen our school for your child. The purpose of our school is to supplement the educational ministry of First United Methodist Church. We shall offer guidance for the young child in his/her development spiritually, socially, intellectually, physically, and emotionally. It is not our desire to help the growing child discover and explore God's word and experience His love along the way.

We extend to you an invitation to join us any Sunday for worship and Sunday school.

Worship Services: 8:15, 9:30 and 11:00 a.m.

Sunday School: 9:30 a.m.

Childcare available at 9:30 & 11:00 services.

We look forward to a busy, fun-filled year based on a child-centered and academic developmental curriculum. This curriculum is designed to provide a wealth of sensory activities that will enhance readiness for formal school instruction. We make a wide variety of experiences available to the children so that they may benefit from them as they become developmentally ready to do so. Many new and exciting activities will help your child grow in confidence, feel secure in relationships with other children, and enjoy the love of adults other than parents.

We are eager to work with you and welcome your comments and suggestions to provide the optimum school environment. Monthly calendars and newsletters will inform you of your classroom activities. Please display the calendar in a prominent place and discuss school experiences with your child.

It is our desire that each child emerge from Noblesville Methodist Preschool and PDO with a favorable attitude toward learning, a good feeling about him/herself, and most importantly, secure in the knowledge that he/she is a special child of God.

Sincerely,

Lyndsay Sheridan, Director

Office Phone: 317-773-4911

[ls Sheridan@noblesvillefirst.com](mailto:ls Sheridan@noblesvillefirst.com)

2017-2018  
School Calendar

August 14	Parent Orientation
August 15	Open House
<b>August 17</b>	<b>Classes Begin</b>
September 4	Labor Day (No School)
October 9-20	FALL BREAK (No school)
November 22-24	THANKSGIVING BREAK (No school)
December 7	Preschool Christmas Program
December 21-Jan 5	CHRISTMAS BREAK (No school)
February 19	PRESIDENT'S DAY (No school)
March 26 - April 6	SPRING BREAK (No school)
May 15	LAST DAY OF CLASSES

## Enrollment

We follow the guidelines established by the Noblesville Schools to determine placement in classes. All students must be the following age before August 1st of the current school year.

Class	Age
Bears (PDO)	18 months
Chipmunks (PDO)	30 months
LEAP	24 months
3's Preschool	3 years old
Pre-K	4 years old

Enrollment will take place in January. Enrollment to fill vacancies will be taken from a waiting list or on a first come, first served basis.

## Class Times

The doors to the building will open at 8:45 a.m. The classrooms will open at 9:00 a.m. Please remain in the Narthex until 9:00 a.m.

Class	Days	Session Time
Bears (PDO)	Mon/Tues/Thurs/Fri	9:00-1:00
Chipmunks (PDO)	Mon/Tues/Thurs/Fri	9:00-1:00
LEAP	Wed	9:00-11:00
3's Preschool	Tues/Thurs	9:00-11:15
Extended Day	Tues/Thurs	11:15-1:00
Pre-K	Mon/Wed/Fri	9:00-11:15 or 9:00-1:00
Pre-K Enrichment	Mon/Tues/Wed/Thurs	9:00-1:00

## Tuition

Classes	Monthly Fee	Yearly Supply Fee
Bears (PDO)	\$94/day	\$40/day
Chipmunks (PDO)	\$94/day	\$40/day
Extended Day	\$47/session	\$20
LEAP	\$47	\$30
3's Preschool	\$105	\$40
Pre-K (9:00-11:15)	\$125	\$50
Pre-K (9:00-1:00)	\$225	\$65
Pre-K Enrichment	\$280	\$70

Your first month's tuition (August/September) and your last month's tuition (May) are both due and payable by August 25th. The remaining 7 tuition payments will be due by the 1st of October, November, December, January, February, March and April.

Tuition becomes overdue on the 7th of each month. A late fee of \$35.00 will be charged on the 45th day past due. NO tuition refunds will be given after March 1. **Tuition Express** will begin in September for all subsequent payments.

\*Accounts 60 days past due will be reviewed. Unless arrangements are made with the Preschool PDO Director, the student may be dismissed.

## Arrivals and Departures

Special consideration is given to make this as smooth as possible for the children. Please notify the teacher in writing if a different person is transporting your child. We can release your child only to you or someone for whom you have given written permission.

### Arrival

To help your child have a more effective day, please ensure that your child gets a good night's sleep, eats a good meal and goes to the bathroom before school. Please walk your child to the classroom each day at 9:00 am. Please assist your child in hanging coats and storing backpacks in the designated area for each class.

### Departure

Parents are to park their cars in a designated parking spot, NOT under the awning or along the curb and come to your child's designated door. DO NOT COME IN. A staff member will meet you outside. Pets may NOT greet their children at the door.

All parents will carry a sign to the designated door when picking up their children. This sign should have all the names of the children who will ride in your car and their teacher's name. Each class is assigned a different color. Please line up with your class color.

Reuniting a child with a parent/caregiver at pick up is very exciting for them. Please keep this time cell phone free.

### Class Pick-Up Times

Bears (PDO)	1:00 pm
Chipmunks (PDO)	1:00 pm
LEAP	11:00 am
3's Preschool	11:15 am
Extended Day	1:00 pm
Pre-K (short)	11:15 am
Pre-K (long)	1:00 pm
Pre-K Enrichment	1:00 pm

\*\*If you fail to pick up your child on time, a late fee of \$1.00 per minute will be charged payable on your next month's tuition.

