

Dear Parents,

**Children are a blessing and a gift from the Lord. (Psalm 127:3)**

This Bible verse serves as both our initial verse for the year and as the theme for our preschool. We would like to thank you for choosing First United Methodist Church Preschool for your child's initial school experience and for entrusting your gift from God to us! We look forward to working with you in the coming year and know that together we will build many wonderful memories.

Our goal is to provide a safe and loving environment where your child can learn and grow, and we understand that an important element of the learning experience is the relationship between school and family. We invite you to come and share your time with your child's class throughout the year.

We know that your child is one of the most precious gifts God has given you. As we work with you in the coming year, we know you will see that your child is a precious gift to us as well. Please feel free to contact me if you have any questions or comments about your child or our Preschool program.

Sincerely,

Amanda Farill  
Preschool Director  
Covington FUMC

**(W) 770-786-7305**

**(C) 678-231-2951**

afarill@fumccovington.org

**First United Methodist Preschool  
1113 Conyers Street  
Covington, Georgia 30014  
770-786-7305  
www.fumccovington.org**

### **Church Staff:**

**Dr. Doug Gilreath, Senior Pastor  
Rev. Gail Thompson, Associate Pastor  
Mrs. Claudia Minge, Administrative Coordinator  
Mrs. Tamara Holder, Administrative Coordinator  
Mrs. Kye Haymore, Children's Director  
Mrs. Amanda Farill, Nursery Coordinator  
Mrs. Jennifer Davis, Business Manager  
Mrs. Binita Miles, Youth Minister  
Mr. Scott Daniels, Music Director  
Mrs. Jennifer Morgenthall, Church Hostess  
Mrs. Amanda Farill, Preschool Director**

### **Preschool Staff**

**Quality, continuity, and longevity of staff are important parts of our early childhood program. Our salary schedule is given priority in the budget to insure that we have the best staff available to care for your children.**

<b>Louise Bicksler</b>	<b>Assistant Music</b>	<b>770-787-3454</b>
<b>Lynne Dage</b>	<b>Two's</b>	<b>770-788-2954</b>
<b>Bobbi Hart</b>	<b>Four's</b>	<b>678-625-0903</b>
<b>Laura Kennon</b>	<b>Two's</b>	<b>770-788-6314</b>
<b>Jennifer Lamon</b>	<b>Four's</b>	<b>770-316-7942</b>
<b>Jennifer Long</b>	<b>Three's</b>	<b>770-883-1900</b>
<b>Donna Mitchell</b>	<b>One's</b>	<b>770-786-6650</b>
<b>Emily Schneider</b>	<b>Three's</b>	<b>678-342-8591</b>
<b>Joy Wallace</b>	<b>Three's</b>	<b>770-366-5501</b>
<b>Frances Waddelton</b>	<b>One's</b>	<b>770-786-2981</b>
<b>Julie Watkins</b>	<b>Three's</b>	<b>404-308-0693</b>
<b>Kathy Zaluska</b>	<b>Four's</b>	<b>706-468-8899</b>

# Calendar 2009-2010

## August

- 16 – Open House (Preschool Rooms and Chapel)
- 24 – Early Dismissal 12:00pm
- 28 – Teddy Bear Picnic 3's & 4's
- 31 - 9:15am POPS Meeting (Fellowship Hall)

## September

- 7 – Labor Day Holiday
- 11 – Grandparents Day 3's & 4's 12:00pm
- 17 – Early Dismissal 12:00pm
- 18 – Early Dismissal 12:00pm
- 21 – POPS Meeting (Fellowship Hall) 9:15am
- 25 – Preschool Staff Meeting 1:15pm to 2:00pm
- 25 – Field Trip to Scoops 3's & 4's

## October

- 9 – Holiday
- 12 – 16 Fall Break
- 19 – POPS Meeting 9:15am (Fellowship Hall)
- 21 – Preschool Conferences 3's & 4's 9:30am to 1:00pm
- 22 - Preschool Conferences 3's & 4's 9:30am to 1:00pm
- 23 - Preschool Conferences 3's & 4's 9:30am to 1:00pm
- 30 – Preschool Staff Meeting 1:15pm to 2:00pm
- 30 – Halloween Storybook Parade

