

First United Methodist
Preschool
&
Mother's Day Out
Policy Handbook

First Methodist Preschool & Mother's Day Out
102 N. 2nd Street
Temple, Texas 76501
(254) 773-1947

A Brief History of First United Methodist Church Preschool and Mother's Day Out

Forty-one years ago, this church began a small ministry to parents of young children. The first FUMC Mother's Day Out program offered a loving and secure place for mom to leave her preschooler while she took a short break from the responsibilities of motherhood. That initial program operated just two mornings per week and served around 20 children. The benefits to the children and their parents were obvious and support for the program has grown! The program has expanded over the years to meet the ever-changing needs of young families. We now offer classes from two half days a week through five full days a week.

Hand in hand with our growth is the schedule of programs offered, the quality of care and education given to our precious children has grown. We have a dedicated and truly loving staff. All staff members are trained in developmentally appropriate practices for the ages they teach. We now offer an exciting Pre-K program with certified teachers. The curriculum in all the preschool classes is designed to build upon itself, spiraling upward year after year, to prepare our students for Kindergarten and for life!

Our Goals for the Future

As the program continues to grow and expand, we continuously look toward the future. Our goals for this school year include.....

to continue to provide excellent care and education to our students

to maintain open communication with all parents regarding all aspects of their child's experience here at FUMC

to work together with the staff and membership of this church to support the children of FUMC and the Preschool & Mother's Day Out.

To those of you who are looking for a church home, First Methodist Church extends a warm and sincere invitation to any of our worship services or activities held throughout the year.

Welcome to FUMC Preschool & Mother's Day Out

Purpose

As a ministry of First Methodist Church, the purpose of our school is to provide an educational environment that encourages children to grow socially, emotionally, physically, cognitively and spiritually into responsible, caring adults. Children are given a safe, nurturing environment where they will receive an education instilling a solid foundation for a future love of learning. Our goal is to provide a high-quality program with low staff to child ratios, small group sizes and a staff educated in early childhood and child development.

Hours of Operation & School Terms

FUMC Preschool and Mother's Day Out offers a four-day program (Monday-Thursday), three-day program (Tuesday/Wed/Thursday), and two-day program (Monday/Wed or Tuesday/Thursday). We have a half day 9:00-12:00 or full day 9:00-2:30.

We offer classes for children age 6 months through 5 years of age that have not attended kindergarten.

Our school year typically begins the Thursday before the first day of school with our "Meet the Teacher". Our school year will be typically be September-May, depending on the calendar. We host a Christmas and End of Year program.

Holidays & School Closings

In general, our program follows the Temple ISD or Belton ISD calendar for major holidays, such as Federal Holidays, Thanksgiving, Christmas, and Spring Break. **There may be some differences, so please keep the yearlong schedule as a reference.** Bad weather closings will be based on Temple/Belton ISD. If we are closed or delayed, it will be posted on the KCEN TV station, Facebook, and messages through Brightwheel.

Summer Session

Summer session will be opened to all current students, students signing up in the fall, church members, and or have been here in the past years. We will open enrollment end of March for summer session.

Summer session will be 4 weeks in June and 4 weeks in July. We will have school Tuesday-Thursday from 9:00-2:30. If a school day falls on July 4th, we will not have school.

All children enrolling in the summer will have to meet ages by August 1st. We will only be taking ages 1-6 in summer sessions. They must be 1-6 years of age as of June 1st.

Admission Policy

First Methodist Preschool & Mother's Day Out is open to children of any race, religion, creed, or ethnic origin. Admission is based on openings available, registration forms completed and turned in, and payments of registration & supply fee.

COMPLETION OF ALL REGISTRATION FORMS, HEALTH FORMS, AND THE PAYMENT OF THE REGISTRATION FEE IS MANDATORY TO GUARANTEE ENROLLMENT

State law requires that the following be on file for each child:

1. An immunization record signed by a physician/health personnel. Children must have **ALL** required immunizations as stated in the state minimum vaccine requirements. Medical exemptions may be applied with doctors note and Texas Affidavit.
2. A statement that the child has had a physical examination within the last 12 months and is physically capable of participating in the school program.

A registration form must also be completed and signed by the parent which includes:

1. Permission for emergency medical treatment
2. An understanding of the discipline policy
3. Tuition refund policy

When your child turns the age of 4, we will need a copy of the Vision and Hearing Test that they received at their check-up. We will need a copy of the results of the test to put into their file.

All children enrolling in the 2,3,4 or PreK classes must be the age of the class by September 1st of the entering school year.

Registration Fee: \$200

Once a year, nonrefundable fee that covers student expenses such as curriculum materials, enrichment programs, consumable products, teacher trainings, and special programs.

