

2016-2017

WAYNESVILLE UNITED METHODIST CHURCH  
TWO-BY-TWO PRESCHOOL



A ministry of Waynesville United Methodist Church  
"Making Disciples of Jesus Christ for the Transformation of our  
Community and the World."  
301 T Hwy, Waynesville, MO 65583  
(573)774-2299

Waynesville United Methodist Church  
Two-by-Two Preschool  
2015-2016

Staff

Sarah Cochran, Preschool Director  
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Erin Wells, Head Teacher  
[erinjo\\_04@hotmail.com](mailto:erinjo_04@hotmail.com)

Contact Information

Church Phone – (573)774-2299  
Fax – (573) 774-5260

Church office will be closed on Fridays, holidays, and during extreme weather conditions.

School Hours

Monday - Thursday: 8:30 – 11:30

Background Checks

Background Checks are conducted for all staff members who are employed by WUMC. In addition, all staff members who work directly with children must be Safe Sanctuary Certified through the Methodist Church.

Child Protection

All staff members must comply with state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any church/school employee acting in his or her official capacity who knows of reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the Preschool Director, or Pastor. It is imperative that employees are aware of the guidelines and procedures for reporting and investigating child abuse and neglect.

## Program Specifics

- A child must be 3-5 years old to enroll.
- A child must be 4 years old by August 1<sup>st</sup> in order to be accepted into the 4's classroom. There are no exceptions to this rule.
- A child who will be 3 by August 1<sup>st</sup> may enroll. Children turning 3 after August 1<sup>st</sup> will be placed on a waiting list until the month in which they turn 3 and will fill open spaces as they become available.
- All children must be fully potty trained before starting at Two-by-Two preschool. Fully Potty trained means that the students are aware of when they need to use the restroom *without prompting*, and can verbalize that need. Also, it means that once in the restroom, children can undress, use the restroom, clean themselves, redress, and wash hands without the aid of an adult. While we understand that accidents happen, the teachers are not equipped to teach your child if these requirements are not met.
- Two-by-Two Preschool will not accept any new students after April 1<sup>st</sup> of each school year.
- **In order to register your child at Two-by-Two Preschool, you will need:**
  - Completed registration packet
  - \$70.00 non-refundable annual registration and supply fee
  - Copy of Birth Certificate
- **Before the first day of school you will need:**
  - Current school physical form filled out by the child's physician/PCM (must be turned in no later than 30 days after enrollment)
  - Record of the child's *up-to-date* immunizations
  - Signed "Notice of Parental Responsibility for License-Exempt Religious Organization Child Care Facility"
  - Signed "Parent Handbook"
  - First Month's tuition.

## Enrollment & Supply Fee

An annual fee of \$70 per child will be charged for registration and supplies. Enrollment is on a first-come basis. Class size is limited to 10 students. This fee also covers the majority of your child's school supplies including but not limited to crayons, paint, scissors, binder, and glue. Ask about out sibling discount.

### Tuition

4's Classes - \$2,150 per year (\$2000 if paid in full by 1 Sept)  
or \$215 per month (August through May)

3's Classes - \$1,110 per year (\$1000 if paid in full by 1 Sept)  
or \$110 per month (August through May)

There is a 5% discount available for each additional sibling.

Our tuition is based on an annual fee divided into 10 equal monthly payments. We divided the annual tuition equally to avoid confusion during months with more or fewer school days than a typical month. Your monthly tuition will remain the same amount each month from August to May, as it has been amortized over the entire year. There is no tuition reduction for missed days due to illness, vacation, holidays or snow closure. You are paying for the space reserved, not for your child's attendance.

Payment is due by the 1<sup>st</sup> of each month. There is a seven-day grace period. If payment is not received by the 8<sup>th</sup>, the child will not be allowed to attend class until a satisfactory financial arrangement is made with the Director. Checks should be made payable to WUMC with "Preschool" and your child's name written in the memo line.

### Late Charges

Students must be picked up promptly at 11:30am or 3:00pm, depending on the class attended. After a 10 minute grace period, a fee of \$5.00 per child per 10 minutes late will be assessed. The fee must be paid in full before picking up your child. This policy will be enforced to allow teachers to complete their responsibilities in the time allotted to them.