## November

- 9 – POPS Meeting (Fellowship Hall) 9:15am
- 17 – Preschool Thanksgiving Feast (T/Th)
- 18 – Preschool Thanksgiving Feast (M,W,F)
- 20 – Early Dismissal 12:00pm
- 22 – Preschool Celebration Sunday
- 23 -27 Thanksgiving Holidays
- 30 - Preschool Staff Meeting 1:15pm to 2:00pm

## **December**

- 7 – POPS Meeting 9:15am (Fellowship Hall)
- 9 – Secret Santa Shop
- 10 – Secret Santa Shop
- 11 – Secret Santa Shop
- 18 – 3's & 4's Christmas Parties
- 21 – Jan. 4 Christmas Holidays

## **January**

- 4 – Student Holiday
- 5- Students Return to School
- 8 – Preschool Staff Meeting 1:15pm to 2:00pm
- 11 – POPS Meeting 9:15am (Fellowship Hall)
- 18 – School Holiday (Martin Luther King Birthday)
- 29 – Transportation Day

## **February**

- 4 – Early Dismissal 12:00pm
- 5 – Early Dismissal 12:00pm
- 11 – Valentine's Day Parties
- 12 – Valentine's Day Parties
- 12 – Preschool Staff Meeting 1:15 to 2:00pm
- 15 – 19 Winter Break
- 22 - POPS Meeting 9:15am (Fellowship Hall)
- 24 – Field Trip to Bakery (3's & 4's)

## **March**

- 5 – Umbrella Parade
- 15 – POPS Meeting 9:15am (Fellowship Hall)
- 17 – Preschool Art Day (Fellowship Hall)
- 18 – Early Dismissal 12:00pm
- 19 – Student Holiday
- 24 – Field Trip to Flower Shop (3's & 4's)
- 24 – Preschool Staff Meeting 1:15pm to 2:00pm
- 26 – Farm Day

## **April**

1 – Egg Hunt (T/Th Classes)

2 – Egg Hunt (M,W,F Classes)

5-9 Spring Break

19 – POPS Meeting 9:15am (Fellowship Hall)

21 – Preschool Conferences 9:30am to 1:00pm (3's & 4's)

22 – Preschool Conferences 9:30am to 1:00pm (3's & 4's)

23 - Preschool Conferences 9:30am to 1:00pm (3's & 4's)

31 – Staff Meeting 1:15pm to 2:00pm

## **May**

7 – 3's and 4's Mother's Day Celebration

14 – 3's and 4's Dads and Donuts

21 –Last Day of School Luau

21 – Four year old Graduation (Sanctuary)

**The First United Methodist Preschool was established as a service to the community. It is a non-profit endeavor. The school is sponsored by the Church and is subject to the control of the Preschool Committee with guidance from the Work Area on Education.**

### ***PHILOSOPHY OF EDUCATION***

*The learning process should be natural and spontaneous. Children learn best when learning is meaningful, rather than contrived. Children learn best when they are permitted to initiate activities that meet their needs. Choices within a learning environment allow children to engage in learning experiences naturally. The best learning atmosphere for young children is noncompetitive. In a noncompetitive environment, children are encouraged to question, be curious, and explore new possibilities. The teachers nurture a community of active learners. Social interaction is essential in the learning process. A teacher's inspiring attitude in the learning environment is an essential element. Learning occurs when children feel safe and trust themselves as learners.*

### **SPIRITUAL GROWTH**

**It is our goal to provide each child a safe and loving environment in which to grow and learn. The staff creates an atmosphere of Christian love and teaches the children about the wonderful love that God has for each of us.**

## Curriculum

In order to provide our children with the most developmentally appropriate learning experience, we have adopted a dual approach to curriculum this year. Our teachers will utilize both the Creative Curriculum for Early Childhood and a thematic approach to lesson planning. The teacher creates an atmosphere in which children are safe, feel emotionally secure, and have a sense of belonging. The curriculum includes areas of interests such as: blocks, house corner, table toys, art, sand and water, library, and outdoor activities. The students experiences in these centers aid their understanding of how concepts learned in school apply to the world in which they live.

