



First United Methodist  
**Preschool & MDO**

**Parent Handbook**

*“ God begins His work in Children” ~*

*John Wesley*

## **Dates and Communication**

Our program follows Edmond Public Schools calendar for all holidays and weather closures, but starting dates and ending dates may vary. Prior to the start of each school year, we host a Parent Orientation Night and a Meet the Teacher event.

We have an Open House in late fall.

From year to year we will host various other events that parents will be informed of well in advance.

Communicating with our families is continuous. The majority of communication will be done through the Brightwheel app, which you are able to message directly with the teachers. Other communication will be through email, our website, Facebook and Instagram page.

We welcome and value open communication with parents as we work together to nurture and guide your children. Please remember it is hard for teachers to talk at drop off and pick up times, so scheduling a time to meet is necessary. Leadership is always happy to visit with you.

Preschool office hours are: **Monday through Thursday from 9:00 am to 2:45 pm**

If at any time we can be of assistance to you, please feel free to call **405-341-1230**.

Teresa Ooten, Preschool Director [Teresa@fumcedmond.org](mailto:Teresa@fumcedmond.org)

Laura Synan, Assistant Director [Laurasynan@fumcedmond.org](mailto:Laurasynan@fumcedmond.org)

Stacy Christopher, Curriculum Coordinator [Stacy@fumcedmond.org](mailto:Stacy@fumcedmond.org)

Megan Borum, Director of Children & Family ministries [Megan@fumcedmond.org](mailto:Megan@fumcedmond.org)

For additional information about the program, you can find us online at **[www.fumcpreschoolmndo.com](http://www.fumcpreschoolmndo.com)**.

***WELCOME to First United Methodist Church Preschool and Mother's Day Out. We look forward to a rewarding year and are pleased to have your child in our program.***

## **Philosophy/ Mission Statement**

In conjunction with the Edmond First United Methodist Church effort to connect people with God and neighbor, FUMC Preschool & MDO strives to create an environment where each child sees themselves as a uniquely created child of God. We respect the diversity of our families and embrace those we serve in the community. Our valued, dedicated and experienced staff offers play-based early learning in a secure, nurturing and faith-based environment. Our passion for excellence and sustainability is generationally recognized through referrals and a positive online presence. In our program, we provide children with a strong academic foundation. By fostering a community of love and acceptance, each child can leave this place confident in the knowledge they are a child of God.

### **Class Offerings**

Monday - Thursday

### **Mother's Day Out classes**

Ages: 3 months through 3 years

Class time: 9:00 am to 2:45 pm

### **Pre-Kindergarten Classes**

Ages: 3.5 and up

Class time: 9:00 am to 2:45 am

### **Music**

Ages 2 and up

Offered each Monday

### **Chapel**

Ages 2 and up

Offered Thursday

### **Stem**

Ages 3 and up

Offered through the week

### **Art**

Ages 3 and up

Offered through the week

## **Age Served**

FUMC PS/MDO serves children aged 3 months through Pre-kindergarten. Children are placed in age appropriate classes based on a September 1st birthday cut-off.

## **DHS Licensing**

We are a licensed Part-Day Children's Program under the provisions of the Oklahoma Child Care Facilities Licensing Act. On site, we maintain a compliance file which contains our monitoring reports and other correspondence from the State of Oklahoma Department of Human Services.

## **Daily Procedures**

Our entrance is located at the southeast corner of the Christian Activity Center building. Please enter and exit through this door to help ensure all other entrances remain secure. For the safety of your children and our staff, doors are always locked between 9:30 and 2:15. The door will only be unlocked for 30 minutes during drop off and pick up. You will need to utilize the intercom system to gain access to the building. Once you have entered the building, you must check in at the welcome desk, and you will be given access upon verifying identification.

## **Student Drop Off & Pick UP**

- All of our teachers will be ready to receive children at 9:00. Prior to these times, they are preparing for the day and cannot accept children early.
- All students **MUST** be walked to their classroom and signed in.
- Pickup and drop off procedures for 3 & 4 year old's will be given at Parent Orientation.
- Promptness and dependability is appreciated by teachers and children.

