

**Covenant United Methodist Church
Terrific Twos Program**

**2011-2012
Parent Handbook**

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**Covenant United Methodist Church, Terrific Two's Program is
a Religious Institution Certified by the Maryland State
Department of Education, Office of Child Care**

Covenant United Methodist Church, Terrific Two's Program

Our Mission:

Our mission at the Terrific Twos Program is to offer a loving, caring, supportive environment for every child. We are excited about our ministry of teaching your little angel stories from the Old and New Testament of the Bible. Proverbs 22:6 tells us to "Train a child in the right way, and when old, they will not stray." At Covenant we believe in giving children solid foundations. Each child is special and created in the image of God. We nurture the social and emotional well being for your child. At Terrific Twos we encourage them to play, share, and develop basic manners and respect for one another. We also encourage children with intellectual aspects of learning shapes, colors, listening skills, singing and dancing. As the year progresses we add alphabet recognition and counting. Physical development is encouraged through games and playing on the playground. The environment created is one that will encourage your child to develop Christian attitudes and behaviors. Thank you for giving each of us the privilege of working with your most prized treasure.

Two Year Old Objectives:

1. Learn four basic shapes, as year progresses we add more shapes
2. Learn primary colors
3. Begin to recognize secondary colors
4. Counting 0-10
5. Two step directives
6. Self help skills - such as cleaning up after snack, putting toys away, learning to put on jacket, potty training, etc.
7. Verbally communicate needs and wants
8. Gross Motor Skills - such as climbing stairs, dancing
9. Fine Motor Skills - coloring, gluing, puzzles
10. Social Development - sharing, manners, listening, being a friend

Admission:

Registration is open first to members of Covenant United Methodist Church, second to siblings of Covenant Terrific Twos and Preschool families, third to the general public. We have many options of class combinations available to fit your needs. Non-refundable fees due upon registration are: \$35.00 registration fee, \$35.00 activity fee, and first month's tuition.

Non-Discriminatory Policy:

Covenant United Methodist Church, Terrific Twos Program admits children regardless of race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the program participants. 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 program and church administered activities.

Voluntary Withdrawal:

Parent's withdrawing their child from the program must give the office a (30) thirty day written notification. If not, the parents are liable for that month's tuition.

Requested Withdrawal:

The Terrific Twos program shall reserve the privilege to request the withdrawal of a child whose behavior, in the opinion of the staff and administration, is found to be opposed to the aim and discipline of the program to a degree that the child will not benefit from a continued relationship with the program, and whose behavior may be detrimental to the progress of the other children. Prior to requesting parents withdraw their child; every effort will be made to meet with the parents to resolve the situation.

Fees:

Tuition is due on the first day of each month of the program year. A fee of \$10.00 will be assessed for all payments received after the 10th of the month. Checks may be mailed to the church office, or hand delivered to church office. No matter what the date on the check, we go by the date the check is actually received in the office. For example, if your check is dated October 1 and we do not receive it in the office until October 11th you will be charged a \$10.00 late fee. Payments also can be made with your credit card, see Mrs. Reding in the church office to do so. Any check returned for insufficient funds will be charged a bank fee of \$25.00. Please make checks payable to Covenant UMC, with Terrific Twos and child's name on memo section.

Monthly Tutions:

Monday/Wednesday class * 9:00-11:30 * Tuition \$175.00

Monday/Wednesday/Friday class * 9:00-11:30 * Tuition \$255.00

Tuesday or Thursday (one day option) * 9:15-12:45 * Tuition \$125.00

Tuesday/Thursday (two day option) * 9:15-12:45 * Tuition \$250.00

Tuesday/Thursday/Friday (see class times above) * Tuition \$335.00

Tuesday/Friday or Thursday/Friday(see class times above)*Tuition \$210.00

Friday Only * 9:00-11:30 * Tuition \$85.00

Drop-Off Times:

Please try to be on time to the program. Enter through the back door, above the preschool entrance. When dropping off your child it is best to leave right away. Tell the child "I love you and I will be back after snack (MWF) or after lunch (TTh), to pick you up." Assure them that you will be back. Lingering causes more upset and conflict. We will give them lots of hugs and have ways of distracting them. Most children will quiet down within ten minutes of your departure. DO NOT peek in the doors at them. You may call Mrs. Reding in the church office to have her check to see how they are doing.

Pick-Up Times:

Children must be picked up promptly at the conclusion of the program session. Parents will be given a five minute grace period. For each minute past the grace period a fee of \$5.00 will be charged. You will receive a bill from the program for this fee. If we find a parent is being excessive with the 5 minute grace period (more than five times) we will bring this matter to your attention and if the lateness continues that parent will no longer have the grace period. It's very important for your child for you to be prompt picking them up. If you are running late please call the church office so we know the situation and can communicate that to the child.

We ask that when you come for pick up that you enter the building through the back door, above the preschool entrance. After entering please go down the hallway to the long bulletin board to wait for dismissal. When your child sees you or a sibling peering through the window the child loses his/her attention span for the class, which in turn disrupts the rest of the class. The teacher will open the door and dismiss children one at a time. If your child is being picked up by someone else we will need a note from you on the

morning of class. If the person picking up is someone we do not know we will ask for a photo ID.