Additionally, our school will be organized by monthly themes that provide the backdrop for both classroom and chapel experiences. Each monthly theme incorporates the idea that God gives us special gifts and this concept is applied throughout the children's daily activities.

## Thematic Units

August	Welcome to the Wonderful World of Preschool
September	God Made Me, and I am Special <ul style="list-style-type: none"><li>• Body Parts and the Senses</li></ul>
October	God Gives Us Imagination <ul style="list-style-type: none"><li>• Storybook Characters</li><li>• Nursery Rhymes</li><li>• Fairytales</li></ul>
November	God Gives Us Reasons to be Thankful <ul style="list-style-type: none"><li>• Pilgrims</li><li>• Native Americans</li><li>• Etiquette</li></ul>

- December**      **God Gave Us Jesus**
- **Advent**
  - **Jesus' Birthday**
  - **Christmas**
- January**      **God Made the World**
- **Transportation and Travel**
  - **Countries of the World**
- February**      **God Gives Us Friends**
- **Community Helpers**
  - **Valentine's Day**
  - **Friendship**
- March**      **God Made the Land**
- **The Farm**
  - **Plants**
  - **Weather**
- April**      **God Made New Life**
- **Bugs**
  - **Easter**
- May**      **God Made the Water**
- **Ocean Life**

## Chapel

As a Christian preschool, we feel that it is especially important that children have, at an early age an understanding of God's role in their daily lives. To this end, students in our three and four year old classes will attend chapel each week. Chapel is coordinated by the Preschool Director and conducted by "special guests" from our extended church family. Dr. Doug Gilreath, our senior pastor, and the Reverend Gail Thompson our associate pastor, will each conduct chapel at least once per month.

## Music

### *Music:*

*We are especially proud and excited to offer Kindermusik® for our three and four-year-old classes. Babies, Ones, and Twos will attend Music and Movement with a Kindermusik® certified teacher. Kindermusik® is a unique music program, which is committed to bringing music to children's lives through developmentally appropriate curricula, CDs, books, instruments, and activities for our classes and for family time.*

*Kindermusik's® philosophy is founded upon rigorous research and the following fundamental beliefs:*

- *Every parent is the child's most important teacher.*
- *Every child is musical.*
- *The home is the most important learning environment.*
- *Music nurtures a child's cognitive, emotional, social, language and physical development.*
- *Every child should experience the joy, fun and learning which music brings to life.*

## **Nutrition**

The Preschool will provide students with a light snack and water each morning. Parents are asked to provide a sippy cup or bottle each day to children in the Babies, Ones, and Twos classes. Parents are also asked to provide a lunch **THAT DOES NOT REQUIRE REFRIGERATION**. If a drink is not included in the lunch, students will be given water. Please keep lunches nutritious and simple, and please do not send carbonated beverages with your children. We encourage parents to send items such as sandwiches, cheese, crackers, fruit, raisins, raw vegetables/dip, pretzels and goldfish crackers for lunch.

## **Discipline Policy**

In order to keep your child safe and provide the best learning environment, the following are to be the standard discipline procedures.

- Our teachers use a problem solving approach to help children solve their social conflicts. Children will learn to express their feelings with words and develop solutions for their problems.
- A child may be separated for a short time from the group of children if she/he continues to hurt other children or is disruptive. Before allowing the child to rejoin the class, the teacher will help the child develop a plan for his or her behavior.
- Verbal communication with parents will be necessary if a behavior problem persists. If verbal communication is not possible, written communication will be used. We will ask that a note be signed and returned.
- Our last step will be dismissal of the child from the Covington First Methodist Preschool. We will use this step only if we feel all other options have been exhausted.

## **Biting Policy**

Whether it may be age related, because of teething, or due to illness, many children will bite to express their emotion and explore the world around them. If your child begins to bite other children or adults, our staff will work closely and patiently with you; however, we must protect and do what's best for all of the children in our care.