Registration payment must be received before your enrollment is considered complete.

Supply Fee: \$50

Once a year there is, a nonrefundable fee that covers supply fee expenses in lieu of families having to purchase their own school supplies for their students. The fee covers products like construction paper, markers, paint, etc.

Payments

Registration fees and supply fees are due at the time of enrollment. No child will be placed in a class until the registration fee and supply fee has been paid. This is NON-REFUNDABLE regardless for the reason of termination of enrollment.

Monthly tuition is due by the 1st of every month September thru May. After the 15th of the month, if any tuition has not been paid, or arrangements made with the director, payment becomes subject to a \$25 late fee. Return checks are also subject to a \$25 fee. Forms are available in the office for automatic bank withdrawal as well as credit card payments. If we are out of school or the day your child attends falls on a weekend or holiday, then you will pay the 1st day that your child comes back.

Siblings will receive a 10% discount on the second child's yearly tuition rate.

The tuition will be constant regardless of the actual number of class days each month. Tuition will not be pro-rated or discounted for absences. Nonpayment of tuition by an individual does not mean the enrollment has ended, you must notify the school office in writing 14 days prior to your child's last day. All changes in enrollment or terminations from the program must be made in writing to the school office.

You may pay with check, cash, credit card, automatic draft, or through the Brightwheel App. You will be charged a fee if payment goes through the Brightwheel app.

Attendance, Arrival & Departure

Please call the school if your child is going to be absent. **PLEASE BE AWARE THAT CLASS TIME BEGINS PROMPTLY AT 9:00 A.M.** Please look below for drop of times and locations. It is very important to start the day on time, as the teachers have a schedule as well. We will lock the doors at 9:30 and if you come later, you will need to be buzzed in. Please make every effort to let us know if you will be later than 9:30. Pick up times will start at 11:45 for noon pick-up and 2:15 for 2:30 pick-up. Please make every effort to be here and gone by noon/2:30. We have many teachers with other jobs and their own children to pick up from school.

Children must be brought into the school and released to assigned staff. Parents need to sign their child in on the tablet at the outside doors using their Brightwheel 4-digit code. There is also a place on Brightwheel to leave a note if someone else is picking up or you can message on Brightwheel. Please also use Brightwheel to let the teacher know if someone else will pick up. Your contact list on Brightwheel also need to include any and all approved pick up people. Please make sure that anyone who comes to pick up a child has their identification with them. Please **do not** call the office to let the program know someone else is picking up. You must use Brightwheel.

Drop-Off

Children must be dropped-off outside of the school. Drop-off time will begin at 8:50 a.m. and end at 9:30a.m. Parents may not drop their child off after 9:30 a.m. Times will be staggered based on age. Early bird drop-offs will start at 7:45 a.m. and ends at 8:45 a.m. in the courtyard.

For drop-off, we will have 3 locations. Staff and parents are expected to practice social distancing during this time. Parents with multiple children will drop-off/pick-up the youngest child first.

- The courtyard (Nursery/Older Infant Class, Two-Year-Old Class)
 - Nursery/Older Infant: Drop off time 9:00 am
 - Two Year Old Class: Drop off time 8:50 am
 - Pre-k Class: Drop off Time 9:00 am
- End of the educational wing (Toddlers Class, Three-Year-Old Classes)
 - Toddler Class: Drop off Time 8:50 am
 - Three Year Old Class: Drop off time 9:00 am

Pick-up

Pick-up will be between 2:15 – 2:30 p.m. Noon Pick-ups will be between 11:45 a.m. – 12:00 p.m. All NOON pickups will be done in the courtyard. All 2:30 picks ups will be done at the same location as drop-off. Parents needing to pick-up their children earlier must notify the teacher/director by 10:00 a.m. of the adjusted pick-up time.

Parents will be charged \$5 for every minute past the pick-up time. If the child is picked up after 2:45, then the parent will be charged a \$25 late fee, plus \$5 for every minute after that. It will be invoiced by Brightwheel.

For pick-up, we will have 3 locations. Children will be picked-up at the same location as their drop-off (except NOON pick-up). Staff and parents are expected to practice social distancing during this time. **If the weather is nice, then pick up will be outside in these areas.**

- The courtyard (Nursery/Older Infant Class, Two-Year-Old Class, Prek)
- End of the educational wing (Toddlers Class, Three-Year-Old Classes)

Late Pickup Policy

Dismissal is at 12:00 for half day and 2:30 for full day. Please make every effort to be prompt in picking up your child. Young children become anxious when they are not picked up on time. If an emergency arises that will cause a parent to be late picking up, we ask that the parent notify the office or message on Brightwheel. If the office is not notified, parent may be subject to an additional late fee of \$5 per minute. After pick-up of 2:45, without notice there will be a \$25 late fee. All fees will be added to your billing statement on the following month.

