



Classes for Toddlers— Kindergarten

Handbook 2018-2019

Central Methodist Day School
300 S. Main Street
Asheboro, North Carolina 27203
336-629-5887

WELCOME

...Jesus said, “ Let the children come to me; do not hinder them, for to such belongs the kingdom of God.” And he took them in his arms and blessed them, laying his hands on them.
Mark 10:14,16

We are grateful that you have selected the Central United Methodist Church preschool and kindergarten program for your child! We are a day school that has a Christ-centered Mission to welcome children into this sacred place and prepare them to be faithful participants in the kingdom of God. We take seriously the message and ministry of Jesus on behalf of children. We will do everything we can to welcome your child, to bless your child and to teach your child about the love of Jesus Christ.

Our Day School Director, along with the Day School Staff, the Day School Board of Directors, and the Church Staff are all committed to making sure that your child is a welcomed and wanted participant in one of the oldest and best day school programs in our community. We believe the Bible when it states:

Train up a child in the way he should go; even when he is old he will not depart from it.
Proverbs 22:6

We will use all of our gifts, skills, talents, enthusiasm and energy to help your child follow God's way in the world and we will make sure your child has fun while doing so!

Our mission is to provide a nurturing, secure, Christian environment for our students, to employ Biblical truths in providing experiences that will encourage spiritual, emotional, social and physical growth and to promote a Christian foundation for relationships with other children and their families.

Christian values are taught to children through sharing, taking turns, and being friends. By learning that as individuals they are wholly unique children of God, children can begin to develop a positive self-image. Through this process, they begin to see others as children of God, thus promoting the desire to share and build friendships.

Young children learn about our wondrous world through play experiences. Our teachers plan time, space and opportunities for the children to think, explore, and discover new things. We want each child to love learning...and to feel loved.

The Day School program operates as a part of Central's education ministry. Please read this Handbook carefully, and direct any questions to your child's teacher or to the director.

The Wisdom of Play

For young children, play is a fundamental mode of learning. When children play games of their own invention, or even traditional games like hide and seek, they often make up their own rules as to who is to be “it” and what the limits of the games are. In this way, children learn what Jean Piaget called “mutual respect”. Mutual respect means that when one child makes a rule, the others follow. But the rule maker must in turn follow the rules made later by another child. It is only when children engage in self-initiated play of this kind that they acquire a solid sense of mutual respect.

When we appreciate the important role ‘play’ serves in a child’s learning about self and the world around them, we give children the time and opportunity to engage in the self-initiated play that is the surest way for them to fully realize all of their intellectual, emotional and social potential.

Resource: David Elkind, PhD

Caution:

At times you may find our classrooms noisy and active! Please excuse the mess as we are busy learning and making memories!

2018-2019 Calendar of Events

September 3	Labor Day
September 4	First Day of School—M-F, M-Th, TTh
September 5	First Day of School—MWF, MW
September 7	Kindergarten – Grandparents Luncheon
September 10-14	Meet the church staff week
September 19 & 20	Chapel 9:30
September 27	Open House, 6:30pm
October 2 & 5	Library Lady
October 8-12	Fire Prevention/Safety Week
October 9 & 10	4 yr olds visit Fire Dept 9:00
October 11 & 12	Fire Dept visits Day School (T,2,3,K)
October 16 & 17	Fall Pictures
October 24 & 25	Chapel 9:30
October 30 & 31	Pumpkin Patch
October 31	Trunk or Treat at CUMC
November 2 & 15	Library Lady
November 6	Teacher Workday—No Students
November 12	Veteran’s Day Holiday
November 14 & 15	Chapel 9:30
November 19 & 20	Thanksgiving Feast
November 21-23	Thanksgiving Holidays
December 5 & 6	Gingerbread House Party with G’parents
December 10 & 11 (tentative)	Visit from Santa
December 12 & 13	Chapel 9:30 (in the Gym)
December 18 & 19	Christmas Parties
December 20-31	Christmas Holidays/Winter Break
January 1	New Year’s Holiday
January 2	Teacher Workday
January 3	School Resumes (M-F, M-Th, TTh)
January 4	School Resumes (MWF)
January TBA	Library Lady
January 16 & 17	Chapel 9:30
January 21	MLK Jr. Holiday
January 22 & 23	Teacher Workdays (No Students)
January 29 & 30	Pancake & Pajama Day

Calendar Continued:

February TBA	Library Lady
February TBA	4 year olds visit Post Office
February 4 & 5	Dental Day
February 4—8	Spirit Week!!
February 13 & 14	Valentines Day Parties
February 20 & 21	Chapel 9:30
February 25	Kindergarten Open House 6:30
February 27 & 28	Dr. Seuss Birthday Celebrations
March 4	Registration Opens for 2019-2020 Year
March 13 & 14	St Patrick's Day Parties
March 18—22	Community Helper Week
March 20 & 21	Chapel 9:30 (Flowering the Cross)
March 29	Workday-DINNER AND AUCTION FUNDRAISER
April 2 & 3	Autism Awareness Days-Wear Blue
April 8-12	Week of the Young Child
April 15-19	SPRING BREAK
April 22	Back to School
April 24 & 25	Chapel 9:30
April 28	Day School Sunday—CUMC 11:00
April TBA	Play Daze
May 1 & 2	Art Festival
May 6-10	Teacher Appreciation Week
May 7	Spring Program, 6:30
May 16 & 17	Chapel 9:30
May 22	Splash Day at the Day School
May 23	Kindergarten Celebration
May 23 & 24	Last Days of School

Please note: Dates are subject to change,. Watch for Monthly Newsletters with updates.

Central Methodist Day School will operate September through May. The school calendar has been set to coincide with holidays observed by Randolph County Schools.

School Hours

The Day School entrance will open at 8:25 am. Up until that time the staff will be preparing for the school day. **Please do not bring your child into the building prior to 8:25 am, unless you would like him/her to stay for our Early Bird program.** The entry door will be open from 8:25 until 8:40. At 8:40, the door will be locked for security purposes. If you bring your child after 8:40, you will need to enter through the Church office. **Any time you enter through the church office, you will need to sign-in and wear a name badge.**

Classes will be dismissed as follows:

Toddlers	11:15 am
2 year olds:	11:25 am
3 year olds:	11:35 am
4 year olds:	11:45 am
Kindergarten:	12:30 pm

Early Bird

We offer an early drop off option every day at 8:00 am, in our Mother's Morning Out room. If you would like to utilize this program, you will need to enter through the Church office. When it is time for school (8:25) your child will be taken to their classroom. The cost for this program is \$2.00 per day. You will sign your child in upon arrival and will be billed for this service at the end of the month.

Lunch Bunch

Supervised child care is offered every day after preschool classes until 12:30 p.m. Our Preschool Assistant supervises the children, along with the Mother's Morning Out Teacher. There is an additional \$3.00 fee per day for this service, which should be paid by the 10th of the following month, along with tuition. Children should bring a **light lunch** the days they will go to Lunch Bunch. A clipboard will be available at the Day School entrance each morning to sign your child up for Lunch Bunch. We also ask that you let the teacher know if your child will be attending Lunch Bunch, and mark it on the check in sheet on the Teacher's door.

Class Cancellations

Our Preschool (Toddlers, 2's, 3's, 4's) and Kindergarten will not operate on days when Randolph County Schools are cancelled due to inclement weather. All classes will open **one hour late** if the county schools are delayed one hour. If the county schools are delayed two hours, Central will open **one hour late**. If RCS are delayed three hours, **the Day School will be closed**. If the Day School is open/closed, and it is inconsistent with Randolph County Schools, your child's teacher will notify you by phone. Preschool will not make up days missed due to bad weather. Should there be an extensive number of days missed for one class (more than 5 days), we will evaluate the situation and attempt to make up time, if available days remain in the school year. Kindergarten may be required to make up days missed due to bad weather.

Fees and Payments

2 day program—\$115.00/month
3 day program - \$130.00/month
4 day program - \$145.00/month
5 day program - \$160.00/month
Kindergarten - \$225.00/month
Mother's Morning Out - \$9.00/day (8:30-11:30)
Early Bird - \$2/day (8:00-8:25)
Lunch Bunch - \$3/day (11:30-12:30)

A non-refundable registration fee of \$65.00 for Preschool classes and \$80.00 for Kindergarten classes is to be paid at the time of registration. This fee will be applied directly to the Day School budget.

Tuition fees are due on the 10th of each month, for the following month. Please place your payment in the Tuition Box located near the Day School entrance. You can also mail payment, as long as it arrives by the 10th of the month. The address is: Central Methodist Day School, 300 S. Main Street, Asheboro, NC 27203.

Do not give tuition payments to teachers.