### Withdrawal

Please notify either your child's classroom teacher or the Director if you are planning to withdraw your child. If possible, please allow two weeks' notice. No refunds will be given for tuition paid. If adequate notice is not given you can still be held responsible for your child's tuition for that month.

### Purpose

Our purpose is to extend the ministry of Waynesville United Methodist Church by providing quality care, Biblical instruction, academics, and growth opportunities for children, as well as a program of ministry and outreach for the families of the children enrolled.

We believe that every child is a special creation of God, whom God loves and forgives through Jesus, our Savior. Ephesians 6:4 "Bring them up in the training and instruction of the Lord." We believe that it is our responsibility and privilege to encourage and support parents in the spiritual, emotional, mental, academic, and social growth of their children.

### Goals

- To serve as a support to families.
- To help each child know and feel God's great love for him/her through Jesus, as his/her personal Savior.
- To foster ever increasing levels of independence in a safe, Christian environment.
- To equip young children with academic, social, emotional, and intellectual tools for school.
- With the help of the Holy Spirit, grow the child's faith in God, his/her loving Father and in Jesus Christ, his/her loving Savior.

### Curriculum

Our curriculums have been written specifically for our program and include academic skills, such as letters, shapes, colors, numbers, and basic math, science, and social studies concepts. Curriculums also introduce Bible stories, moral lessons, scripture memorization, and thematic units.

### Newsletter/Daily Folder

Please read our monthly newsletter and watch for other information from the staff. Please check your child's folder every school day, as this will be the main mode of getting information to you.

### Facebook

**We use our closed Facebook group as a primary source of information dissemination.** Please search for "WUMC Preschool 'Two by Two'" and join as soon as possible. If you do not have Facebook, please make your child's classroom teacher aware of that so they can make other arrangements to notify you of any last minute information.

## Clothing

It is recommended that your child come to school dressed in comfortable play clothes. Please make sure that the clothing fits correctly and allows the child to move and play in a way that is both effective and modest. For girls, please make sure that they have on bloomers, shorts, or leggings under all skirts. A change of clothing (underwear, socks, pants and shirt) should be enclosed in a labeled gallon zip-lock in your child's backpack to be used in case of spills and other accidents. Be sure to switch out this clothing as your child grows and the seasons change. **No open toed shoes** are allowed at any time. Also, please be sure that whatever shoes your child wears will stay fastened throughout the entire school day. Remember, we will be running and playing so appropriate shoes are a must.

Children will have outdoor recess when the temperature is above 30 degrees and below 100 degrees and the playground is not muddy. Please dress your child accordingly.

## Drop off/Pick up Procedures

Please accompany your child to the door of the classroom and sign them in each and every day. Do not leave your child in the classroom unattended if the teacher and/or the aide are not present. Please do not come any earlier than 10 minutes before class time, even if the teacher and/or aide is in the classroom. Sometimes children will cry when a parent leaves. They usually recover more quickly in a room with other children without the parent present. Preschoolers adapt better without long, drawn out goodbyes. A staff member or teacher will assist you with leaving your child if need be.

If you would like to visit with your child's classroom during the school day, please make an appointment with your child's teacher after the first month of school to allow for a better transition for your child. Parents and visitors must check in with the church office before proceeding to the classroom. This is for the safety of the students and staff.

A list of authorized adults to pick up your child will be on your registration form. Children will only be released to the parents or person(s) listed on the authorization form who provide proper photo ID. Please be sure to update your emergency contact information and/or those authorized to pick up your child if the need arises. This should be done in person and not just by phoning the office. This is for the safety of the children. Before departing the classroom your child must be signed out each day.

If you must pick your child up early due to an appointment or other reason, please inform the teacher beforehand. All children picked up during school hours must be signed out. Children returning or arriving late to school must be signed in at that time.

Class will be conducted for the entire class period. Please do not disrupt the learning process by arriving too early and knocking on windows, allowing other siblings to enter the classroom, standing right outside the door talking loudly, etc. The church has a well-equipped waiting area where you may wait until it is time for class to be dismissed.

### Records

The preschool director will maintain records for each child. Immunization records, registration form, consent to treat form, physical evaluation form, photo release form, and contract must be submitted and kept on file. Please update us as to any changes that occur with your address, phone number, authorized pick-ups etc. in writing.