If a child bites another, that child will be placed on probation for the next 14 days. During this probationary period if the child bites again, the child may be subject to dismissal. Dismissal is at the discretion of the Preschool Committee after careful consideration of all circumstances relating to the biting occurrences.

## **Procedures for Drop-off, Pick-up, and Carpool**

Parents of students attending the Babies, Wonderful Ones, and Tremendous Twos classes are asked to drop their children off and pick them up in their classrooms. Drop-off for these classes is from 8:50 to 9:00 in the morning. Please do not use the handicapped spaces when parking. The use of the handicapped spaces creates traffic-flow issues with the carpool line.

Please pick your Babies, Wonderful Ones, and Tremendous Twos up from their classrooms between 12:55 and 1:05. A late fee of \$1.00 per minute will be charged for children picked up after 1:10.

For parents of students attending the Terrific Threes and Fabulous Fours classes, we ask that you utilize the carpool line. For carpool, please enter from the Church Street entrance and drive through the parking lot. Your child's teacher will be at the door in the drive-through to greet him/her between 8:50 and 9:05. After dropping off your child, you will exit onto Monticello Street.

It is mandatory that all children be buckled in a car seat before leaving FUMC Preschool. It is also the law. If you do not have a car seat for your child at the time of pick up, we will not release your child. All children must have a booster seat or car seat. Thank you in advance for your cooperation.

If you arrive after 9:10, you will need to park in the parking lot and bring your child to the classroom. It is important that your child be on time for school.

Children in the Terrific Threes and Fabulous Fours classes will be picked up at the same entrance between 12:55 and 1:05. A late fee of \$1.00 per minute will be charged for children picked up after 1:10. Please be at the school prior to 1:00 to pick your child up and follow the same entry and exit procedure outlined above. There will be a staff member at the door in the drive-through to assist your child to the car.

## **Building Security**

For the safety of our children and preschool staff, the back parking lot doors will be locked between the hours of 9:30 a.m. and 12:30 p.m. If you need to drop an item off or pick your child up during that time period, please enter in the doors under the covered area on the Monticello Street side of the church. Please proceed to the Church Office and let a church staff member know that you are there to either pick up your child or drop off an item. We thank you in advance for your support and cooperation of this new policy. This added security policy is just another way that we, as an organization, recognize the need for safety.

## Tuition

Babies, Ones, Two-year-old/two-day class:	\$125 per month
Ones, Twos and Three- year- old/three-day class:	\$145 per month
Three- year old/five-day class:	\$145 per month
Four- year- old/five-day class:	\$185 per month

Our preschool is financed primarily by tuition fees paid from student enrollment. Therefore, we will not make deductions for absences due to illness or other causes. We do not mail monthly statements. Tuition is due on or before the 10th of each month with the exception of the month of August when it is due on or before the 20th.

If we do not receive your payment by the 10th of the month, a late fee of \$10.00 will be charged on the 11th. An additional \$1.00 will be charged per day after the 12th. Children whose tuition is not paid before the beginning of the next month will not be allowed to return to school until fees are current unless prior arrangements have been made with the director. Children can be withdrawn from the program if fees are continually delinquent.

There will be a charge of \$25.00 for all returned checks. Additionally, after the first returned check, a notice will be sent home to parents requesting payment via cashier's check for the remainder of the year.

Tuition checks should be made payable to FUMC Preschool. Please indicate your child's name and what the payment is for (i.e., October tuition) on each check.

Payment may be mailed to the church (1113 Conyers Street, Covington, GA 30014, attn. Preschool) or placed in payment envelopes, which will be distributed on Parent Open House night.

When a child is registered, we assume it is for the entire year. Before a child is removed from the preschool, parents are requested to talk with the child's teacher and give at least two weeks notice. Parents should, otherwise, expect to pay an additional month's tuition. A family discount of 10% is offered on tuition to those with more than one child actively enrolled.

## General Information

### 1. Arrival and Departure

You need to have your child at school between 8:50 and 9:00. It is important that your child be on time for school. Please be at the school by 12:55 to pick your child up. A late fee of \$1.00 per minute will be charged for children picked up after 1:10.

