

**WESLEYAN CHAPEL UNITED  
METHODIST CHURCH  
PRESCHOOL**

10255 US Highway 17 North  
Wilmington, North Carolina 28411

(910) 686-4041

(910) 520-1911

(email: [wcumcpreschool@gmail.com](mailto:wcumcpreschool@gmail.com))

([www.wesleyanchapel.org/preschool](http://www.wesleyanchapel.org/preschool))



[This Photo](#) by

---

**STUDENT/PARENT HANDBOOK  
2021 - 2022**



## Table of Contents

Purpose .....	1
Preschool Program Description .....	1
Wesleyan Chapel UMC Preschool Calendar .....	2
Explanation of Calendar .....	3
Special Days at WCUMC Preschool .....	4
Preschool Registration and Enrollment Procedures .....	5-6
Tuition Payment and Student Withdrawal .....	7-8
Tuition Schedule .....	9
Items to be Provided by Parents .....	10
Procedures for Arrival and Departure .....	11-12
Discipline Policy .....	13
Extreme Behavior Policy .....	14
"Safe Sanctuary" Policy .....	14
Safety Precautions for Students .....	15
Medical Information .....	16
Accidents/Injuries .....	17
Immunization Records .....	17
General Information:	
Show/Tell; Birthdays; Holiday Parties; Appropriate Dress; Severe Weather Policy; Messages from Home/School .....	18-20
Special Events/Field Trips .....	21
Parent/Teacher Conferences .....	22
Covid-19 Procedures .....	23

## Our Purpose

Wesleyan Chapel United Methodist Church Preschool is designed to be a Christian Ministry, family oriented Preschool for those families of Wesleyan Chapel UMC and those in and around our community. Our Preschool's main objective and responsibility is to provide safe, healthy, nurturing and responsive settings for the children of our Preschool. We are committed to supporting their development by cherishing individual differences, by promoting self-esteem, by realizing that children develop at their own pace all while believing that children deserve to be just that-children. All of this is accomplished in a loving, caring manner while using art, music, stories and recreation in our classrooms within our Preschool!

## Preschool Program Description

Wesleyan Chapel Preschool houses students in our Nursery Program (ages 1-2) up to our 2's, 3's and 4-5 year old programs. Our curriculum is age based beginning with our Nursery Program through our 4-5 year olds, with each year striving to give each student a good educational foundation for the following year.

All our students participate in a wide variety of activities and events while attending WCUMC Preschool. Beginning in the Fall the students have fun at our Annual "Hallelujah Hoedown"; the fun continues throughout the year with other events such as our Annual Thanksgiving Feast, and our Easter Egg Hunt/Party. We also have an evening set aside for father and child where they are treated to a light supper and then work on a project together. And not to forget our "moms", we have a special Mother's Day Brunch in the Spring! Students go on two educationally based field trips during the school year as well as having School Pictures taken in the Spring. Our students will also attend Chapel once a week where they will participate in Bible stories and songs. Preschool also conducts Speech Screenings for our students aged 2-5 during the school year. And let's not forget our year-end Preschool Graduation Program-the hi-lite of our year!

Preschool hours of operation are 9:00 a.m. until 12:00 noon, Monday-Thursday from the beginning of September each year until the end of May. Each student's schedule is determined by what age group/class they are enrolled in for the year. Tuition is based upon how many days/week for the month a child attends.

# Wesleyan Chapel UMC Preschool | 2021-2022 CALENDAR

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

08 Valentine Cooke Décor.  
9-14 Class Parties  
16 No School (workday)

7 WCUMC Open House  
8 First Day of School

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7-10 No School (Spring Break)  
14 Back to School  
22-23 Spring Pictures

04 Fire Prev. Week  
12 Pumpkin Day  
20 No School (workday)  
25-28 Hoedown

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

05 Easter Egg Dyeing  
12 Easter Egg Hunt  
18 No School (Easter Mon)

04 No School (Bazaar)  
11 No School (Vet. Day)  
24-25 No School (Thanksgiving)

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

02 Teacher's Appr. Week  
08 Mother's Day  
26 Last Day of School

20-21 Class Parties  
22-31 No School (Christmas)