Snow Policy/Delayed Opening or Emergency Closing:

Terrific Twos follows the Montgomery County Public School's weather related announcements as far as snow days, delayed openings, or emergency closings. The program will be closed on all snow days. On delayed openings (one or two hour MCPS delay) the program will open at 10:00 AM. If Montgomery County Public Schools have an emergency closing due to weather the Monday/Wednesday/Friday classes will end on time; Tuesday/Thursday classes will end at 11:30. The program allows for three snow days per class session. If the program is closed in excess of these sessions, make-up days will be added. Our program is in accordance with Covenant UMC preschool program for snow policy/delayed opening or emergency closing. If the State Superintendent forgives Montgomery County snow days we will not make up the amount forgiven.

Family Vacations

Everyone loves a vacation. However, if you schedule a vacation while we are in session you will still be required to pay the full months tuition.

Emergency Preparedness Guidelines:

Terrific Two's Program follows the MCPS protocol in response to warnings about potential terrorist threats. Depending on the nature and scope of an emergency the Director of Terrific Twos and program/church staff will act at the direction of appropriate emergency management personnel.

Procedures of 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 announcements on radio, television and the internet and to refer to the MCPS website for updates and information at www.montgomeryschoolsmd.org/info/emergency. In addition, the Director will attempt to communicate with parents via email.

Code Blue: This is a term used to alert staff that an emergency/crisis exists at or near a public 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. If need be we will move the children to the kitchen where there are no outside doors or windows. The kitchen is across the hall from the classroom.

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 church property, the Director/Church Staff 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 children and staff, the Director will 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 Program and Church's priority will be to safely unite the 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 from the classroom.

- Photo identification must be present if the child is picked up by a designated emergency contact person.
- Person who picks up the child must sign them out. The church needs a record of who picks each child up in case of a disaster.

These guidelines were written for Covenant United Methodist Preschool. We are in accordance with their emergency policy.

Attendance:

Please call the church office (301) 926-8920 before arrival time and let us know if your child is going to be absent. We lock the building once all children have arrived and do not want to leave doors unlocked for a child who isn't coming without us being notified.

Conferences:

We do not have a scheduled time to meet with all parents. However, if you would like to schedule an appointment to discuss your child, feel free to call us and we will set a time to meet with you.

Playground:

The playground is available for your use during non-preschool and non-Terrific Twos hours. You may enjoy the playground as long as there is not a class using the area. If a teacher comes out with their class you must leave so the class has access. It is the parent's responsibility to supervise their child(ren) at all times. Parents are expected to follow rules of the playground. Rules are posted on classroom doors in the playground area.

Rules are:

- No climbing on fence or trees
- No swinging on gates
- Gates remain closed at all times
- Inside of shed is off limits
- Slide - go down feet first on bottom only, do not walk up slide, use steps!
- No pushing or shoving
- No standing on top of tree house
- No standing on top of plastic mulch border along fencing
- Play in wood chips area only - children are not to dig in the grass or play behind shrubs

- Do not play with, throw, or pick up wood chips
- No playing with sticks and twigs
- No running on sidewalk
- Children must be supervised at all times

Peanut/Tree Nut Free Classroom

Due to many young children being diagnosed with peanut/tree nut allergies we have made the decision to have our classroom peanut/tree nut free. We do not serve any snacks that have been processed on machinery that nuts have been processed on. We ask that parents not send lunches with food that contains nuts, please check labels carefully. No peanut butter of any kind allowed in the classroom.

Birthday Celebrations

We love birthdays at Terrific Twos! The children will sing Happy Birthday to your child and they will receive a special birthday sticker. Due to allergies we asked parents to have their child hand out birthday treats they bring from home after class. Mom or Dad will come five minutes early to pick up the child, they (parent and birthday child) will then stand at the door and handout whatever treat they chose to the child's classmates and parents during dismissal. This allows the parents to see what the treat is and if the child is allowed to have it. Examples of birthday treats from passed years have been balloons, bubbles, stickers, even peacock feathers! Be creative with your child and come up with nonfood items if possible. If you choose to bring in a food treat be sure it is peanut/tree nut free.

Calendar Dates

On this page you will find our Program Calendar. Please put all these dates on your home calendar or wherever you keep track of dates. It saves much confusion for everyone if we are on track with our schedule.

**Terrific Twos Program Calendar
2011-2012**

September 7, 2011	Open House for Mon/Wed Class 9:30-10:00, Open House for Friday Class 10:30-11:00 Open House for Tuesday/Thurs. 11:30-12:00
September 12, 2011	First Week of Classes Begins
October 1, 2011	October Tuition Due
November 1, 2011	November Tuition Due
November 23-27, 2011	Thanksgiving (Holiday) - No School
December 1, 2011	December Tuition Due
December 19, 2011-January 2, 2012	Christmas & Winter Break
January 3, 2012	Classes Resume January Tuition Due
January 16, 2012	Martin L. King, Jr. Holiday - No School
February 1, 2012	February Tuition Due
February 20, 2012	Presidents Day Holiday - No School
March 1, 2012	March Tuition Due
April 1, 2012	April Tuition Due
April 1-9, 2012	Easter Vacation
Tuesday, April 10, 2012	Classes Resume after Easter Break
May 1, 2012	May Tuition Due
May 25, 2012	Last Day of Program