***Drop off time for PreK and MDO classes is 9:00.***

***Pick up time for all students is 2:45.***

- Any child picked up after 2:45 will be at the Welcome Desk.
- ***A late fee of \$1.00 per minute will be added to your tuition statement after 2:45 for all classes.***

If you know you will be late picking up your child, please call 405-341-1230 to let the preschool know. Late fees will still apply. Children become anxious when their friends have left and they think you may have forgotten them. Knowing that "Mom is on the way" will ease fears.

If you need to pick your child up early, please notify the teachers at drop off.

**If any kind of a child custody agreement exists that would restrict a biological parent from picking up their child, a copy of that agreement or court order **MUST** be on file in the Director's office.**

## **Parking**

You will receive a parking decal for your vehicle. This decal needs to be placed on your rear window. You may park in the east lot north of the playground OR in the lots west and south across the street from the main church building (on Hurd). The other lots that are west of the CAC building are reserved for UCO students. You are asked to not park in those lots marked for UCO, as you may receive a parking ticket from the UCO security staff. However, if you do receive a ticket, bring it to the Preschool Office and we will take care of it for you.

The alleyway between the main church building and the CAC is closed with gates. Do not park by either of these gates as upstairs classes will be utilizing the alleyway for the carline pickup. This procedure is gone over at Parent Orientation Night and written copies are given upon request.

***Please do not leave children of any age unattended in your car at any time. Leaving your child in a car is a felony offense.***

## **Carpools and Releases**

No child will be released except to parents, caregivers & other authorized persons in the Brightwheel account unless the parent has given written authorization to the Director or Staff. Identification will be required for the emergency pick up of any child. If someone not authorized in written form needs to pick up a child, the parent must call the Preschool office to give verbal authorization.

Carpools are encouraged! A list of all carpool drivers is required to be on file in the Preschool Office and with the classroom teachers. Please make sure your child knows who will be picking them up each day.

## Curriculum

For our youngest students, learning that the world outside of the home can be a fun and safe place is important. Nurturing and warm teachers will respond to children's needs to help them transition into a positive first school experience. Our youngest children participate in art, short story times, bible story, and outdoor play. We encourage social experiences through playing and interacting with peers in daily routines within the classroom. Children practice taking turns, sharing, and listening to stories in addition to their daily activities.

We believe that preschool children (3-4 years old) learn best through a combination of developmentally appropriate methods including child-directed exploration of learning centers, small group activities, large group activities and some direct instruction. Our schedule reflects a balance of exploratory learning, small group work, and teacher-led large group times as well as large motor play both indoors and outdoors. Classroom activities will be planned around themes which are interesting and age appropriate such as insects, dinosaurs, favorite holidays, etc. Each classroom will provide activities in interest centers which are Reading/Writing, Science, Art, Math/Manipulatives, Music/Movement, Blocks, and Dramatic Play. Our curriculum is geared toward teaching children skills that will prepare them for success in kindergarten.

For our 2s and older, we offer two weekly specials: **Music Mondays and Chapel**. All of our specials are led by degreed or experienced experts in their field. We also have periodic specials/guests like firefighters, dentists, and even chick hatching in the spring.

Our daily routine includes prayer and an age appropriate bible story. These stories illustrate God's love for each of us. We encourage children to "treat others as we want to be treated" (Matthew 7:12 and Luke 6:31).

Our Curriculum Coordinator is dedicated to ensuring excellence in all aspects of our developmentally appropriate, play-based curriculum.

### Curriculum Coordinator

The Preschool and Mother's Day Out program benefits greatly from our Curriculum Coordinator. The Curriculum Coordinator works closely with our Director and teachers to assure that the activities in the classrooms are on a developmentally appropriate level for each class. Learner outcomes have been established by the Curriculum Coordinator, approved by the Board and are implemented in the classroom to make sure each age area is on target developmentally and socially.

## **Evaluations and Conferences**

Evaluations of the developmental skills of each child will be done in the spring of the year. These Parent/Teacher Conferences are normally scheduled in February prior to enrollment for the upcoming school year. Other Parent/Teacher conferences are available for children in all classes at any time during the year upon request.