Please make all checks payable to Central Methodist Day School. A discount of \$20.00 off the monthly tuition for additional children enrolled at the school will be given to each family with two or more children enrolled, except in the instances where scholarship assistance has already been awarded.

When paying in cash, please use the envelopes available in the Tuition Box located at the entrance to the Day School hall. **Label the envelope** with your name, child's name, and amount.

Our School is a non-profit organization. Our operating funds come from the tuition payments we receive and any monies received from fundraisers and contributions from the Church. If tuition payments are ignored or are extremely late, our operating budget is immediately jeopardized. Please make every effort to make payments on time. If circumstances arise and timely payment is difficult, please see the Director.

Occasionally, we must deal with returned checks. It is our policy to notify the responsible party of the returned check, and ask that cash or a money order, plus a \$12.00 returned check fee, be paid at that time. If we receive two returned checks from the same party during the year, we will ask that all future tuition payments be made in cash.

Notice of Nondiscriminatory Policy

Central Methodist Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Required Forms

In order to attend Central Methodist Day School, your child must have the following forms signed by a parent or guardian:

1. Registration Forms
2. Car Pool Form
3. Health Information Form, including immunization records
4. Medical Release Form
5. Liability Release Form
6. Handbook Form
7. Photo Consent Form/Facebook Form
8. Share Info Consent Form

***Kindergarten students must have a (Blue) State Health Assessment form signed and dated by a physician.**

Completed forms must be received within 30 days of school starting. After that time the child should remain at home until forms are received. This is for the safety of all children.

Enrollment Policy

Due to insurance coverage, we cannot allow un-enrolled children to stay in the classroom without a parent present. Students will be registered on a first come, first serve basis.

Limited scholarship assistance is available at the beginning of each school year. Please see the Director for more information.

Based on NC Public School requirements, which went into effect for the 2009-2010 school year, cut off dates for age/class requirements will be August 31st. Your child must have reached the age of the class you wish him/her to attend by August 31st in order to register. **There will be no exceptions.**

Termination of Enrollment

By the Parent:

The parent agrees to give the Director **two (2) weeks written notice** should it be necessary to withdraw your child from our program. If the child should leave on or after the 15th of the month, it is agreed that there will be no refund on that month's tuition.

By the Preschool:

After every effort has been made to deal with or correct undesirable or dangerous behavior of a child, or noncompliance with school policy by the parent, the parent shall be given notice of termination in writing.

Failure to make payment of tuition may also result in the termination of enrollment. Extenuating circumstances will be carefully considered. Please notify the Director if payment will be late and every effort will be made to accommodate the situation. 8

Drop Off/Pick Up Policy

When bringing your child each morning, please enter the building through the side entrance, located midway the length of the building. The Day School doors will be unlocked at 8:25 a.m. and will remain unlocked until 8:40, at which time they will be locked. If you bring your child after 8:40, then you will need to enter through the church office entrance. You will need to sign-in any time you enter the church office.

Pick-up will also be at these same doors. If it is raining, pick-up will be moved to the breezeway (a few feet down from Day School entrance). Parents or responsible parties need to be prompt. Families with more than one child enrolled should pick up the youngest child first and pull forward to wait for the older child. **If you are more than 10 minutes late, your child will be taken to Lunch Bunch and you will be charged the \$3 fee for the day.**

We will be continuing the “Lunch Bunch” program this year for the children, after their preschool class until 12:30. There is an additional \$3 fee for this service and again, it is crucial that your child be picked up on time. You will be billed at the end of each month for Lunch Bunch. The payment is due by the 10th of the following month, along with tuition.

We will also be continuing our Early Bird program this year, before school. You can bring your child as early as 8:00 am. You will need to enter through the church office doors, as all other doors will be locked. There will be an additional \$2 fee each day for this service. You will be billed at the end of the month and the payment will be due by the 10th of the following month, along with tuition.

Parents/Guardians are required to buckle in the child they are picking up. Please pull forward to buckle your child, so that the line can continue to move. Please advise all adults who pick up students of this policy.

To ensure the safety of our children, orange cones will be placed in the left lane of the church drive to prevent cars from passing while children are being loaded into cars. If your child is buckled in before the child in the car in front of you, please do not attempt to pass; wait until the line moves on.

Please do not leave your car in the pick up line and enter the church to pick up your child; this holds up the line.

If you wish to speak with your child’s teacher after the school day ends, please pull forward until all the children in the class have been dismissed or arrange a mutual time to call the teacher.



