

**2016-2017
Parent Handbook**



First United Methodist Church

2051 Monument St.

Noblesville, IN 46060

Noblesvillepreschoolpdo.com

Find us on Facebook

317.773.4911

Preschool and PDO **Policies and Procedures**

Health

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.

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.

Sign up for special snack days will be posted outside the classroom.

Closings

Our school will be closed on days that Noblesville Public Schools are **closed due** to weather conditions. Check local radio and television stations for closings. Parents **will not** be notified by phone. If Noblesville Public Schools is 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.

2016-2017
School Calendar

Week of August 15th	Open Houses and Parent Orientation
August 18th	Classes Begin
September 5	Labor Day (School Closed)
October 10-21	FALL BREAK (No school)
November 23-25	THANKSGIVING (No school)
December 8	Preschool Christmas Program
December 22—Jan 6	CHRISTMAS VACATION (No school)
February 20	PRESIDENT'S DAY (No school)
March 27 - April 7	SPRING BREAK (No school)
May 15	LAST DAY OF CLASSES



Welcome to
Preschool

Notes

Noblesville Methodist Preschool and PDO
2051 Monument Street, Noblesville, IN 46060
773-4911

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 project “denominational doctrine,” but rather 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 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,
Carol Getch, Director

Phone: 773-4911
Emergency #: 695-3880

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.

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!

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/ caregiver.

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.

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.

PDO Lunches

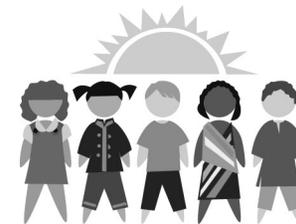
A lunch (including beverage and silverware) needs to be brought every PDO session. We can not refrigerate these so please take this into consideration when packing the lunches. All opened leftovers will be thrown away unless parents request otherwise. Parents of infants and toddlers, please include a sippy cup packed in your child's lunch.

Preschool Lunch Guidelines

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. Food items with multiple steps in building a lunch are time consuming and usually messy for the children (i.e. "lunchable" pizzas).

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 773-4911. We look forward to knowing you and your family!



Arrivals and Departures

Special consideration is given to make this as smooth as possible for the children. Please bring your child directly to the classroom. The child must then be signed in, including an emergency contact person and phone number. At the end of the session please check cubbies for papers and sign your child out. If a different person is transporting your child, this must be in writing and given directly to the caregiver. We can only release your child to an adult.

Enrollment

We follow the guidelines established by the Noblesville Public Schools to determine placement in classes.

Ducks	Five months
Bears	18 months
Chipmunks	Three years old by January 31
Extended Day	Children enrolled in 3, 4 or 5 year old preschool.

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

Diapers and Toilet Training

Children wearing diapers need to bring in a well-stocked diaper bag to the classroom. Please mark your child's name on each diaper. Children who are toilet-trained need to bring a change of clothes. All diaper bags and extra clothes need to be taken home after each session.

Preschool Policies

Class Times

The doors to the building will open at 8:55 a.m. The classrooms will open at 9:00 a.m.

2 Year Olds	Wednesday	9:00-11:00 a.m.
3 Year Olds	Tues/Thurs	9:00-11:15 a.m.
Pre-K	Mon/Wed/Fri	9:00-11:15 a.m. 9:00 - 1:00 p.m.
Pre-K Enrichment	Mon/Tues/Wed/Thurs	9:00-1:00 p.m.

Tuition

2 Year Olds	\$66/Month \$15.00 Supply Fee
3 Year Olds	\$100/Month \$25.00 Supply Fee
Pre-K a.m.	\$120/Month \$35.00 Supply Fee
Pre-K Alternate	\$220/Month \$50.00 Supply Fee
Pre-K Enrichment	\$275/Month \$55.00 Supply Fee

Your first month's tuition (September) and your last month's tuition (May) are both due and payable by August 26th. 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.

Enrollment

We follow the guidelines established by the Noblesville Public Schools to determine placement in classes.

- 2 Year Olds must be 2 on or before Aug 1.
- 3 Year Olds should be 3 on or before Aug 1, and toilet trained, no pull-ups.
- Pre-K should be 4 on or before Aug 1.

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. There are coat hooks outside the classroom door. Please assist your child in hanging coats, etc. on these hooks. Each child will have a cubby inside the room where they may place personal items, such as show and tell. Your child should not bring toys to school, except as a special show and tell item.

Departure

Parents are to park their cars out front, NOT under the awning or along the curb and come to the front door of the church. DO NOT COME IN. A staff member will meet you outside. Pets may NOT greet their children at the door.

We need parents, who have children in the 2's, 3's, Pre-K's and Pre-K Enrichment to carry a sign to the front 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, so let's make this time cell phone fee!

Late Pick Up Fee for Preschool/PDO

If you fail to pick up your child on time, a fee of \$1 per minute up to \$20 will be charged. Please keep in mind that pickup times are:

2 Year Olds	11:00 a.m.		
3 Year Olds a.m.	11:15 a.m.	.PDO	1:00 p.m.
Pre-K a.m.	11:15 a.m.	Extended Day	1:00 p.m.
Pre-K Alternate	1:00 p.m.		
Pre-K Enrichment	1:00 p.m.		

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's, and Pre-K Enrichments.

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.

PDO Policies

Class

Extended Day	Tuesday & Thursday	11:15 a.m. –1:00p.m.
PDO Classes	Mon, Tues, Thurs, Fri	9:00a.m.-1:00p.m.

Tuition*

One day per week	\$89/ Month
Two days per week	\$178/ Month
Three days per week	\$267/ Month
Four days per week	\$356/ Month
Extended Day	\$46/ Month per Session

Supply Fee: One day/week, \$25.00/year. Two days/week, \$50.00 per year.

Your first month's tuition (August) and your last month's tuition (May) are both due and payable by August 26. The remaining 7 tuition payments will be due by the 1st of October, November, December, January, February, March and April. Tuition will be considered late on the 7th of each month. A late fee of \$35.00 will be charged on the 45th day past due. ***Tuition Express will be available for payments beginning in September.***

*Accounts over two months past due will be reviewed. Unless arrangements are made with the Preschool PDO Director, the student may be dismissed.