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19 Father's Day

1-6 No School  
10 Back to School  
17 No School (MLK Hol)

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day

## Explanation of Calendar

September	7	WCUMC Preschool Open House (by appointment only)
	8	First Day of School
October	4	Fire Prevention Week Begins
	12	Pumpkin Day
	20	No School (Teacher's Workday)
	25-28	WC Preschool Annual Hoedown (students only)
November	4	No School (Church Bazaar)
	11	No School (Veteran's Day Holiday)
	24-25	No School (Thanksgiving Holiday)
December	20-21	Class Christmas Parties (Check with your child's teacher)
	22-31	No School (Christmas Holiday Break)
January	1-6	No School (New Year's Holiday & Christmas Break Continues)
	10	Back to School
	17	No School (MLK Holiday)
February	8	Valentine Cookie/Cupcake Decorating
	9-14	Class Valentine Parties (check with your child's teacher)
	16	No School (Teacher's Workday)
March	7-10	No School (Spring Break)
	14	Back to School
	22-23	Spring Pictures
April	5	Easter Egg Dyeing
	12	Easter Egg Hunt
	18	No School (Easter Monday)
May	2	Teacher's Appreciation Week
	26	Last Day of School

## Special Days at WCUMC Preschool

Below is just a partial listing of some of the many events/special days and their descriptions happening at Preschool each month:

- September: Open House: Children and parents meet their teacher and classmates.  
First day of school
- October: Hoedown: A fun-filled event of games/prizes/face painting/refreshments for all our students and their parents!  
Visit from the Fire Department: Fire Safety/"Fire Prevention" Month at Preschool  
"Pumpkin Day": A day set aside for pumpkin decorating with our students
- November: School-wide Field Trip: A seasonal/educationally based field trip for our students  
Thanksgiving Feast: A wonderful tradition for our Preschool students and their parents to share in our Thanksgiving Feast together; finishing up after the Feast with our "Gift Basket" Fundraiser Raffle-an all time favorite!
- December: Class Christmas Parties: Classes will celebrate this season with their teachers
- January: Dad's Art Night: A special night set aside for just our students and their dads as they work on a project together and share a light meal!
- February: Valentine Cookie Decorating: In celebration of Valentine's Day our students are treated to a cookie decorating party, creating sweet treats to take home!  
Class Valentine Parties: Each class celebrates with the exchange of Valentines with their classmates.
- March: Picture Days: All of WC PreSchool students have their school pictures taken individually and with their classes; our 4's have theirs taken in Caps/Gowns!  
"Easter Egg Dyeing": A special time just for our students in celebration of Easter-we all get together for an "egg dyeing" event!
- April: Easter Egg Hunt/Party: A school favorite: our students are on the "hunt" for the filled Easter Eggs hidden within our school grounds; we follow up with a celebration with refreshments under our picnic shelter!  
School-wide field trip: Our second seasonal/educational field trip of the year
- May: "Mother's Day Brunch": In celebration of all our PreSchool Moms, this special day is set aside for just our students and their mothers as they enjoy a delicious brunch!
- May: Last day of school/Graduation: To close out our school year, our students participate in one final event for the year: Our Graduation Ceremony prepared by our teachers and students!

## Preschool Registration and Enrollment Procedures

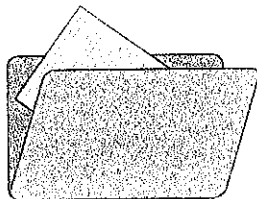
We have an open door policy at Wesleyan Chapel United Methodist Church Preschool which encourages parents to observe individual classrooms. When visiting our preschool we ask that you enter the preschool through the playground entrance only!

Pre-registration occurs in January each year. During this time, currently enrolled students/families and Wesleyan Chapel members receive first priority in securing positions for the up-coming school year. Following the pre-registration of currently enrolled students/families and Church members, the remaining positions for the preschool are offered to those on our waiting list and then to the general public. Positions are granted on a first come, first serve basis.