Refunds

No refunds of tuition are given for vacation or illness. Registrations and any paid tuition are nonrefundable as well. Upon enrollment, the registration form is a signed contract agreeing to pay the yearly tuition. If unforeseen circumstances (such as relocation, etc.) will prevent the student from completing the school year. A **14 days written notice** must be submitted and filed to relinquish the family from further tuition obligation.

Early Bird Class

This class is available for parents who need an earlier start to the day. Children must be 18 months or older to attend Early Bird. They can arrive as early at 7:45 a.m. This is a non-structured play time with a mixed age group. All children must be signed up to attend Early Bird. You must be here by 8:45am to check in for Early Bird. Early Bird fees are charged by the month with exception to the occasional attendance which is due in the office the day they attend.

Illnesses

Please notify the school if your child is unable to attend school due to illness. It is required by state law to report any contagious diseases to the school office so other parents may be notified of its occurrence and symptoms.

DO NOT bring your child to school when he/she is ill or exhibiting any of the following symptoms:

1. Armpit temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness. (To return to school, child must be fever free 24.)
2. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (2 or more episodes in 24 hours) rash with fever, mouth sores with drooling, wheezing, behavioral changes, or other unusual signs.
3. The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer contagious and is able to participate in the school's activities.

If a child becomes ill during the school day, you will be notified and asked to make arrangements for the child to leave school as soon as possible. The child will be removed from class and will wait for pick up in the office.

If your child needs to take medicine at school, please be advised that NO MEDICATION will be administered by any school employee. We will also not apply sunscreen or bug spray. If you would like that done, then you will have to do so before the start of the day. Each staff member in our school has been trained and holds a valid CPR and first aid card.

Brightwheel App

All parents will need to make sure to download the Brightwheel App on a phone or tablet. This is how all communication from school and teachers will come from. You will also use this to sign in your child and can make payments as well. Please make sure to turn on notifications as well.

Meals and Snacks & Naptime

All children are served a snack in the morning. The snack the child will be having that day will be posted outside on the MDO board.

Lunch will vary based on class. Usually our infant-two's class will eat before the noon pickup. You will need to provide your child's own lunch each day.

Naptime

Children that stay until 2:30 are required to have a rest time. Even if your child does not sleep, he/she will be expected to lie quietly and rest during this time. Nursery age children sleep according to their individual schedules in cribs. Older infants, toddlers and pre-school children will rest on individual mats which parents are to provide and will be kept at the school. Please provide a covering under and over them.

Any child that cannot behave appropriately at rest/nap time or is routinely disruptive during this time period will be subject to a meeting between the parent, teacher, and director. If child continues to be disruptive during rest/nap time they may be asked to leave at noon. We do give a time period of 3-4 weeks for students to adjust. If students are not able to rest/nap they be asked to be picked up early during the transition time.

To stay in accordance with safe sleep, children under the age of 12 months will not be allowed to sleep with anything in the crib. That means no blankets, toys, stuffed animals, or anything else. You may bring a sleep sack for your child to sleep in. They will be placed on their backs in a crib with only a fitted sheet.

Potty Training

All students must be fully potty trained that are going into the 3's or Pre-K classroom. Fully potty-trained means that they are in underwear and can tell a teacher they need to go to the restroom. If a child has an accident 3 times then they will be required to wear a pull-up to school either alone, over their undergarments, or under their undergarments. You will also be asked to come and pick up or change your child if they have a stool accident.

Special Needs

The school may accept children with special physical or learning needs if the Director— after consulting with the child, the guardians, and involved staff members – finds that those needs can be adequately met by staff.

Should behavioral, learning, or physical problems surface during the school year, a student's status will be re-assessed? The Director - again, after consulting with the child, the guardians, and involved staff members – will decide whether the school can offer the special programs needed to continue the proper development of the student or whether other arrangements should be made.

The following steps will be taken as necessary to handle a child with potentially special needs:

1. A situation is brought to the director's attention
2. A consultation with parents, teachers, and director to discuss the situation and recommend possible resolutions.
3. The recommendation of a professional evaluation outside of FUMC Preschool through Child Find Services through your zoned public-school district.
4. If the parent chooses not to follow the recommendations in steps 2 and 3, and the classroom environment is continually disrupted, then the child may be dismissed from school.

Parent Concern Statement

It is vital if a parent has any concerns that they contact the director. Any formal complaints against the school may be filed with the Church or DFPS (Department of Family and Protective Services). You may contact at 4501 S. General Bruce Drive, Temple or at www.dfps.state.tx.us. If you would like to see our recent inspection, please let the director know and it will be shown to you.