The teaching staff and Leadership Team are here to provide help and learning encouragement however they can for you & your child.

If any questions, problems, or needs arise, please contact your child's teacher or the Director, and every effort will be made to understand, clarify and improve the situation.

## **Volunteer & Confidentiality Policy**

All volunteers must have a background check, Safe Sanctuary training and approval by the Director.

All children and staff information is kept private and confidential.

## **Abuse/Neglect Reporting**

Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect (21 O.S. Sec. 845). Every person, private citizen or professional who has reason to believe that a child has been abused is mandated by law to promptly report the suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential. The Director and Staff of this facility are obliged to report any suspected child abuse under this statute

## **Fees/Tuition/Payment**

### **Registration/Supply Fee**

Upon enrollment, a ***non-transferable and non-refundable*** Registration & Supply Fee of \$155 for new students/\$130 for returning students is required. The registration fee covers the student's school supplies for the year. The Director may pro-rate the current month's tuition for those enrolling mid-year.

### **May Tuition**

***May tuition is prepaid upon enrollment. It is non-transferable and non-refundable.***

### **Monthly Tuition September-April**

Monthly tuition is *invoiced on the 1st of each month*. Tuition is based on a 9 month schedule. Late fees will be added if tuition isn't received by the 10th of the month. Monthly tuition is due even when school is dismissed for holidays, weather closures, etc. There are no price reductions for absences due to vacation, illness or weather closures.

Auto payment will be required for all tuition payments at First United Methodist Preschool & MDO. This is to ensure that payments are made on time, which helps us maintain smooth operations and focus on providing the best experience for your children. Your payment method on file will automatically be charged the day an invoice is due. You will still receive an invoice before the due date and a payment confirmation via email/text. Tuition will be drafted on the 1st of every month September through April through Brightwheel. Payments made via cards will incur a 2.45% processing fee or ACH \$0.50 per transaction fee.

Notify the Director if you are unable to pay on the 1st of each month and other arrangements can be made in most circumstances.

*Students are subject to dismissal from the program if tuition is delinquent.*

### **Return Checks or Redeposit Checks Due to Insufficient Funds**

***A charge of \$20 will be applied should a payment be denied.***

### ***Attendance and Withdrawal***

You are paying for your child's reserved place in the Program, not the child's attendance. Illness, vacations and/or withdrawal from the Program will not be subject to tuition reimbursement. If it becomes necessary to withdraw your child from the program, contact the Director and give a 30 day written notice. It is necessary to receive tuition for your child at this time while we are securing a replacement. We consider your commitment to our program as a contract and request your fulfillment of these financial requirements to be met in an acceptable business manner. Reminder: May tuition non-transferable and non-refundable. Notice of withdrawal should be given to the Director; not to the teacher. No withdrawals will be accepted after April 15.



### ***Attendance***

Regular attendance is essential. If your child cannot attend on any given day, please notify the Preschool Office.

We appreciate any information about changes, concerns, or celebrations in your child's life that will help us get to know them better. These will greatly affect your child in their relationships with their classmates and teachers. We ask that all adults respect the children by not talking about their behavior in front of them, other children or other parents. Children hear everything and often misinterpret the information. You can always message the teacher through the Procure connect app and ask for a phone call or a conference time.

### ***Immunizations***

Parents enrolling children must provide proof that appropriate immunizations have been completed based on the age of the child. FUMC PS/MDO do not accept immunization waivers that are based upon personal objections.

### ***Health and Illness***

Please help us maintain a healthy and safe environment for our school. State licensing regulations will not permit us to keep an ill child in the classroom. You will need to keep your child home if they have the following:

- Fever over 100 for any reason. Your child must be fever free without medications for 24 hours.
- Nausea, Vomiting , Diarrhea within the last 24 hours. Your child must be free from vomiting and/or diarrhea for 24 hours.
- A contagious disease while still in the contagious stage.
- Watery, matted or pink eyes; or Green/yellow discharge from nose or ears.
- Undiagnosed body rash or chickenpox (except diaper rash) Any skin infections-boils, ringworms, impetigo, thrush, hand-foot-mouth disease or fifth disease.
- Severe, persistent or productive cough.
- Sore throat with swollen glands.
- Rash with fever or cough.
- Any type of infestation including head lice or nits.
- Draining skin wounds that cannot be covered by a bandage.