The process of registering a child secures a position in the preschool program. If the program is full, students are placed on a waiting list. When positions become available, parents of the children on the waiting list are contacted in the order they were registered and then offered the position.

Students are assigned to classrooms by the director of the preschool. Teacher and parent requests are considered but are not guaranteed. For a position to be reserved, parents are required to pay a non-refundable registration fee. Enrollment cards and registration fees are only collected if a position is available. Otherwise, the child's name is put on a waiting list.

Within the first two to three months of school, each child must have a signed Physician's Statement from his/her doctor stating that he/she is in good physical health. (This form will be provided to you). Records of up-to-date immunizations are required. These items must be given to the director within the first two to three months of school. We ask that you please disclose any medical problems, informing us of the necessary precautions that may be needed to ensure your child's good health and safety. If you have any issues/questions regarding your child's immunizations please see the director.





## Tuition Payment and Student Withdrawal

Tuition for the preschool is due on or before the 1st day of each month. Full tuition is expected whether or not your child will be present the entire month. Wesleyan Chapel United Methodist Church Preschool is a non-profit organization and depends upon tuition to purchase supplies, fund some field trips, and pay salaries. In order to hold spaces, tuition must be paid promptly. If tuition has not been paid for 2 consecutive months WCUMC Preschool reserves the right to withdraw your child's name from our school roster and ALL back tuition will then need to be paid in full. (Please see the preschool director for extenuating circumstances)

When paying tuition by check, we ask that you make the check payable to: Wesleyan Chapel United Methodist Church Preschool (WCUMC Preschool for short). Please place your check marked with your child's name and your child's teacher's name in the payment box located near the director's desk. If cash is used to make a payment, please see the director so that a receipt may be issued.

You may make tuition payments monthly or for the entire school year. If you choose to pay the entire year's tuition, you will receive a discount equaling one half of a month's tuition. For parents with more than one child enrolled in our preschool, there will be a \$ 5.00 discount on the second child's tuition rate.

The first tuition check is due by September 15<sup>th</sup>. Tuition must be paid in order for your child's place to be held. Because tuition is based upon the number of school days per school year and then divided out equally each month, and not based upon attendance, no refund or reduction in tuition will be given during the months with holidays, workdays, sick days, or vacation days.  
(specifically the months of November, December, Spring Break)

(Please see the following page for the tuition schedule for the upcoming school year)

### Late Payments

A late fee of \$ 5.00 will be assessed to your account for payments not received by the 15<sup>th</sup> of the month.

If tuition is not received by the beginning of the following month, you **MUST** contact the director. Your child may be unable to return to class until full payment is received. Please see the director for any extenuating circumstances.

### Withdrawals

If you plan to withdraw your child from Wesleyan Chapel United Methodist Church Preschool, please notify the director in writing at least two weeks prior to your child's departure.

## Wesleyan Chapel United Methodist Church Preschool

### Tuition Schedule 2021-2022

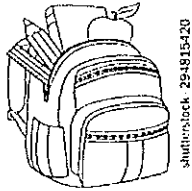
Two Day Program	(1's & 2's)	\$175.00/month
Three Day Program	(1's, 2's, 3's, & 4's)	\$225.00/month
Four Day Program	(2's, 3's, & 4's)	\$265.00/month

#### \*\*\*Please Note\*\*\*

If you have more than one child attending preschool, the other child's tuition is reduced by \$ 5.00 each month

If you want to pay for the full year's tuition in advance, you would receive a deduction totaling one-half month's tuition off the entire rate. Please see the director for your total tuition amount if you choose to pay for the full year at one time.

\*\*\*LUNCH BUNCH IS NOT BEING OFFERED AT THIS TIME\*\*\*



## Items to be provided by Parents

### Ones:

- \*\* Diaper bag labeled with your child's name

Include:

- \*\* extra diapers
- \*\* a change of clothes
- \*\* prepared bottles or sippie cups (label them with your child's name)
- \*\* snacks that you send in for your child for snack time
- \*\* three boxes of baby wipes
- \*\* one boxes of Kleenex/tissues
- \*\* three containers of anti-bacterial wipes
- \*\* two cans of anti-bacterial spray

### Two's-Three's-Four's

- \*\* Lunch Box

Students will bring their own snacks from home. They should be packed in a lunch box and clearly labeled with your child's name. Nutritious snacks are encouraged.

