

ASBURY PLAYSCHOOL
“Making Little Disciples”

PARENT HANDBOOK

2017-2018

ASBURY UNITED METHODIST CHURCH
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Asbury United Methodist Church

**1331 Highway 42
Petal, Ms. 39465
(601) 582-4686**

Mission Statement

Asbury Playschool believes that every child of God should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to the fullest potential. The playschool is an outreach ministry of Asbury United Methodist Church. Through this program, we want every child to feel at home in God's world.

Program

Asbury Playschool provides care and instruction to children in a Christian environment. Our program is well rounded, offering a variety of learning experiences to help build confidence and self esteem. The children are taught kindergarten readiness skills (in accordance to State rules and regulations). Parents are always welcome to drop in unannounced but discouraged to stay for long lengths of time due to the disruption in class. Every child participates in Stretch and Grow; an exercise program that also teaches the importance of healthy snack choices. Children are active in Chapel where they learn stories of the bible, sing bible songs, recite scripture, and fill their hearts with the love of Jesus.

Staff

Each staff member must have a high school diploma or GED (early childhood experience desired). Teachers must be at least 20 years of age. Assistants must be at least 18 years of age. Prior to hiring, each staff member must submit to a complete background check to include criminal records, and work history. A person is hired only after she is deemed to be of good moral character. Staff members are required to complete a CPR and basic first aid training course and are re-certified every 2 years. Staff members are required to complete 15 hours of continuing education courses every school year.

Program Aspects

Playschool strives to provide activities, which are developmentally appropriate. Our program will incorporate a variety of activities, including story time, crafts, music, outdoor play, creative and dramatic expression and large and fine motor development. Our main objective is to provide a Christian environment in which your child can interact socially, emotionally, and intellectually. We are using the curriculum "Mississippi State Early Learning Standards", and using the "Reading Street" and "Frogstreet" literacy program. The teacher student ratio is kept low (below the limit mandated by the State Department of Health) so that individual attention can be given to each child.

Schedule of Operation & Activities

The playschool operates on Tuesday, Wednesday, and Thursday from 8:30am to 12:00p.m. Your child should not arrive earlier than 8:30am and should be picked up by 12:00p.m. Playschool will follow the Petal public school schedule unless otherwise noted, with the exception of our starting date which is the Tuesday after Labor Day and our ending day which is the second week of May.

Tuition: \$150.00

Tuition is due and payable on the first Tuesday of each month. A late fee of \$10.00 will be assessed 5 days after due day. Please keep in mind that your child has a place reserved for him/her. There is no reduction of tuition for those months that include regularly scheduled holidays, bad weather days, vacations, or illness. There will be a returned check fee assessed by the bank. No checks will be redeposited. Children are subject to being dropped from enrollment when an account becomes 30 days past due. Please place your tuition in the folder provided by the playschool and put inside your Asbury playschool bag.

Registration Fee: \$75.00 (per family)

The registration fee is due annually upon registration and is non-refundable. This fee should be turned in with the application for registration.

Supply Fee: \$100.00 (per child)

The supply fee is due at the time of registration and is non-refundable.

Entrance Requirement

Application must be completed and returned.

Registration, supply fee, and Asbury bag fees paid in full.

Immunization Compliance Form 121 must be kept current and on file in the child's records.

Child must be fully potty trained as stated under enrollment if entering 3 or 4 year-old class.

Waiting List

Asbury Playschool will accept children who are 2 years of age on or before September 1 of the enrollment year. Children will only be placed in a classroom with their age group. Asbury Playschool maintains a waiting list for children when space is not currently available. The priority for admission is as follows:

1. Children of member of AUMC
2. Children of regular attendees of AUMC
3. Children who currently have a sibling attending Playschool.
4. Children from the general public.

The Director will contact the parent as a vacancy occurs. If the parent fails to notify the Director in two days, the child will be removed from the waiting list. Upon notification of availability, the parents have the option to accept the space, decline the space and remain on the waiting list, or decline the space and are removed from the waiting list.

Financial Information

Playschool is a self-supporting ministry of Asbury United Methodist Church and depends on fees and tuition collected to pay its staff and expenses.