### Special Needs

Two-by-Two Preschool may not have adequate staff with the specific training in Special Education to meet the needs of children with moderate to severe special needs. Therefore, children must be able to function independently for their own age level and be fully potty trained. Acceptance of a child with special needs will be at the discretion of the Preschool Director, Pastor, and classroom teacher.

If special needs or severe behavioral issues present themselves after a child is enrolled and attending Two-by-Two Preschool, the teacher, director, and parents will be involved in deciding if continued enrollment is best for the child. If after a one month period the Director and classroom teacher feel Two-by-Two is unable to adequately meet the needs of the individual child, Two-by-Two Preschool reserves the right to recommend other agencies and/or programs to properly diagnose and meet the special needs of the child, and/or dismiss the child from this program.

## Heath/Medication

No medications will be administered by the staff to your child during school hours. This includes sunscreen and antibacterial ointment, with the exceptions discussed below.

If your child requires either an asthma inhaler or EPI pen for emergency, please obtain a special permission form from either your child's teacher or the preschool director. Please plan to meet with school staff to demonstrate the proper use of the device for your child. All medications will be stored in the child's classroom in a locked container. No child should ever have any form of medication in their backpacks or pockets. An "Allergy Alert" notebook is kept in the office for staff awareness.

Only well children can attend the program. We require that children be free of fever (without any assistance from medication), vomiting and/or diarrhea for a minimum of 24 hours before returning to the program. When in doubt, it may be best for you to keep your child at home.

The Committee on Control of Infectious Disease of the American Academy of Pediatrics recommends keeping your child home when any of the following exist:

- Fever
- Vomiting and/or diarrhea
- Symptoms of Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc.
- Sore Throat
- Croup
- Fifths Disease
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo
- Pinkeye or other eye infections
- Any communicable diseases
- Cloudy or green runny noses/ persistent cough

If your child becomes ill or has a fever at or above 100°F, you (or your emergency contact person, in the event you cannot be reached) will be contacted to pick your child up immediately.



## Discipline

The goal of discipline is the development of self-control from within the child. This is a process that begins to emerge during the preschool years. We feel that self-control in young children is best facilitated by the use of positive guidance techniques. These include the following:

- Praising and encouraging good behavior
- Teachers and aides modeling acceptable behavior
- Providing a well-planned environment and predictable schedule
- Clearly defining and consistently maintaining limits
- Setting reasonable and age appropriate limits
- Helping children recognize and deal with their feelings in a safe and healthy manner
- Redirecting children to more acceptable activities

Your child may be removed from the group and placed in time-out if your child continues to be disruptive after either being redirected or given an appropriate warning. If your child continues to be disruptive and time-out does not help your child gain control of his/her actions, you may be called to pick up him/her. Hitting and/or biting by your child directed towards other children or a staff member may result in a call for you to pick up your child. At no time will verbal abuse or corporal punishment be allowed by any staff member or volunteer.

Children who exhibit continually disruptive and/or threatening behavior that interferes with the educational and social atmosphere of the classroom may be asked to leave the program.

Each day you will receive a behavior report form from the classroom teacher. This form will be explained to you at the beginning of the school year. The teacher will try to explain any behavior issues in the space provided. Please sign and return the behavior form each and every time your child is in class.

## Attendance

The Two-by-Two Preschool program is designed in such a way that attendance is necessary when at all possible. Please bring your child to school unless he/she is sick or you have another emergency situation. If your child is going to be absent, please inform your child's teacher or the front office of the church as soon as possible so that the teacher is aware. A packet of what your child missed will be available upon request.

### Snacks

Children will be given a **light** snack during the day. Each parent will be asked to donate snack for the entire class on a rotating basis. Examples of snack include crackers, dry cereal, pretzels, string cheese, yogurt and milk. Please note, per health regulations ALL foods that are brought into the classroom must be pre-packaged. NO home-baked goodies are allowed. If your child has a food allergy, please make sure that you inform your child's teacher both verbally and on the correct form in the registration packet. Please note, this is only a snack. Your child needs to come to school full from a sensible, healthy meal (breakfast or lunch) to help ensure a successful day. Please do not send your child to the classroom with breakfast to be eaten, this disruptive to the whole class.