- \*\* Three boxes of baby wipes
- \*\* One box of Kleenex
- \*\* Three containers of anti-bacterial wipes
- \*\* Change of seasonal clothes  
(send clothes in a large zip-lock labeled with your child's name)
- \*\* Paint/art shirt (over-sized shirt that will fit over your child's clothes)
- \*\* Two cans of anti-bacterial spray

PLEASE INFORM YOUR CHILD'S TEACHER IF YOUR CHILD HAS ANY FOOD ALLERGIES OR SPECIFIC DIETARY INSTRUCTIONS!!!

# Procedures for Arrival and Departure

## Arrival

Arrival time is 9:00 a.m. Students will be dropped off at the outside door of their classroom with the exception of the two year old class which will arrive at the church office door which is closest to your classroom. Temperatures will be taken at the door before you enter the building. Please leave promptly after bringing your child to the room and saying your “goodbyes”. (lingering only adds to a child’s distress within the first months of school: please be assured that if your child were to continue to be distressed, we would call you). Do try to see that your child is in regular attendance and arrives on time. They are forming attendance habits at this time! It is important that your child attend every day that he/she is well. Extended absences and tardiness cause your child to miss out on valuable teaching moments! If your child is ill for more than one day, please call the preschool so we know not to expect your child.

## Departure

Preschool ends at 12:00 p.m. for all students. Please make arrangements to pick up your child promptly by 12:00 noon. If you have more than one child, you need to begin picking up the first child by 11:55 a.m. so that the second child can be picked up by 12:00 noon. All children will be picked up at their classroom door in the same location that they were dropped off in the morning.

Parents will not be allowed in the building due to Covid but should wear a face covering when dropping off and picking up your child.

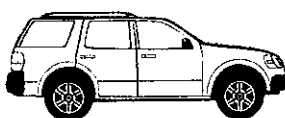
If you should need to pick up your child early, please notify your teacher so that she can meet you at the door.

## Departure (cont'd)

Make sure that you check in with your child's teacher each afternoon when you pick up your child. If someone other than a parent is to pick up your child, please sign the "SIGN OUT SHEET" posted at the door of your child's classroom. Please let your child's teacher know of this change. Only those persons listed on the authorized pick-up list will be permitted to leave with your child. For the protection of your child, until our teachers get to know the faces of those persons you've listed, they will request a driver's license to verify the person's identity. If someone other than those listed on the registration card is to pick up your child and their name is not listed on our "SIGN OUT SHEET", you will be called by the director to verify this person and they too will be asked for their driver's license.

## Late Pick-Ups

If you are more than 15 minutes late, a fee of \$5.00 will be imposed. For each additional minute thereafter, the fee will be an additional \$1.00 per minute. This will be added to your tuition fee for the following month. This policy will be strictly enforced. Our teachers use the 12:00-12:30 period of time to clean their rooms, make preparations for the following day, for faculty meetings, and to schedule parent conferences. IF there are extenuating circumstances for being late to pick up your child, please call the director and let her know that you will be late. (the fee will be waived)



## Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this center will practice the following discipline and behavior management policy:

### We

1. Do praise, reward, and encourage the children.
2. Do reason with and set limits for the children.
3. Do model appropriate behavior for the children.
4. Do modify the classroom environment to attempt to prevent problems before they occur
5. Do listen to the children.
6. Do provide alternatives for inappropriate behavior to the children.
7. Do provide the children with natural and logical consequences for their behavior
8. Do treat the children as people and respect their needs, desires, and feelings.
9. Do ignore minor misbehavior.
10. Do explain things to the children on their levels.
11. Do use short supervised periods of "time-out".
12. Do stay consistent in our behavior management program.