Enrollment

Enrollment is assumed until the parent notifies the school. Our staff is not trained nor is our facility equipped to handle children with severe emotional or physical handicaps. The Asbury United Methodist Church Playschool Board reserves the right to request a parent conference if behavioral, emotional, or physical problems occur. Solutions to these problems will be determined at the meeting or the parent will be asked to withdraw the child from the program. Immunization Compliance Form 121 must be on file the First Day of attendance. Admission is subject to the availability of space for the appropriate age group for your child. If space is not currently available for your child, you may have your child's name placed on a waiting list. All children in the 3 and 4 year-old class must be fully potty trained. MS State Health Department requires changing tables and sinks in classrooms that have diaper/pull ups to change. Due to the unusual amount of attention it would require of the one single teacher in those classrooms, it is the policy of Asbury Playschool that each child must be FULLY potty trained to be in either the 3 or 4 year-old class. Before a child can start in either class they must go to/ask to use potty on their own, pull pants down and up and wipe bottoms as needed.

Transportation

Transportation to and from the playschool is the responsibility of the parent or guardian. The carpool line will drop off at 8:30 and pick-up begins at 12:00. If you choose to walk your children into the building you must wait until the carpool line is over. If you plan to walk in to get your child, please enter and leave the building before 11:45. Walk-ins must use the side door by the playground. Do not bring children earlier than 8:30. Staff is not available to watch your child prior to that time. **ALL CHILDREN MUST BE PICKED UP BY 12:00p.m.** A late fee of \$5.00 will be assessed beginning at 12:10 and will increase by \$1.00 a minute. All children must be properly restrained when being transported to and from the Playschool. A child under the age of 4 shall not be released into a vehicle unless he/she is fastened in a child safety seat that Meets Federal Motor Vehicle Safety Standards. The safety seat must be installed and used according to the manufacturer's instructions. A child will not be released if a federally approved, age appropriate safety seat isn't available. This is not only a legal requirement but a safety issue as well. Children will only be released to adults listed on the registration form unless the staff is notified in writing by the parent of the child prior to the release of the child. Picture identification will be required of anyone picking up a child that is not on their list.

Clothing

Dress your child in comfortable, washable play clothes. Your child's clothes should be such that the child when going to the bathroom can easily remove them. All in one outfits do not meet that requirement! Keep in mind that we frequently come in contact with dirt, glue, paint, and markers. Tennis shoes or rubber soled shoes are recommended due to the pea gravel used on the playground. Children will play outside when weather permits. Please dress your child accordingly. Please print names on all removable item such as hats, scarves, mittens, and jackets. A complete extra set of seasonally appropriate clothing must be kept in their bag.

Snacks

Children will bring their own snack from home each day. Teachers prefer that you send drink boxes. Please NO glass containers or soda. Should your child have food allergies, please bring this to our attention. Snacks should be nutritious, filling, and attractive. Encourage children to try new foods and present them in a variety of colors, textures, and tastes. In selecting snack foods and drinks, avoid high levels of sugar, fat, and salt.

Here are some suggestions for your snacks.

1. Raw fruits and vegetables in sticks, cubes, slices, or sections.
2. Dips for fruit and vegetables
3. Bananas, apples, pineapple, grapes cut up, etc.
4. Others: raisins, meat sticks, cheese, dry cereal (watch sugar content), graham crackers, saltine crackers (with or without topping), hard boiled eggs, yogurt, bread sticks, muffins, finger gelatin, cookies (oatmeal, raisin, or peanut butter), sandwiches (halved), and milk or juice.

Cupcakes/cake or cookies may be brought to share with the class for birthdays.

Please feed your child breakfast before they are dropped off at the Playschool.

Special Events

During the year the Playschool will have special events, all family is invited. Classroom parties are limited to two guests due to space. Please sign up to help with at least 2 parties.