Illness/Communicable Disease Policy

It is our policy to make every effort possible to prevent the unnecessary spread of illness in our classrooms. Children who become ill at school will be placed under the care of the Director until a parent or other responsible person can be notified to pick up the child. If your child is sick the day/night before preschool, please carefully evaluate their condition before bringing them to school. **If you child has a fever, he/she should be FEVER FREE FOR 24 HRS before re-turning to school!**

In the best interest of the health and safety of all our children, **please notify us if your child contracts a communicable disease such as chicken pox.** Other illnesses/symptoms that should keep your child home from school:

- | | |
|---------------|----------------------------------|
| 1. fever | 5. persistent, deep cough |
| 2. diarrhea | 6. unidentified eye inflammation |
| 3. vomiting | 7. unidentified rash or spots |
| 4. "bad cold" | 8. contagious disease |
| | 9. Nose running yellow/green |

If a child has a communicable disease, that child may not attend school until there is no danger of infecting other children. Certain diseases may require a doctor's note before returning to school. Whenever there is contact with bodily fluids, disposable gloves will be used.

Medications

Our staff cannot administer any type of medication..

Conferences

Parent/Teacher conferences will be held at least twice a year. The conference will give you the opportunity to discuss any concerns you might have as well as the progress of your child. A parent can request additional conferences with the teacher or director at any time.

Visitor Policy

The children function best when following a regular schedule. When their routine is interrupted with unplanned visitors, the children's behavior can sometimes become a problem, especially if the child has a difficult time separating from his/her parent. Parents can be involved with field trips, special parties, special projects, and other planned events. Parents are also encouraged to volunteer as subs for our classrooms. If you would like to drop in, please make every effort to avoid interaction with your child so that his/her routine will not be interrupted. Should there be a need to observe your child or your child's teacher, the Director will be glad to plan for this.

Visitors must sign-in at the church office and get a visitor name tag.

Field Trips

Field trips expand your child's learning experience. Each child will need to be accompanied by his/her parent or guardian. Each child will also need a permission slip signed by a parent/guardian to accompany the class on these off-site excursions. Off-site trips are typically reserved for the 4 year old classes and the Kindergarten class.

Birthdays

Birthdays are for celebrating! Please check with your child's teacher to select a convenient date closest to your child's special day. Please keep the celebration simple, with appropriate refreshments. **In order for each child to feel equally proud of his/her special day, the teachers have asked that you refrain from bringing treat bags to send home with the children.** If you wish to honor your child's birthday in a special way, we would like to suggest buying a new book for the classroom that he/she can present on the party day. Time limit on parties - 30 minutes. **No candles will be allowed.**

If you would like to hand out birthday invitations, the entire class must be invited. If this is not desirable, use the shared information provided at the beginning of the year to mail the invitations to only the guest you wish to invite.

What (Not) to Bring/Wear

- I. All children need to bring:
 - a. A labeled backpack for notices, newsletters, and priceless works of art
 - b. A change of clothes in case of accidents or spills during the year
(place items in a large zippered bag, labeled with your child's name)
- II. Children are encouraged to bring books, tapes, nature items, and other special interest items for sharing time, on **designated days**, for show and tell. **Bringing toys is discouraged** since they can be broken or misplaced. Items will need to be kept in backpacks during regular class times. No guns or weapons, not even toy weapons, are allowed.
- III. Please dress your child in comfortable clothes and shoes appropriate for the day. We will go outside in cold weather, so please send your child in a warm coat, and hat/gloves if necessary. **Please label any removable clothing.** Shoes worn to school need to be appropriate for outside play; teachers will not have time to change children's shoes prior to going on the playground (with the possible exception of picture day). **Flip flops are not allowed.** Crocs tend to be very slippery, when wet, on playground equipment. Shoes must be secured at the back of the feet.

What (Not) to Bring/Wear

IV. Please **do not** bring children's umbrellas to school. If your child wishes to walk in with his/her umbrella on a rainy day, **please take it back out with you** when you leave. Umbrellas have proven to be a danger when trying to get 8-12 children down the hall for pick up.

V. Scented hand sanitizers, lip gloss and/or chap-stick : many children are allergic.

Snacks

The Day School will provide snack for the first 2 weeks of school. After this, parents will provide snacks. Your child's teacher will instruct you on how snack is handled in her classroom. We are a **peanut free campus**; please do not send foods made with peanuts to Lunch Bunch.