### We

1. Do Not spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. Do Not make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. Do Not deny food or rest as punishment.
4. Do Not shame or punish the children when bathroom accidents occur.
5. Do Not relate discipline to eating, resting, or sleeping.
6. Do Not leave the children alone, unattended, or without supervision.
7. Do Not place the children in locked rooms, closets, or boxes as punishment.
8. Do Not allow discipline by children.
9. Do Not criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

**\*\*TIME-OUT\*\*** is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The time-out space (usually a chair) is located away from the classroom activity but within the teacher's sight. During "time-out", the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes (one minute per year of age), the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

## **Extreme Behavior Policy**

At times, we are faced with difficult behavior problems such as biting, pinching, extreme aggressiveness, etc. . . . Our policy for dealing with such problems will include time out, parent/teacher conferences, or phone calls to parents to pick up their child early. Wesleyan Chapel United Methodist Church Preschool reserves the right to expel a student from preschool should that student's behavior become excessive and other children are being unnecessarily harmed. It is our goal to provide a safe and loving environment for the children.

## **'Safe Sanctuary' Policy**

Jesus said "Whoever welcomes a child. . . welcomes me" (Matthew 18:5). Children are our present and our future, our hope, our teachers, and our inspiration. They are full participants in the life of the Church and in the realm of God. Our Christian Faith calls us to offer both hospitality and protection to the most vulnerable among us. God calls us to make our church a safe place, protecting all children entrusted to our care. God calls us to create a community of Faith where children grow safe and strong.

Wesleyan Chapel United Methodist Church Preschool operates under the 'Safe Sanctuary' doctrine set forth by the 'Safe Sanctuary' committee of Wesleyan Chapel United Methodist Church.

The staff and members of WCUMC Preschool are committed to doing all they can to provide a safe and secure environment for nursery, preschoolers, and all other children entrusted to our care. By establishing the 'Safe Sanctuary' policy and procedures, we demonstrate our commitment to provide a safe environment for our children as they grow in their relationship with God.



## Safety Precautions for Students

### Preschool Doors:

Your child's safety while at Wesleyan Chapel Preschool is of the utmost importance to all of us here. While we concentrate on their education, having fun, socialization, safety is always at the forefront of everything we do at preschool.

As was stated in the previous pages, our doors at preschool and in the entire building are ALWAYS locked; with the exception of student drop-off time consisting of 9:00 a.m. until 9:30 a.m., our preschool doors (double doors directly across from the playground) will be open to allow parents/students to enter at the start of school. Doors will be locked at 9:30 a.m. and re-opened at 11:50 a.m. just prior to pick up time. Should you be late, please call the director so that she can meet you at the doors to let you in. (no-one other than those persons associated with the preschool will be allowed through our doors)

### Other Safety Measures:

Occasionally severe weather can be an issue while the children are attending school. Please be assured that we have policies in place for any severe weather that may be in our area ie: tornado warnings. We have designated areas that the children will be taken to in case of this and have practice drills with the children during the school year.

Our children are visited by the neighboring fire department at the beginning of each school year. Fire safety rules and procedures are explained to all our students during this visit. All students participate in a "practice" fire drill conducted by the fire department as well during this visit. They are taught how to get out of the building in case of a fire.

Wesleyan Chapel Preschool also has designated "safe" areas within the school that we can take the children to should the need arise.

\*\*\*Please see our amended Preschool Doors procedures for our 2020-2021 school year. Our drop off and pick up times have been staggered and the locations have been amended to pick up and drop off at your child's classroom door on the outside (with the exception of our 2 year old class which will drop off and pick up at the church office door.

## Medical Information

If your child is showing signs of illness that would keep him/her from participating in the preschool activities, please keep that child at home.

Children with an elevated temperature should be kept at home for at least 24 hours after his/her temperature has returned to normal. Do not send your child to school if he/she has a sore throat, nausea, excessively runny nose, diarrhea, skin rash, inflamed eyes, enlarged glands, earache, or elevated temperature. Please respect the other children in our school by not exposing them to infections, viruses, etc. If a child comes to school sick, we are not permitted to accept him/her on that day. Should your child become ill at school, you will be called to pick him/her up, so please leave a phone number where you can be reached at all times.