If your child becomes ill while at school, the child will be removed from the other children and parents called. Children may not return the same day.

### ***Medication***

FUMC PS/MDO does not routinely administer any medications or essential oils. The only exceptions are for children who have life threatening medical issues such as asthma and severe allergies. Inhalers, epi-pens, and other life saving medications, will be kept with the teacher but paperwork must be filled out with the office prior to taking these medications to the classroom. The epi-pen or inhaler must be in its original container with the child's name and specific instructions for use included.

If your child must have diaper cream while at school we are happy to administer it.

### ***Emergency Procedures***

Your child's safety is our #1 priority. All of our teachers are CPR/First Aid certified and trained on our Emergency Procedures.

### ***Evacuation Policy***

In the event that the Preschool and Mother's Day Out must be vacated due to an outside threat, the following measures will be taken:

All students will be instructed to line up with their teachers.

Toddlers and Two-year-old students will be placed in several rolling cribs to move them more safely and quickly.

Classes will move quickly and orderly to the predetermined location.

If an all clear is given, students will be safely moved back into the school. At that time parents would be able to pick them up in their usual manner.

Should the students need to remain in their safe place, parents will be notified as expediently as possible to pick up their children when it is safe to do so.

Predetermined location:

Edmond Public Library

### ***Severe Injury or Acute Illness***

First Aid will be administered when necessary. Each teaching team has a small first aid kit and the school's larger kit is also easily accessible.

In an emergency, the Preschool and Mother's Day Out will contact: Parent/guardian and Edmond Police/Fire (911).

At the appropriate time, DHS Licensing will be notified regarding any incident requiring emergency medical attention.

Lockdown and Earthquake Procedures are also in place.

A copy of these procedures may be requested through the Preschool Office.

### ***Clothing***

Label everything! Your child's name should be on all articles of clothing including accessory clothing (coats, hats, scarves, sweaters, mittens, etc.) Label all school bags, rest time blankets, animals, sippy cups, lunch boxes or sacks.

Dress your child in comfortable play clothes suitable for indoor and outdoor play. There is a difference between work and party clothes. School clothes are work clothes. Play is your child's work. Dress your child in simple, washable, safe, sturdy comfortable clothing which fits properly. Clothing that is easy to get off and on is best, no belts or one-piece outfits for children who bathroom themselves. This enables children to become more independent in their own bathroom needs and teaches them responsibility. The children paint and play in water and sand. They are floor people. Please do not limit your child's activities by cautioning him/her to "stay clean". This is the time to wear older clothing. The children will get paint on their clothing even with the use of a smock.

We recommend a sturdy tie shoe, buckle-type shoe, or rubber soled shoe such as a tennis shoe. For safety reasons, we request that you DO NOT send your child to preschool wearing cowboy boots, clogs, crocks, flip-flops, or jellies. These shoes are fun, but prove to be unsafe for active climbing, running and generally hamper participation in gross motor activities.

Be sure to send an extra change of clothing for your child. Children of all ages do have accidents and they are very embarrassed if they need dry clothing and their own clothing is not available for them. You may want to put an older outfit in their bag and leave it for a season. Please check, when the seasons change, the clothing is appropriate for the weather. Also, please label all clothing so that it will be put back in the correct bag.

## **Toys**

Please do not send toys to school with your child. Toys from home can be a source of conflict between the owner and the other children wanting to play with the new toy. Toys also can be lost or misplaced. Comfort items are the exception in Mother's Day Out. Items from home are a source of comfort during initial separation and for the napping child. In Preschool, your child's teachers will address Show-and-Share.

## ***Outdoor Play***

The children will play outside in all kinds of weather. Please see that your child is dressed accordingly. Remember that Oklahoma weather changes quickly. Please send appropriate outdoor clothing (jackets, coats, etc.) each day so your child will be comfortable when outdoors. We plan to have an outdoor time each day, unless the weather is rainy or snowy. If your child cannot go outside due to illness, chances are the child should not be in school that day.