Backpacks

Each child will need to bring some type of backpack to school each day. Please make sure your child's bag is big enough for a full size folder. Remember to mark your child's bag (and any other possessions) with his/her full name. **Rolling book bags will not be allowed in the school.**

Biting Policy

Biting can be a common behavior among preschoolers. Due to the consequences of biting in the classroom—the risks if the skin is broken—we feel the need to have a specific policy regarding biting. If a child bites another child (or different children) on three separate occasions, we will have to ask that the child not return to school until the behavior is corrected. Many times, the threat of or act of removing the child from school will curtail the incidences. We will be willing to hold the child's spot until it is determined that the child can safely return to school. Tuition will still be due in order to hold the spot.

Mother's Morning Out

If your child is not enrolled in our Preschool program, he/she may still be eligible for our Mother's Morning Out program. This is a drop off child-care service. The program is less structured than our preschool classes, but is still supervised with love and guidance. The MMO teacher will do artwork, music and reading with the children. The MMO children are also included in any special events that occur on the days they are here.

MMO is open on **Tuesdays and Thursday** from:

8:30 a.m. to 12:30 p.m.

Current Rates are as follows:

8:30 to 11:30 a.m. \$9.00 (children should bring a snack)

11:30 to 12:30 p.m. \$3.00 (children should bring a light lunch)

Ages accepted in MMO are: **15 months through 5 years of age**. Children do not need to be potty-trained. The number of children per adult will be based on the ages of the children present, as appropriate child-staff ratios change based on the children's age.

Parent Involvement—How You Can Help

Parents play a vital role in the success of their child's development. We at Central encourage our parents/families to become actively involved in their child's daily school experience. Here are some suggestions of how you can be involved:

1. Keep the lines of communication open with your child's teacher. You know your child best and forming a partnership with our staff will help us understand your child's needs.
2. Please share with the Director or with your child's teacher if you can help by:
 - A. Sharing a special talent or hobby
 - B. Substituting in a classroom
 - C. Providing special snacks
 - D. Volunteering, fundraising
 - E. Donating gently-loved, age appropriate clothes/toys
3. Teachers can always use help with preparing for craft projects, i.e. cutting, etc. **Teachers are not allowed to leave a parent alone with the children unless that parent has completed a criminal background check.**
4. Share your child's experience. Ask open-ended questions to aid your child in remembering the morning's events. Remember to ask about Chapel each month.
5. Help out with our big fundraisers: Krispy Kreme Donuts, Dinner/Auction
6. We appreciate your support;! You are an integral part of our program.

"...and a little child shall lead them."

Isaiah 11:6

A Few Other Items to Remember

1. Transition can be a difficult thing for some children. You can expect a few tears from time to time. When this happens, we feel it is best to keep your good-byes quick, assure them that you will be back and that they will have fun at school, hug them and exit the room. If you need to stand outside the room to reassure yourself that your child will be okay, that is fine! I promise our staff will lovingly reassure each child and redirect their attention to the exciting business of the day! Remember, if you are apprehensive, your child will pick up on that; remain positive whenever you talk of school.
2. Although the children have a small snack during the morning, it is not equivalent to breakfast. Please make sure your child eats breakfast **before** coming to school. If he/she eats breakfast in the car on the way to school, please have him/her **finish it before entering the building.**
3. Please do not send cups to school in your child's bag. They will not be allowed to have them during class time hours because (1) other children begin looking for their drink and (2) if they put them down, other children will pick them up and drink from them. We will provide cups and water for each child. You may pack your child a drink for Lunch Bunch and/or MMO.
4. Please do not hang out in the classrooms after dropping your child off or prior to dismissal times. This distracts the teachers when they need to focus on the children. If you need to discuss something at length with your child's teacher, please set up a conference. If you need to visit with other parents, we encourage this, just please visit outside the classroom.

A child's life is like a piece of paper on which every person leaves a mark.

Chinese Proverb



**Central Methodist Day School
300 South Main Street
Asheboro, NC 27203**

Day School Board

Permanent Members:

**JF Howard, Pastor
Children & Family Ministries, Heather Cagle
Director of Preschool, Camela Nixon**

Class of 2018:

**Brenda Johnson
Doris Pennington
Carol Hall
Brandon and Ashley Hurley, parent representatives**

Class of 2019:

**Cindy Lowe
Rebecca Kidd
Susan Huffstetler**

Board Members can be contacted through the Church Office at 629-1425