Please notify the school as soon as possible if your child has been exposed to chicken pox or any other childhood or contagious disease. We will, in turn, notify you of any possible exposures.



\*\*\*Please send our amended sick procedures for our 2020-2021 school year due to Covid-19.

## **Accidents/Injuries**

All of our children love to run and play hard, especially while out on the playground and the equipment there. Our teachers are diligent about keeping a very close eye on the children as they play. While at play on the playground, there are rules to be followed as children play to avoid any accidents/injuries. Should any accidents occur while a child is at preschool, parents will be notified immediately by the director. (First aid treatment for any injury will be administered accordingly) It is the preschool's policy that an accident report be filed with the preschool, even for the most minor injuries (ie: skinned knees; bump, etc.). (optional insurance can be purchased through the office for a small fee) (WCUMC Preschool is not responsible for any injuries occurring after school hours)

Note: The preschool playground is sprayed yearly for the prevention of fire ants. All playground equipment is inspected annually for it's safety and for the safety of all of our students.

## **Immunization Records**

To attend Wesleyan Chapel United Methodist Church Preschool, all children must be up to date on their immunizations against childhood diseases. Each child must have on file a copy of his/her immunization record verified from his/her doctor's office. The DPT, Polio, Rubella (German Measles) and Red Measles and Mumps, Hib, and Hepatitis B vaccine shots are required.

For children not meeting immunization requirements, you will be notified by the preschool immediately. Should you fail to provide the preschool with an updated copy of your child's immunization record, your child will not be permitted to return to preschool until the necessary documentation is provided. (please see the director if you have any questions/concerns regarding your child's immunizations)

All up to date immunization records are to be turned in to the director within the first two to three months of school.

## General Information

### Show and Tell

Each teacher will decide on what day their class will have show and tell, if they choose to at all. PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS TO SCHOOL EXCEPT FOR SHOW AND TELL. At times, the teacher may specify what type of item she would like the children to bring. Check your child's monthly calendar for specific show and tell items that the teacher may want them to bring in to go along with a specific color day or theme for the day/week or even to coordinate with a certain letter of the alphabet. At no time will guns or toys of a violent nature be allowed in school.

Teachers ask that you refrain from giving your child candy, gum, money, toys, etc. to carry into the room. Please check pockets before leaving home.

### Birthday Celebrations

Your child's birthday is very important to him/her. We encourage simple parties. Please let your child's teacher know in advance if you wish to celebrate at school. You may bring refreshments and we will celebrate the child's birthday during snack time. PLEASE DO NOT BRING INVITATIONS TO SCHOOL FOR OUTSIDE BIRTHDAY PARTIES UNLESS ALL CHILDREN ARE INVITED. Each class has a birthday party at the end of the year for all of the children who have summer birthdays.

## **Holiday Parties**

Teachers will post a notice outside their classroom doors asking for volunteers for class parties when needed. From time to time, they will also ask for specific items for projects they may be working on, and a sign-up sheet will be provided for these items. From time to time, preschool will also post sign-up sheets for specific items needed for various school-wide celebrations. We encourage your involvement and appreciate your contributions.

## **Appropriate Dress for PreSchool**

Please dress your child in play clothes as he/she will be participating in art activities and playing outdoors. Comfortable, weather appropriate clothing should be easy for them to deal with during restroom visits. We request that the children wear sneakers. Cowboy boots, flip flops, dress shoes, etc. are inappropriate for wear on the playground and for certain other activities. PLEASE stress to your child that when playing on the playground, he/she MUST keep their shoes on at all times. We strive to keep the playground free from broken glass, fire ants, etc. but we have found these things on the playground. Please label jackets, hats, and any other removable clothing with your child's name.

## **Severe Weather Policy**

WCUMC Preschool will be operating unless Pender County-Topsail Schools determine the weather makes it too dangerous for their school buses to run. In the event that Pender County Schools are cancelled, the preschool will be cancelled as well. If Pender County Schools are on a 2-hour delay, preschool will open at 10:00; if Pender County Schools are on a 1-hour delay, preschool will start at its normal time.