### 2. Student Adjustment

Your child's first day of preschool is a very important one. We ask that you bring your child to the classroom on the first day. Reassure your child that the teachers will take good care of him/her and that the teachers have many fun activities planned. Your confidence and excitement about the new situation will help your child feel good about the day. Give your child a quick kiss and hug to assure him or her that you will be back soon to hear all about the day.

### 3. Communication

Please provide a written note to the teacher if your child will be picked up by someone else or if your child is going home with a friend. In emergency situations, please call the church office (770-786-7305) to let the director know of transportation changes.

### 4. Dress

Please dress your child in comfortable clothing appropriate for active learning. For your child's safety and comfort, we recommend that your child wear tennis shoes. "NO FLIP FLOPS PLEASE". Names should be in clothing such as sweaters, jackets and coats. In case of an accident, we ask that parents provide a change of clothes to stay in the classroom at all times.

#### 5. Safety/Security

When the custody of any child is in question, the First United Methodist Preschool must act in accordance with the rulings of the court. All legal papers pertaining to custody must be on file in our office.

We are required by law to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

#### 6. Health

In order to protect all of the children, we can only accept well children at preschool. We depend on you to help maintain this policy, and **SICK CHILDREN WILL BE SENT HOME**. Children should be kept at home if they have a sore throat, a fever within the last 24 hours, rash, earache, nausea, persistent cough or cold and/or swollen glands. If your child becomes ill at school, you will be contacted, and you should pick up your child as soon as possible. We ask that you do not send medications of any type to preschool.

#### 7. Birth Certificate and Immunization:

All children enrolled in the preschool program must have a copy of their birth certificate and a certificate of immunization (Form 3231) on file. These immunization forms are available at the Health Department or from your pediatrician. Please turn your child's certificates in by September 1.

#### 8. Birthdays

Parents of children having birthdays are invited to bring a snack on their child's special day. Parents also have the opportunity to honor their child on his/her birthday by helping The Preschool increase the size of the library. Parents are encouraged to bring a new book to read to the class. A special bookplate will be put on the inside of the book to commemorate the child's birthday, and the book will be placed in the school library where it will be enjoyed by our children for years to come.

#### 9. Invitations

Please do not send party invitations to school for your child or the teacher to distribute. The school will provide a class directory. We ask that you mail invitations or call the parents of children to be invited to parties.

**10. Class Parties**

We will have five parties during the year. We will have a fall party, Christmas party, Valentine party, Easter party and an end-of-the-year party. Each parent is asked to help with one party during the year.

**11. Field Trips**

Our three year old and four year old classes will go on fieldtrips. These are sure to become very special times for our students and staff alike. We try to ask each parent who can chaperone to do so and drive on at least one of these trips during the year. Most field trips are local and you will be notified at least one week prior to the field trip.

All children six years of age and younger are required “by law” to be in an approved safety seat. The Preschool Committee will not allow children to ride in our vans or in private vehicles during any preschool® event without a safety seat. We will use all care and caution possible when securing your child in his/her seat. To ensure the highest level of safety, you may be asked to help secure your child’s seat in a vehicle prior to a trip.

**12. School Closings**

FUMC Preschool will follow the schedule of the Newton County Public Schools regarding closing for inclement weather. In the event that the Newton County Public Schools run on a delayed schedule, the FUMC Preschool will follow the NCPS start time up until 10:00 a.m., after 10:00 a.m. the Preschool will be closed for the day. Please tune in to the local television or radio stations to determine school closings.

**13. Parent/Teacher Conferences**

Formal conferences will be scheduled for the 3 and 4 year old classes on two occasions throughout the year. These conferences will provide an opportunity for teachers and parents to discuss each child’s development. If you would like to discuss the progress of your child at any time, please feel free to contact your child’s teacher and arrange a time to meet.

14. *Parent Involvement*

Parents are always welcome in the classroom. P.O.P.s (Parents of Preschoolers) is an organization that will allow parents to get involved more directly with our preschool. This committee is headed by Louise Bicksler (lbicksler@bellsouth.net. Feel free to contact her if you would like to volunteer. Please plan to attend P.O.P.'s first meeting August 31, at 9:15 a.m. (Fellowship)