

Covenant United
Methodist Preschool
2011-2012
Parent Handbook



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Covenant United Methodist Preschool
is a Private Educational Institution
approved by the Maryland State Department of Education

Covenant United Methodist Preschool

Our Purpose: The Covenant United Methodist Preschool (CUMP) is based on the belief that every child is a person of worth and is created in the image of God. We encourage the emotional, social, intellectual, spiritual, and physical development of each child by using age appropriate curricula. The children will have the opportunity to learn, share, take turns, and to respect the rights of others. The combination of the curriculum and the environment will encourage the children to develop Christian attitudes and behaviors.

Three Year Old Class Objectives:

1. Identify first name
2. Recognize the four basic shapes
3. Recognize the primary colors
4. Recognize the secondary colors
5. Numeral identification: 0 - 10
6. Counting: 0 - 10
7. Two step directives
8. Basic directional concepts - i.e. under/over, up/down, in/out
9. Independence in self help skills - i.e. cleaning up after snack, putting one's coat on
10. Verbally communicate needs/wants
11. Develop interactive play vs. parallel play
12. Develop gross motor skills - i.e. pedaling a bicycle, climbing stairs, dancing
13. Develop fine motor skills - i.e. holding crayon properly, 8 piece puzzles, pasting
14. Develop self awareness and a positive self esteem
15. Recognize shapes - i.e. oval, heart, diamond, star

Pre-Kindergarten (4's) Class Objectives:

Four year old children will be expected to accomplish the following objectives, in addition to the objectives listed for the three year old class:

1. Identify first and last name
2. Print first name
3. Recognize complex shapes - i.e. pentagon, hexagon, octagon, crescent
4. Quantitative concepts - i.e. big/little, long/short, empty/full
5. Counting: 0 - 20
6. Numeral identification: 0 - 20
7. Knowledge of how to use children's publications - i.e. Weekly Readers
8. Four step directives
9. Develop dexterity (fine motor) skills - i.e. cutting, lacing cards, stringing beads
10. Develop gross (large muscle) motor skills - i.e. hopping, skipping, walking on a balance beam, parachute activities
11. Social skills - i.e. sharing, initiating play, interactive play
12. Sound and alphabet recognition: A-Z
13. Communicate in complete sentences
14. Develop independence and self confidence
15. Recite the alphabet
16. Write random upper and lower case letters of the alphabet
17. Draw a simple person with recognizable features
18. Draw simple geometric shapes
19. Rhyme simple words - i.e. hat, cat, bat, rat
20. Opposites - i.e. boy/girl, night/day
21. Story sequencing
22. Alphabet recognition - upper and lower case

Admission: Registration is open first to currently enrolled and/or siblings, second to church members, third to siblings of alumni, and then to the community. Three year olds and Pre-K (four year olds) children must be three or four by September 1st of the school year in which they enroll. All children must be completely toilet trained. Non-refundable fees due upon registration are: registration fee of \$50.00, the appropriate activity fee, and a deposit (tuition for May 2012).

Non-discriminatory Policy: CUMP admits children of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admissions policies, and other school administered programs.

Voluntary Withdrawal: Parents withdrawing their child from the school must give the office a (30) thirty-day written notification. If not, parents are liable for that month's tuition.

Requested Withdrawal: The school shall reserve the privilege to request the withdrawal of a student whose behavior, in the opinion of the staff and administration, is found to be opposed to the aim and discipline of the school, to a degree that the child will not benefit from a continued relationship with the school, and whose behavior may be detrimental to the progress of the other children. Prior to requesting parents to withdraw their child from the school, every effort will be made to meet with the parents to resolve the situation. However, if this cannot be done; a refund will be given to parents for the month of May.

Discipline Policy: Staff members are trained to be alert to conditions in the classroom, and in the majority of cases, they are able to redirect and intervene when situations arise that may contribute to discipline issues. Therefore, many discipline concerns are prevented.

If discipline is required, the staff has been instructed to kneel down to the child's level, talking in a calm voice directly to the child one on one. If several children are involved, all children would be privately asked what happened and how this particular behavior or situation could be avoided in the future. It is also our philosophy that if one child hurts another child, the child that initiated the hurtful behavior must apologize to the child or children that were harmed. If this is not effective in managing the behavior, the last step would be time out. For time out, the child is asked to sit in a chair in the classroom for three or four minutes, depending on the child's age. Parents are informed if a child is placed in time out.

Overall, we feel a firm but loving attitude works best with all children. We support the philosophy that an environment with structure, consistency, support, love, and fair consequences is the most beneficial environment for the social, emotional, spiritual and intellectual growth of a child.

