

# Noblesville Methodist Preschool

## PARENT-STUDENT HANDBOOK

### 2023-2024



*First United Methodist Church*

*2051 Monument St.  
Noblesville, IN 46060*

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*noblesvillepreschoolpdo.com  
Find us on Facebook!*

Dear Families,

Welcome to Noblesville Methodist Preschool! We are looking forward to partnering with you to give your child a dynamic early childhood learning experience. Our administration team and teachers make every effort to give your child the preschool experience that is best for them and their developing sense of self. We want every child to know they are unique, capable, and loved by God.

We are a ministry of Noblesville First United Methodist Church. As a preschool family, you are invited to all events and services that the church offers. There are many exciting events that happen throughout the year. There are weekly services on Sundays. The church is an inclusive community that would love to walk alongside your family in your faith journey.

Worship Services: 8:30 and 9:45

Children's Programming: 9:45

We look forward to a busy, fun-filled year based on a child-centered, play focused 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 learn how to appropriately interact in various social situations.

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 emerges from Noblesville Methodist Preschool 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

lsheridan@noblesvillefirst.com

## Enrollment

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

Program	Age
Parent's Day Out (PDO)*	14 months – 3 years old
3-4's Preschool	3 years old (and fully potty trained)
Pre-K	4 years old (and fully potty trained)
Transitional Kindergarten	5 years old (completed one year of Pre-K)

\*Age ranges may shift due to enrollment.

Rolling enrollment continues until all classes are at capacity. Registration for the next school year opens the first Friday in January to current families first. It then opens to the community to fill any vacancies.

All families will be charged a non-refundable registration fee and non-refundable yearly supply fee upon registering.

## Class Times & Ratios

Class	Days Offered	Times	Max # Students
PDO Adventurers (pick your day/s)	M/T/W/Th/F	9:00-1:00	10
PDO Discoverers (pick your day/s) PDO Jr Explorers (pick your day/s) PDO Explorers (pick your day/s)	M/T/W/Th/F	9:00-1:00	11-12
3-4's Preschool (2 Day)	T/Th	9:00-1:00	14
3-4's Preschool (3 Day)	M/W/F or T/W/Th	9:00-1:00	14
3-4's Preschool (5 Day)	M/T/W/Th/F	9:00-1:00	14
Pre-K (3 Day)	M/W/F	9:00-1:00	16
Pre-K (4 Day)	M/T/W/Th	9:00-1:00	16
Pre-K (5 Day)	M/T/W/Th/F	9:00-1:00	16
Transitional Kindergarten	M/T/W/Th	9:00-1:00	16

## Arrivals and Departures

Special consideration is given to make this as smooth as possible for the children.

**Drop-off:** Teachers will be at the designated door at 9:00 am. Parents should wait until the teacher opens the door to drop off their child.

**Pick-up:** Students will be brought to their designated door between 12:45-1:00. Parents should wait in their car or in an orderly line until teachers dismiss their students. All classes will have a specific colored sign. Please have that sign for every pick up. If someone else is picking up your child, in addition to written permission, they need to have the colored sign.

Please notify the teacher in writing if a different person is transporting your child, We can only release your child to you or someone you have given written permission to the teacher to pick up.

Parents need to park in designated parking spots at drop-off and pick-up.

## Late Policy

It is expected that children are picked up by 1:00. Families are charged \$1.00/minute that a student is in preschool care past their class end time. A note will be sent home notifying parents of the charge. The charge will be added to the next month's tuition.

## Pet Policy

No pets are allowed in the pick-up line or in the building.

## Closings

Our school will be closed on days that Noblesville Schools are closed due to weather conditions. Check Facebook and email for notifications. Parents will not be notified by phone. If Noblesville Schools are delayed two hours, then all classes will begin at 10:00 am and end at 1:00 pm (a 1 hour delay). BE SURE to pack a lunch for your child on these delayed start days.

## Health

The health of all children and staff 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.

Prescription medication may be administered at the director's discretion.

## **Clothing**

Dress your child with crafts and active play in mind. 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.

## **Diapers and Toilet Training**

Children wearing diapers need to bring 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. All students enrolled in preschool classes (not PDO) must be fully potty trained. Teachers do not enter bathrooms to assist in accident clean-up. If a child is unable to sufficiently clean themselves, parents will be called to pick their child up.

## **Lunches**

A lunch (including beverage and silverware) needs to be brought every session. We cannot refrigerate these, so please take this into consideration when packing lunches. All opened leftovers will be thrown away unless parents request otherwise. Containers should be easy for children to open. Sandwiches, finger food and pre-cut veggies and fruit are appropriate. All lunches should be ready to eat.

## **Parties and Special Snack Days**

Children may celebrate their birthdays at school. Parents need to make arrangements with the teachers. Treats may be homemade but store bought is suggested due to potential allergies. Celebrations of summer birthdays may be arranged with individual teachers.

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.

## **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.

## **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 3-4's, Pre-K's, and Transitional Kindergarten.

## **Discipline Policy**

All classrooms use various aspects of Conscious Discipline. Redirection, calming and breathing strategies, and behavioral guidance. In addition to Conscious Discipline, a timeout method/calm down corner may be in use.

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

Step 2: Follow through with a time out (calm down corner) if necessary. A time out chair (calm down corner) 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 is so disruptive that the class cannot function, the child will be brought to the Director in the Director's office.

Under no circumstances will Preschool or PDO staff 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, hitting or tantrums. The Director shall act upon the teacher's recommendation.

## **Tuition**

Your first month's tuition (August/September) and your last month's tuition (May) are both due and payable by September 1, 2023. The remaining 7 tuition payments will be due by the 1st of October, November, December, January, February, March and April. A \$25 late fee shall be charged when tuition is 30 days past due. A written notice of this charge shall be given to the guarantor of the family's Tuition Express account. Unless arrangements have been made with the Director, dismissal of the student will occur if the delinquent account has not been paid in full by 60 days past due. All tuition paid is non-refundable.

*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!*