## **NOTE:**

Many students/parents are from New Hanover County. PLEASE remember that we follow PENDER COUNTY schedules, NOT New Hanover for school closings.

Please tune in to one of the local television or radio stations for the latest information concerning school closings.

### Messages from Home:

It is helpful to our staff if any messages from home be sent in writing. Our days can be hectic and these notes help us to remember what your are requesting.

### Messages from School:

Please look through all papers that your child brings home. We often send out reminders of events, field trips, etc.. Also, please check for messages outside your child's classroom door.

Each teacher will send home a calendar of activities for each month. Please read this carefully and post it on your refrigerator for reference. It would also be helpful to post our "calendar of events", which is located at the beginning of this handbook, somewhere you can easily view it as it will give you the entire year's events and dates.

Please make sure to read the preschool newsletter that is sent home with your child each month for important information on up-coming events, field trips, teacher workdays, Church happenings, etc.

For all the students who attend Wesleyan Chapel Preschool, reminder emails will be sent out to all parents for any important information, preschool reminders or upcoming events as well.

## Special Events

We welcome parent (and grandparent) participation. Mothers, fathers, and grandparents are wonderful resources. Please share your gifts and talents with us.

There are many ways you can help at our preschool. Sign-up sheets will be posted outside each individual classrooms. We thank you in advance for your support of and involvement in your child's education.

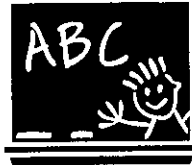
### Field Trips

We enjoy taking field trips and we will do so on a theme related basis. We need parental volunteers to assist in transporting our students on these trips. Sometimes there is a cost per child for our trips. If so, we will ask in advance for the monies needed to cover this cost.



## Parent-Teacher Conferences

We encourage parents and teachers to establish communication between the home and school. Teachers recognize the need for parents to be able to ask questions, express concerns, or make suggestions about the preschool program. The teachers will provide you with their home phone numbers should you need to call them at home. Parents may schedule a conference between 12:00 - 12:30 p.m. by contacting your child's teacher in advance. Please do not attempt to hold conferences during drop off and pick up time as the teachers are focusing their full attention on the children during school hours.





## WCUMCP Covid Procedures for the 2021-2022 Preschool Year

- Staff and students will have the temperatures taken daily upon arrival
- Parents will be asked to drop off students at their classroom door (outside) except for the 2 year old class which will drop off at the church office door. Pick up will be at the same locations. Parents will be required to wear a face covering when dropping off and picking up your child. Parents will not be permitted inside the building.
- If a parent needs to pick up their child early, please notify your teacher so that they can meet you at the door.
- Teachers will be asked to wear a face covering when not social distanced from the students
- Children will wash their hands immediately upon entering the classroom and frequently throughout the day
- Classes will go outside to the playground or in the gym at separate times. They will be given assigned times and will be required to adhere to these times to prevent classes from mixing. The playground will be closed at the end of the school day. Please no gathering on the playground after you pick up your child from school.
- Children will have their own set of school supplies... crayons, glue sticks, scissors, etc. for their own personal use
- Students will bring lunch boxes from home and their folder (that is provided by the preschool). One's and two's will leave a supply of diapers at the school and all ages will leave a change of clothes in a zip lock bag labeled with the child's name. Do not bring toys from home.
- Classrooms, bathrooms, toys, and highly touched surfaces will be cleaned daily
- Children will be encouraged to spread out in the classroom as much as possible
- All group gathering events have been cancelled until further notice. This will include lunch bunch for our 3's and 4's.
- We will have a strict "stay at home" policy if you are sick or having symptoms including fever, cough, runny nose, diarrhea, vomiting, sore throat, muscle aches, shortness of breath, chills, muscle aches, etc. While we understand that many of these symptoms can also be related to non-Covid-19 related issues, we must proceed with an abundance of caution during this public health emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to school unless diagnosed with Covid-19 which will require a two week waiting period before returning to school.
- If a student or teacher test positive for Covid, that class will be closed for the two week waiting period so that everyone involved can be quarantined until it is safe for the class to resume.