If you feel your child needs sunscreen or bug spray, please apply it before school.

## ***Field Trips***

Some of the upstairs classes will be going on field trips from time-to-time during the school year. If you would be interested in chaperoning or helping with transportation, please let your child's teacher know. You have signed a field trip permission sheet for your child with his/her registration packet. You will be informed about all field trips through the ProCare Connect app. From time-to-time you may be asked to sign additional permission forms for special trips.

## **Inclement Weather Procedures**

In case of a tornado warning, your child will be taken on a "field trip" to the main church building basement located south across the alley. You may pick your child up at any time; although you are welcome to join us in the basement for shelter. A sign will be placed on the Welcome Desk entrance informing you of the children's location. Each class is assigned an area to be in and drills are done regularly.

FUMC follows Edmond Public Schools for all weather related closures. Please listen to local television and radio stations for school closings. Snow days will not be refunded.

## ***Backpacks and Daily Items***

***Every child needs a backpack big enough to hold:***

- An 8 1/2 x 11 piece of paper or folder***
- Full change of clothes***
- Lunch box***
- Every child needs a well-labeled spill proof sippy cup.***

***If applicable:***

- Diapers /Pull-up with Velcro tabs (Do not send the tear away pull-ups to school)***
- Blankets***
- Pacifiers***

## ***Snacks***

Snacks are part of the daily routine for every class. Snack is provided for classes under 24 months. All other classes will take turns providing snacks and a snack/leader schedule will be provided by your child's teachers along with any allergies that may be present in the class.

Please send simple, nutritious, ready to eat snacks. Dry cereal, pretzels, cheese and crackers, fresh fruit, or raw vegetables are good options.

Please do not send cookies, cupcakes or other high sugar foods.

## ***Lunches***

**All children MUST bring lunch.**

Send a nutritious lunch and drink (no soda please) that your child enjoys and is easy for your child to manage. Do not send foods that need to be heated in the microwave. All lunches containing perishable foods must be in insulated containers with an ice pack or frozen juice box so that foods are kept at 45 degrees or cooler. We ask that you do not send candy. It is often the first and only thing eaten. Children need a good source of protein at lunch. As we encourage independence, please send non-perishable, easy to open, pre-cut or sliced items. We encourage healthy items to be eaten first.

### ***Show and Share for 3's and 4's***

During circle time in the classes, the “leader of the day” will have a time to share or show an object from home. Children are assigned the day to bring their show and share item and it coincides with their snack day. Items need to be marked plainly with the child’s name. Science or nature contributions may be brought any day. “Letter” show and share is encouraged for our older 3s and 4 year old classes. This will help these students reinforce their letter learning experience.

Guns, ropes, knives, and other toys which encourage rough and violent play are not allowed under any circumstances.

If someone in your family has an occupation or special hobby that you think would be of interest to the class, please talk with the teacher so you can share some of your special experiences and knowledge.

### ***Parties***

Classroom parties during the year may include: Fall/Halloween, Thanksgiving, Christmas, Valentines, Spring/Easter and Mother’s Day. Information about these parties will be communicated through the ProCare connect app. You may be asked to provide special snacks for those times.

Also, we ask that birthday party invitations NOT be distributed at school unless ALL of the class is invited to your child’s party. Little people have feelings that get hurt when they are excluded. You are able to message parents in your class through the ProCare Connect app.

## ***Toilet Training***

Children in the Mother's Day Out program do not need to be toilet trained.

If your child is in the process of toilet training, the teachers in his/her class will work with your child while at school. Children in the process need to be sent to school in pull-ups with Velcro tabs until they are able to tell their teacher that he/she needs to go to the bathroom. When your child can consistently tell his teachers that they need to go to the bathroom, he/she can begin wearing underwear to school.

Parents and teachers will work together to help children reach this important milestone! Please let your child's teachers know if you have specific toilet training requests - communication between home and school is important and we want to celebrate successes together!

Every child should bring an extra set of clothes (shirt, pants, underwear, socks) labeled with their name to keep at school. They will be more comfortable wearing their own clothes when accidents happen.