Fees: Tuition is due on the first day (1st) of each month of the school year. A fee of \$10.00 will be assessed for all payments received after the 10th of the month. Do not send checks to the classroom with your child. Any check returned for insufficient funds will be charged a bank fee of \$25.00. Make checks payable to (CUMP) and write the child's name in the memo section. Checks may be mailed to the school or placed in the black locked box near the preschool entrance in main hallway.

Three Year Old Class on Monday/Wednesday
9:00 AM - 11:30 AM \$ 145.00

Three Year Old Class on Tuesday/Thursday
9:00 AM - 1:00 PM "Lunch Bunch" \$ 195.00

Three Year Old Class on Monday/Wednesday/Friday
12:15 - 2:45 PM \$185.00

Pre-K Class on Monday/Wednesday/Friday
9:00 - 11:30 AM \$185.00

Pre-K on Tuesday/Thursday/Friday
(3 day) 9:00 AM - 1:00 PM \$290.00

Pre-K Class on Tuesday/Wednesday/Thursday/Friday
(4 day) 9:00 AM - 1:00 PM \$345.00

Snow Policy/Delayed Opening or Emergency Closing:

Our preschool follows the Montgomery County Public School's (MCPS) weather related announcements as far as snow days, delayed openings, or emergency closings. The school will be closed on all snow days. On delayed openings (one or two hour MCPS delays) the preschool will open at 10:00 a.m. If MCPS have an emergency closing due to weather; the afternoon preschool sessions will not be held. The preschool allows for three snow days. If the school is closed in excess of these sessions, make-up days will be added. The make-up days will not exceed one week of class (i.e. three-year old children would attend two extra days and Pre-K would attend four extra days.) Should the State Superintendent, Maryland State Dept. of Education pardon snow days; CUMP will follow their specific guidelines.

Health/Safety: No child is to come to school visibly ill. If a child becomes ill at school, parents will be contacted immediately. A child must remain home until all signs of infection are gone. With a communicable disease, the period of time at home must correspond with the health department guidelines. If a child is well enough to attend school; he/she is well enough to participate in all activities including outside play. It is the responsibility of the parent to alert the school to any allergies or other medical condition that their child may have.


The CUMP personnel are required by law to report all suspected cases of child neglect and/or abuse to the Montgomery County Social Services Department.










In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private schools. For new buildings, those completed after October 12, 1988; CUMP's "management plan" consists of the exclusion documentation. This documentation means that to our knowledge no asbestos-containing building materials were used or specified for use in this building.

Class Size: All classes will have a ratio of one adult/eight children. Classes will consist of sixteen children in each classroom (one teacher and one assistant teacher).

School Schedule: The morning session begins at 9:00 a.m. with pick-up at 11:30 a.m. or 1:00 p.m. depending on the class the child is enrolled in. Several classes have lunch that will extend to 1:00 p.m. The afternoon session begins after lunch at 12:15 p.m. with dismissal at 2:45 p.m.

Sample Daily Schedule (Preschool):

 Arrival and Free Play

-  Clean up/Prepare for Circle Time
-  Circle Time
-  Craft Project/Easel Painting/Free Play
-  Bathroom/Wash Hands
-  Snack (provided by preschool)
-  Story time
-  Outside Play
-  Music
-  Show 'n Tell/Prepare for Dismissal

Pick-Up: Children must be picked up promptly at the conclusion of the class session. Parents will have a ten (10) minute grace period to pick up students. The grace period is for unexpected delays and should not be used on a daily basis. After the grace period, a late fee of \$15.00 will be assessed, as well as an additional \$1.00 for each minute there after (i.e. 5 minutes late = \$20.00). A late fee statement will be issued from the preschool office indicating the date and time of the late pick-up(s) and will be added to your tuition account.
(Pick-Up Times: 11:30 a.m., or 1:00 p.m., or 2:45 p.m.)

Attendance: Please call the school office before arrival time and let the school know if your child is going to be absent. This is especially important on days when a special visitor or a field trip has been planned.

Visitation/Conferences: Parents are always welcome to visit the classroom. Please talk with your child's teacher and schedule a time which is convenient for both of you. Remember, it is disruptive to the children when numerous strangers are in the classroom. Scheduled conferences will be held once a year. Parents of three year olds will have their conferences in March and parents of children in the Pre-Kindergarten classes will confer in January. Our first priority

is the welfare of the children and to provide them with a positive introduction to formal education.