## **Closings**

Our school will be closed on days that Noblesville Schools are closed due to weather conditions. Check local radio and television stations for closings. Parents **will not** be notified by phone. If Noblesville Schools are delayed two hours, then all classes will begin at 11:00 am and end at 1:00 pm, except for Extended Day which ends at 2:00 pm. BE SURE to pack a lunch for your child on these delayed start days.

## **Health**

All students must have a health form on file. All students must be up to date on all vaccinations. An immunization record from the child's physician must be on file. Failure to provide documentation of immunizations within 30 days from the child's start date will result in dismissal from the program.

The health of all children requires that ill children be kept at home. A child must be fever free (without the use of Tylenol) for 24 hours before returning to school. Also, there should be no signs of vomiting or diarrhea for 24 hours before returning to class. A runny nose should be clear, not discolored.

Children requiring an epipen must always have one in the building. A doctor's note must be attached to the epipen. If the epipen is not with the child, he/she cannot stay at school.

No over-the-counter or prescription meds will be administered by staff.

## **Pet Policy**

No pets are allowed in the pick-up line or in the building due to allergies, and the fact that many children this age are frightened by animals.

## **Discipline Policy**

The Preschool/PDO will follow a “timeout” method of discipline:

**Step 1:** Give the child a warning and explain the consequences of not heeding the warning.

**Step 2:** Follow through with a time out if necessary. A time out chair will be used for 2 or 3 minutes by the child. The chair will be removed from the group, but in sight of the teacher.

**Step 3:** If a child has three time outs in one day or is so disruptive that the class cannot function, the child will have time out with the Director in the Director’s office.

Under no circumstances will the staff of the Preschool or PDO strike a child. Conferences between the parent and staff will be scheduled when the best interests of the child require it

## **Dismissal Policy**

The Noblesville Methodist Preschool and PDO reserves the right to remove a child from enrollment if that child displays continued disruptive behavior, including but not limited to, excessive biting, fighting or tantrums. The director shall act upon the teacher’s recommendation. Tuition will be refunded for the remainder of the month in which the action is taken if tuition is current.

Registration fees will not be refunded.

## **Diapers and Toilet Training**

Children are not required to be toilet trained to attend PDO. Children attending PDO and wearing diapers need to bring in a well-stocked diaper bag to the classroom. Please mark your child’s name on each diaper. All diaper bags and extra clothes need to be taken home after each session.

Children enrolled in 3’s Preschool, Extended Day, and Pre-K are required to be completely toilet trained prior to the start of school. The use of Pull-Ups is not allowed. Children who are toilet-trained need to bring a change of clothes.

Staff does not enter the bathrooms to assist students. If a bathroom accident occurs, students will be given the opportunity and materials to clean themselves and change their clothes. If a student cannot sufficiently accomplish this task, parents will be called to come and pick up the child.

## Clothing

Dress your child with crafts and active play in mind. Paints, crayons and glue may stain. The children will be playing outside whenever possible. Please dress them appropriately, including the proper shoes. Sandals, flip flops, platform or heeled shoes, and crocs should not be worn to school, as they pose a threat of injury on the playground. Tennis shoes are appropriate school wear. Outer garments, including gloves/mittens, hats, scarves, etc. should be clearly marked with your child's full name.

PLEASE-NO Umbrellas OR Backpacks with Wheels!

## Cubbies

Each child will have a cubby in the classroom to store his/her belongings; this will contain notes, calendars, etc. for each child. Belongings will need to be taken home after each session. Your child should not bring toys to school.

## Lunches

A lunch (including beverage and silverware) needs to be brought to classes going until 1:00. We cannot refrigerate these so please take this into consideration when packing the lunches. There is no access to appliances to heat meals. Containers should be easy for children to open. **No soft drinks.** Sandwiches, finger food and pre-cut veggies and fruit are appropriate.

All opened leftovers will be thrown away unless parents request otherwise. Parents of infants and toddlers, please include a sippy cup packed in your child's lunch.

## Party and Special Snack Days

Children may celebrate their birthdays at school. Parents need to contact teachers at least one week in advance. Treats may be homemade; however, no cupcakes please. We suggest that you bring cookies and birthday napkins. Celebration of summer birthdays may be arranged with individual teachers. Balloons and candy are not allowed.

For safety reasons, parents MUST notify the teacher in writing of food allergies and provide their child's snacks.

Unless all children in the room are invited, NO outside of school party invitations will be handed out at school.

Teachers will notify parents of special requests for party days

## **Reports and Conferences**

Conferences are the best opportunity for following your child's progress and are helpful to the teacher in understanding your child. Conferences are scheduled for 3's, Pre-K, and Pre-K Enrichment.

## **Field Trips**

Field trips are special educational times for your child. No siblings are allowed on preschool field trips. Each child will require a chaperone on trips.

## **Closing Remarks**

We will be giving every effort toward providing the best possible care for your child. We want this first "school" like experience to be a good one, and we want your children to have fun! Questions and concerns are always encouraged and can be addressed to the Director at 317-773-4911. We look forward to knowing you and your family!

