



Plainfield United Methodist Church  
600 Simmons St | Plainfield, IN 46168  
(317) 839-2319 | [pumc.org/preschool](http://pumc.org/preschool)  
[preschoolprograms@pumc.org](mailto:preschoolprograms@pumc.org)

# Welcome to KIDS@PUMC Preschool Programs!

## History

September 1960 is when the Plainfield Methodist Church saw a need to offer kindergarten classes for the children in the Plainfield community. This led to a need for a nursery school for three and four year olds in 1968. A Parents Day Out Program started on Fridays 9:30-1:30. The fall of 1979 is when the very beginnings of KIDS@PUMC began to take shape. Our program has evolved into a full time daycare with preschool and pre-k options. This program has a long history of serving the children of Plainfield.

## Our Philosophy

PUMC's Preschool Programs are an extension ministry of KIDS@PUMC, serving children ranging in age 1-5. We believe every child is made in the image of God.

**Our Mission** is to serve the families and children of our community. We provide a safe Christian environment surrounded in love and acceptance. Helping our children grow in Christ like values and attitudes of integrity, honesty, responsibility, self-discipline and spirituality. Our staff make every effort to encourage each child to be their best socially, spiritually, emotionally, and cognitively.

Collectively promoting success by developing readiness through emotional and social skills in a fun, loving, environment that remains centered in Christian care.

## Non-Discrimination

KIDS@PUMC Preschool shall not discriminate against any current or potential client, applicant, employee, member, volunteer or participant on the basis of race, color, marital, parental, or familial status, religion, gender, identity, sex, sexual orientation, national origin, nationality, age, disability, ancestry, reprisal, political beliefs, or legally prohibited classification.

## Hours of Operation

KIDS@PUMC Preschool Programs is open Monday through Friday from 7:30am to 6:00pm all year except the following holidays:

- New Years Day
- Martin Luther King, Jr. Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve

KIDS@PUMC Preschool Programs also typically closes for 2 days to offer professional development and training to our staff on topics such as curriculum development, CPR/First Aid certification and continuing education. When possible these trainings will be scheduled during the above closures to avoid scheduling conflicts.

## **Children's schedules**

Each classroom will have posted schedules that include circle time, learning centers, lunch, outdoor play and rest time.

KIDS@PUMC Preschool Programs is a registered ministry with the State of Indiana as an Unlicensed Registered Ministry. The facility and records are inspected regularly by the Indiana Family and Social Services Administration (FSSA) and the State Fire Marshal. We work diligently to meet the requirements of these agencies.

## **Curriculum**

KIDS@PUMC Preschool Programs uses Creative Curriculum. The Creative Curriculum is research based and focuses on the social-emotional, physical, cognitive, and language developmental domains. Center play features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

## **Classrooms and Ratios**

KIDS@PUMC Preschool Programs meets all requirements of staff to children ratios as mandated by our Registration.

## **DOCUMENTS DUE AT THE TIME OF ENROLLMENT**

The following items will be required to be submitted with your online enrollment packet:

- Parent Notice
- Safe Transportation of Food Responsibility
- Parent Handbook Acknowledgement Form
- Copy of Original Birth Certificate
- Valid Driver's License
- Financial Agreement Form
- Immunization Records
- Registration/Materials Fee

## **Tuition**

All fees can be paid in the form of cash, personal check, money order, cashier's check, ACH, or through our PUMC Preschool Programs Secure Give:  
<https://app.securegive.com/PUMC/pumcpreschoolprograms/>.

All checks are made payable to PUMC Preschool Programs for the exact amount of the Financial Agreement Form option that you chose. Payments may be made bimonthly or monthly. At the time of enrollment, parents will be provided a Financial Agreement which will allow families to select the frequency of payments. If at any time a family would like to change the frequency of payments, it is their responsibility to complete and submit a new Financial Agreement Form.

## **Insufficient Funds**

If a personal check is returned for insufficient funds or account closure, a \$30.00 returned-check fee will be assessed in addition to the full amount of the check. If two checks are returned for one student account, PUMC Preschool Programs will require that future payments be made with cash or money order.