Health & Medical

A child who arrives at Playschool noticeably ill with a rash or fever will not be accepted for that day. Symptoms that are cause for keeping your child at home are fever of 99 or higher, a severe cold, undetermined rash or spots, red eyes (pink eye), upset stomach, chills, earache, sore throat, lice or other symptoms or illness. Please be considerate of others in abiding with these guidelines. Your child must be fever free without the aid of a fever reducer for 24 hours. Should your child have a fever at Playschool, you will be notified to come for him/ her immediately. The child cannot return the next day because it has not been 24 hours. If your child has pink eye, the eyes must be totally clear before returning. MEDICATION WILL NOT BE ADMINISTERED AT PLAYSCHOOL. If your child has a communicable disease such as chicken pox, pink eye, the flu, etc. please notify the director immediately so that other parents can be alerted. If your child has lice, they are to be treated twice and must be free of live bugs AND nits before returning to school. Before a child can return to the program after a communicable illness medical approval must be given in the form of a note from the child's physician.

First Aid

Minor cuts and scrapes will be cleaned and bandaged by the staff. Bumps to the head or any swelling due to an injury will be treated with ice and parents will be notified immediately. In the event of an accident, an accident report will be completed. A copy shall be given to the parent and one placed in the child's file. In case of a major injury, an ambulance will be called at the parent's expense. In case of a minor injury, the parent will be notified. All staff members are certified in CPR and basic first aid. **Asbury Playschool does not provide liability insurance coverage for accidents or injury for the students.**

Discipline and Guidance

1. Corporal punishment in any form is not allowed at AUMC Playschool.
2. If a child's behaviors and actions are serious in nature or cause detriment to the classroom environment, the parents will be notified. If the interventions of the staff and parents are not effective and the behavior continues, the matter will be presented to the Board of Directors.

Our Discipline and Guidance Policy Is As Follows...

Discipline is used to help each child learn self-control. Positive guidance techniques will be used. Children will be praised for acceptable behavior and will be encouraged to stop and think about his/her unpleasant behavior, enabling the child to work at redirecting his actions. When a child needs further help in changing his behavior, time in will take place by the side of the teacher or director. We do not threaten children. We do not allow children to discipline other children. We do lovingly, but sternly, correct the children when we believe necessary.

Severe Weather

If severe weather occurs, we will follow the Petal School District dismissal policy which may include closure or early dismissal. Fire and impending weather drills are done monthly.

**POTENTIAL TECHNOLOGICAL HAZARDS
HAZARDOUS MATERIALS TRANSPORTATION**

IMMEDIATE DANGERS: Highway 42 major transportation route between Hattiesburg and southwestern Alabama.

WARNING PROCEDURES:

When an emergency occurs involving hazardous substances, ASBURY PLAYSCHOOL, neighboring businesses and residents will be alerted by local or state officials such as Forrest County Sheriff Department, Petal Volunteer Fire Department, Petal Police Department or the Emergency Management District via phone, door-to-door notification, or vehicle PA systems. Directions will be given concerning an evacuation route depending upon weather and wind direction.

EVACUATION DESTINATION LOCATIONS

Notify student's family members that in case of an accident, such as hazardous materials, teacher vehicles to one of the following Evacuation Destination Locations will transport students. (**See note at bottom of page.)

PRIMARY: Petal Civic Center
712 S. Main Street – Petal, MS

SECONDARY: Petal United Methodist Church
418 S. Main Street – Petal, MS

**EVACUATION ROUTE IN CASE OF A HAZARDOUS MATERIAL
INCIDENT ON HWY 42**

(NOTE: The route you will take will depend on the location of the incident. When you are notified of the incident, they will tell you which direction you need to go.)

ROUTE 1: Proceed east on Hwy 42 to Macedonia Road and turn left on Macedonia Road. Go to Old Richton Road and turn left. Stay on Old Richton Road until it comes to Hwy 42 in Petal. Turn right on Hwy 42 and proceed to South Main Street to the designated evacuation destination location.

ROUTE 2: Proceed west on Hwy 42 to South Main Street. Turn south on South Main to designated evacuation destination location.

****EVACUATION ROUTES WERE CHOSEN TO BE UTILIZED IN THE ABOVE- MENTIONED EMERGENCIES – HOWEVER, DUE TO WEATHER CONDITIONS (WIND DIRECTION) ALTERNATE ROUTES OR DESTINATION LOCATION MAY NEED TO BE SUBSTITUTED DEPENDING ON THE SITUATION.**