Water bottles/Sippy cups (spill proof is required) are encouraged, and should be clearly labeled with your child's name. NO sugary drinks, kool-aid, sweet tea, soda, etc. will be allowed.

### Parent Volunteer Hours

As a preschool, we are dedicated to providing your child with the best possible education while keeping costs to the parents as low as possible. In order to aid this process we ask that each parent volunteer a minimum of 10 hours in the school year (approximately 1 hour per month). If you would prefer not to volunteer, you may make a donation of \$10 per hour to help with the cost of supplies throughout the year.

### Special Celebrations

A child's birthday is a very special time and we want to celebrate with him/her! Please check with a staff member concerning birthday celebrations. Please note, per health regulations ALL foods that are brought into the classroom must be pre-packaged. NO home-baked goodies are allowed.

Holidays are also very special. A staff member will inform you of any upcoming parties and/or special days.

### Field Trips

Throughout the year, optional field trips associated with the current classroom theme may be organized. A parent must accompany and transport his/her child on field trips. A staff member will notify you, in writing, of any upcoming field trips.

### Weather Conditions

In general, if the Waynesville R-VI Schools are cancelled for snow or extreme weather, our program will also be cancelled. If the Waynesville schools have a delayed start, we will not have school. If the Waynesville School District is running snow routes we will have school as regularly scheduled. The final determination will be at the discretion of the preschool. The school will notify you of any closures via Facebook and the automated call system at the church. If more than two days per class are not made up we will adjust tuition for those days.

### Safety

Safety drills including, but not limited to, fire, tornado and intruder will be conducted regularly. These drills are conducted so that children will become familiar with escape routes and emergency procedures.

### Toys

The preschool provides toys and equipment in the classrooms. Please have your child leave any and all toys at home unless otherwise requested by the teacher. Play guns and weapons of any kind are not allowed at any time. We cannot be responsible for personal toys, special blankets, or other irreplaceable items. The only exception to this rule will be pre-arranged Show and Tell Days.

## Licensing

Two-by-Two Preschool is exempt as a religious organization from state licensing and, therefore, not inspected or supervised by the Department of Health other than as provided herein and that the facility has been inspected by those designated in section 210.252 and is complying with the fire, health and sanitation requirement of sections 210.252 to 210.258.

Recent copies of the Bureau of Child Care, fire safety, and health and safety inspections of this facility are available.

Bureau of Child Care  
1715 Southridge Dr.  
PO Box 570  
Jefferson City, MO 65102

Division of Fire Safety  
Po Box 844  
Jefferson City, MO 65102

Missouri Department of Health and Sanitation  
930 Wildwood  
PO Box 570  
Jefferson City, MO 65102

## Parent Agreement

Parents or guardians agree to the following:

1. Support the philosophy, curriculum, policy and programs of the preschool.
2. Attend programs and activities provided by the preschool.
3. Pay all tuition and fees when due.
4. Review handbook, health and safety forms if a question arises.
5. Keep child home if he/she is ill.
6. Bring any concerns directly to your child's teacher first. Then, if necessary, contact the Preschool Director.

The preschool and parent or guardian for any of the following reasons may cancel this agreement:

1. Non-payment of tuition or fees
2. Uncooperative parents or guardians
3. Failure to abide by the policies in the parent handbook
4. The parent has the right to withdraw their child if the parent or guardian feels that there is not substantial harmony between their own expectations and the school's purpose, aim and policies.

I (we) agree to cooperate with **all of the policies established in the parent handbook** and to abide by WUMC Two-by-Two Preschool's rules and regulations that have been given to me to read. I (we) agree to cooperate with and abide by these policies, rules and regulations and that which may be established in the future. I (we) understand that this is a legally binding contract and my (our) signature(s) below indicate that I (we) have read this contract and that it has been explained to my (our) satisfaction.

\_\_\_\_\_  
Parent/guardian (print name)      (sign) \_\_\_\_\_      \_\_\_\_\_  
(date)

\_\_\_\_\_  
Parent/guardian (print name)      (sign) \_\_\_\_\_      \_\_\_\_\_  
(date)

\_\_\_\_\_  
Witness (print name)      (sign) \_\_\_\_\_      \_\_\_\_\_  
(date)