## **Late Payment**

There will be a \$10 late fee charged for payments received after the 10th of the month, unless prior arrangements have been made with the program director. The late fee will increase in \$5 increments each time the tuition is paid late. If tuition is not paid by the 15th of the month, the child may be withdrawn from the program and tuition will still be due.

## **Late-Pick-Up Fee**

If a child is picked up after the closing time of 6:00pm, a late fee of \$5.00 per minute will be assessed and is due upon receipt of statement.

## **Student's Extended Leave/ Withdrawal**

Tuition payments must be made in full during extended leave. If a parent voluntarily withdraws his/her child and decides to re-enroll they will be put on a waiting list until a spot is available. When withdrawing a student, give the staff as much notice as possible. Tuition fees will need to be paid. If a child is absent for 5 or more days without notification, he/she will be withdrawn from PUMC and the space will go to the next child on the waiting list.

PUMC reserves the right to discontinue service to a family if it becomes apparent that the program is not equipped to meet the psychological or developmental needs of the child. At that time, all final fees will be calculated based on the last day of attendance. PUMC will provide community resource information to the family.

## **SCHOOL CLOSURES & INCLEMENT WEATHER POLICY**

Preschool and Pre-K will follow Plainfield Community School Corporation's closing policy. Cancellations will be posted on WTHR, KIDS@PUMC group on Facebook, PUMC Facebook page, ClassDojo and email.

Play-n-Share/Stay-n-Play will be open from 7:30am to 6:00pm.

## **HEALTH & SAFETY GUIDELINES**

**Immunizations:** Each child is required to have the immunizations required by law or have an authorized waiver. Each child shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

**Illness:** Regular attendance and routine is important to your child's learning experience. However, in the interest of all the children, PUMC requires that all children be fever free for 24 hours before they can return to school.

Please use good judgement as to whether your child should attend school on a given day. If your child appears ill or becomes sick at school, we will notify the parent immediately.

**Head Lice:** Please notify us if your child has head lice or nits (eggs). If lice or nits are found while the child is in our care, parents will be called to pick the child up immediately. Please, do not bring your child back until he/she has been treated with special shampoo. Your child may return when they are nit free.

**Injuries:** In the event of a minor injury, child care personnel will implement standard first aid techniques. Parents will be contacted immediately through the numbers given on the enrollment form.

### **Absence**

If your child is going to be absent from school, please call PUMC, 317-839-2319. If your child is being treated with an antibiotic, he/she should have received treatment for at least 24 hours before returning to school.

### **Safety**

To insure the safety of the children during a fire, monthly fire drills are performed. During tornado season, tornado drills are practiced as well. Each classroom has these emergency plans posted by the door including an exit map.

### **Proper Clothing**

Please send children dressed for active and or occasional messy play and dressed for the weather. Always send your child in closed toed shoes that fasten - no sandals (must strap behind the heel), clogs or flip flops. Improper footwear is a common cause of injury.

### **Driveway Etiquette**

Please be aware of the dangers of pedestrians in our parking lot. Children are dropped off and picked up at different times. They also walk around the grounds during play. Please help us maintain vigilance in this matter and drive slowly while within the perimeter of the grounds.

During drop off and pick up times, we ask you not to pass the car in front of you. The children's safety is our foremost concern and priority.

### **Discipline/Behavior Management**

KIDS@PUMC believes in providing a safe, nurturing environment and building connections with the children to assist them to learn and grow. The method of discipline utilized here is Positive Discipline which provides consequences rather than punishment. Conscious Discipline provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities. There are no time-outs, isolation or corporal punishment. Positive discipline teaches children about choices of what to do and allows children to learn to resolve their own differences; whereas punishment tells children what not to do without teaching how to problem solve in the future.

## **Communication**

Kids@PUMC Facebook

Class DoJo-Every parent should receive an invitation to this app. You can message your child's teacher through this app.

Office email- Group emails will be sent from the office. If you do not receive emails from us, please check your junk mail.

Classroom extensions:

Robots 5- 247

Robots 2/ Nanobots 3- 235

Nanobots 2- 239

Sprockets- 236

Little Links/ Tinkerbots- 233