Children will be toilet trained when they transition from Mothers Day Out (1's, 2's, 3's) to Preschool classes (3's, 4's). Preschool children will still have occasional accidents so please continue to bring a set of extra clothes just in case!

While working on toilet training, teachers will also encourage children to learn to pull their clothes up and down and to learn to wipe themselves independently. Please help us by working on these skills at home, too.

Here are some encouraging words we use to help your child while at school.

"You wipe yourself - I'll roll up the paper for you and hand it to you. You reach behind, and wipe from the front to the back. Do you need more paper?"

"You pull up the front of your underwear and I'll pull up the back."

"Pull your underwear up first and then your pants."

Teaching independence and responsibility is an important part of what we do at school. We encourage and celebrate your child's new skills and growth!

## ***Discipline***

We want all children in our care to be successful in the classroom and beyond! Our goal is for each child to be self motivated to follow class rules and interact appropriately with friends during classroom routines and activities. We also understand that young children are learning and will sometimes forget rules or become frustrated or angry and may express those feelings in a disruptive way.

We use many methods to guide children's behavior. We make classroom expectations simple, clear, and age appropriate. We praise good behavior and effort (positive reinforcement). The behavior guidance techniques used by the staff will focus on positive reinforcement, positive role modeling by adults, intervention techniques and redirection. Consequences for a child's unacceptable behavior will be immediate and a natural outgrowth of the problem. Children will be encouraged to solve problems for themselves whenever possible. Teachers will model problem-solving techniques on a regular basis to help children learn to apply them. If behavior guidance techniques are unsuccessful a child may be placed in time out for a maximum of one minute per each year of age or a visit to the Director's office. In cases where a problem behavior continues to be repeated despite intervention, your child's teacher may suggest a conference. Again, it is our goal to give each child the tools they need to be successful.

If after repeated conferences and inability to respond to multiple plans and approaches, FUMC Preschool/MDO reserves the right to dismiss the child from our program.

## ***Biting Behaviors in Young Children***

Biting is a common behavior among toddlers in group care. Biting is not viewed as a "bad" behavior, rather an inappropriate behavior. When it occurs, the staff has a responsibility to both the child who bites and the child who gets bitten. Our primary goal is to support each child and each family as we move through this developmental period. With that in mind, periodic outbreaks of biting can occur among infants and toddlers. When a child is bitten, we are careful in responding to the biter. Our goal is not to reinforce the biting behavior with negative attention. Our goal is to find solutions that recognize the developmental nature of the biting behavior and provide solutions that demonstrate respect for each child.



***Welcome to Edmond First United Methodist Church and to a bright new school year. On behalf of the congregation and the staff, I express to you our delight in your selection of preschool and know that you will find the most exceptional teachers ready to make a year of learning true flourishing.***

***Over the coming academic year, we will share together in many wonderful life experiences and educational opportunities. Part of sharing life together is building a community, creating a connection of relationships formed to support and nurture one another, and thriving on a foundation of faith. We hope that you will find that community and those relationships right here at Edmond First. We recognize and honor that some of you will be members of other faith communities. We rejoice in this with you and seek to encourage your continued engagement in your faith community. If you do not have a church home, I invite you to explore Edmond First UMC, join us for worship, and even stop to visit with me. Wherever you are in your faith journey, you are welcome at Edmond First United Methodist.***

***I consider it an honor to not only serve as the Senior Pastor here, but I'm thrilled to also serve as a pastor for our daycare, our littles, and their families. Should anything arise in your life that would lead you to want to talk with a pastor, we hope you will consider us as a part of your support team.***

***I give thanks for all that God is doing in your lives and in the lives of all who are a part of the Edmond First Preschool community. May this new year of adventures in learning be filled with joy, growth, and friendship. We are so glad you are here!***

***Grace and Peace,***

***Rev. Dr. Tiffany A. Nagel Monroe***

***a.k.a. Pastor Tiffany***

**Sunday Worship Times: 8:30 & 11:00 am**

**Sunday School Hour: 9:45 am**

**1-405-341-1230**

**[preschool@fumcedmond.org](mailto:preschool@fumcedmond.org)**

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**305 East Hurd - Edmond, OK 73034**