Field Trips: The classes participate in several field trips per year. Parents are to provide a child safety seat because Maryland law requires their child to ride in one. Parents are asked to chaperon and drive on these trips. Siblings are not allowed to participate in field trips. Chaperons are not to give any child food or beverage while on the trip due to the many allergies of our school children. Cell phones are only to be used for emergencies while driving children to and from a field trip. Personal telephone calls are not to be made while the children are in the chaperon's care. Upon returning from a field trip parents are asked to walk all the children back into the classroom, so the teacher can take a head count and dismiss all the children in an orderly manner.

Emergency Preparedness Guidelines: CUMP follows the MCPS protocol in response to warnings about potential terrorist threats. Depending on the nature and scope of an emergency the Director of CUMP and school staff will act at the direction of appropriate emergency management personnel.

Procedures for Code Blue and Code Red will be implemented as necessary. Public health and safety procedures, as directed by appropriate authorities, will be implemented for the duration of an emergency. Students may be held in school, dismissed early, or transferred to evacuation sites, depending on the situation and direction of authorities. Parents are advised to pay close attention to public announcement on radio, television and the Internet and to refer to the MCPS website for updates and information at www.montgomeryschoolsmd.org. In addition, the Director will attempt to communicate with parents via an updated message on the school telephone message and via e-mail.

Code Blue: This is a term used to alert staff that an emergency/crisis exists at or near a school facility. When a Code Blue status is announced all students must be accounted for and classroom instruction may continue. All exterior doors to the building must be secured.

Code Red: This is an alert status indicating imminent danger exists to staff and students. During a Code Red, staff and students will remain within their classroom or within a secured area. If students are outside or in the hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff instructions. Staff will secure their immediate area and account for all students. Students will be kept away from doors and windows.

Chemical, Biological and/or Radiological Incidents: In response to a suspected chemical, biological, or radiological incident Code Blue procedures will be implemented. Depending on the evolving nature and scope of the emergency, it may be necessary to implement a Code Red. The following steps will be initiated immediately:

- If an incident occurs on school property, the Director will contact public safety operations via 911 to report the incident.
- All exterior doors will be secured and windows closed.
- Students will be held in their current locations at the discretion of the Director.
- To reduce the risk of potential exposure to students and staff, the Director must ensure that no one leaves or enters the building unless directed otherwise by public safety officials.
- The Director will take steps necessary to shut down the HVAC system.

The above Guidelines will be followed at the discretion of the

Director. The school's first priority will be to safely unite each child with the parent(s) by all means possible. In order to unite the child with the parent(s) the following points must be followed:

- Parents must immediately inform the school of any address, telephone number, or emergency contact changes.
- Children will be released by means of their normal pick-up door.
- Photo identification must be present if the child is picked up by a designated emergency contact person.
- The person who picks up the child must sign them out (in case of a major disaster).

Playground: The playground is available for your use during non-school hours. However it is the parent's responsibility to supervise their child(ren) at all times. Parents are expected to have their child(ren) follow general safety practices; i.e.: no climbing on fence, no walking down the slide, and no going down the slide head first. (Please refer to sheet of playground rules.) If safety practices are not adhered to the playground will have to be closed during non-school hours.

School Days: Number of days is determined by the class in which the child is enrolled.

- The three year old children will have a total of sixty-four to sixty-eight (64-68) school days.
- The (three day per week) three year old class will have a total of ninety-eight (98) days of school.
- The Pre-Kindergarten classes attend between ninety-eight (98) to one hundred thirty-six (98-136) days.

School Calendar 2011-2012

Sept. 6, 2011	"Open House" for Preschool (Parents and students welcome)
Sept. 7, 2011	<u>First Day of Classes:</u> M/W AM Three-Year-Old Class M/W/F PM Three-Year-Old Class M/W/F AM Pre-Kindergarten Class T/W/TH/F AM Pre-Kindergarten Class
Sept. 8, 2011	<u>First Day of Classes:</u> T/TH AM Three-Year-Old T/TH/F AM Pre-Kindergarten Class
November 23-25 Dec. 19, 2011 - Jan. 2, 2012	Thanksgiving (Holiday) - No School Winter Break & Christmas - No School (Holiday)
January 3, 2012 January 16, 2012	Classes resume following Winter Break M. L. King, Jr. Birthday (Holiday) - No School
Feb. 20, 2012	Presidents' Day (Holiday) - No School
April 1-9, 2012	Spring Break & Easter (Holiday) - No School
April 10, 2012 May 25, 2012	Classes resume following Spring Break Last Day of Classes