With a history of over 40 years specializing in early childhood education, it is our goal that we continue to create a loving, nurturing educational environment that has become expected of First Methodist Preschool and Mother's Day Out. The staff is well educated and continues educational credits each year as well as maintains Red Cross certification and CPR.

If at any time, you as a parent are not completely satisfied with their child's education and care here at First Methodist Preschool and Mother's Day Out, or have any concerns, the director asks that you notify her at once.

Child Abuse

All our teachers receive child abuse training every year from CPS. Teachers are trained on what to look for and must report and issues with abuse or neglect by 48 hours. Teachers will pay attention to any signs that might lead them to think abuse or neglect is involved.

Discipline

Our goal is to nurture and guide all of our children to develop appropriate, acceptable, and positive patterns of behavior.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.

2. Facilitating children in their attempts to settle their own disputes.
3. Redirecting behavior when this seems potentially effective.
4. Separating a child from the group (Time- Out) one minute away for each year of age.
5. Counseling children individually about their behaviors.
6. Make parents aware of disciplinary concerns with a written Incident report.

Disruptive behavior distracts from the full benefit of the school program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children

Our goal is to provide a positive and safe learning environment for all children. If a child's behavior is consistently disrupting learning, the child will be removed from the learning environment and the directors will contact the parents. A behavior modification plan will be put in place after the child has been sent home once for aggressive behavior towards students or staff, destruction of school or church property or biting.

Discipline procedure for disruptive behavior: Disruptive behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group. This report will be shared with the parents and will explain the behavior and how the behavior affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed and returned the next day to the teacher. If the child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and director. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a period of time to be decided at the time of the incidents.

Suspension/Dismissal from school will occur when:

- 1) The child has had 3 separate instances of biting/hitting another child or staff member
- 2) The child has been sent home from preschool 3 separate times
- 3) The child has been sent home 2 times after the behavior plan is implemented

There will be NO harsh, cruel, or unusual treatment of any child. The following types of discipline are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with hand or instrument
- Putting anything in or on a child's tongue
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive or profane language
- Placing a child in a locked or dark room
- Putting a child in time out for inappropriate periods of time for the child's age.

Visits

At this time we will not be allowing visitors to come in.

Clothing

Children should wear comfortable clothing to school. Keep in mind that early childhood learning involves messy activities. For your child to participate successfully, they should not have to be worry about spills or paint on their best clothes.

All children must leave a complete change of clothes in their backpacks in case of accidents or spills. Please place the clothes in a plastic Ziploc bag marked with your child's name. If your child is in the process of potty training, please send several sets of clothes and underwear.

The playground is an extension of your child's classroom and provides a place to develop physically as well as socially. Please have your child wear shoes that will enable safe running and climbing. Sandals, flip flops, shoes with heels and shoes that do not secure to child's foot create a problem and will hinder your child's plan and progress.

Please make sure that your child brings a jacket each day to class. They may need it inside if it is chilly and for recess.

Recess

The children will attend recess time daily for 45 mins- 60 mins. The toddlers and older infants will use the courtyard. They will have balls and other push toys in which to play. The nursery will go for rides in the buggy. The two and older classes will have recess on the playground. If the weather is below a 32 degrees wind chill factor, we will not have recess.

Monthly Newsletter and Calendar

A monthly class newsletter will go home each month in child's backpack. The newsletter will include important events happening that month, holidays, birthdays, units of study, etc. as well as contact information of your child's teacher.

Parties & Birthdays

The school celebrates birthdays of each child in an age appropriate way in the classroom. Parents may bring special birthday treats for the class that are prepackaged. Please notify your child's teacher in advance if you plan to bring something. Please no gifts, or balloons. If you have birthday invitations to pass out at school, please do so only if you have one for every child in the class.

During other holidays, the teacher will notify you about class parties. We do appreciate the parents bringing items for class parties. Sign-up sheets are posted in each classroom.

If you would like to attend class parties or come for your child's birthday, we would love for you to join us. However, if you do decide to come to parties, you will be asked to take your child with you at noon pick-up.

Animals

We will not have any animals at the school.

Field Trip & Water Activities

No field trips are taken at this time. However, in the case of a field trip all parents will be notified a week before and will ask to help chaperone. We also take walking field trips only. Teachers will also now and then participate in water table only activities. You will be notified if the teacher plans on having this activity in their classroom.

Transportation

We will never transport children to or from the school.

Enhancement Programs

Chapel Time: Classes two's- Prek will attend chapel one morning a week for a short time of Bible lessons, prayer and songs led by our pastoral staff of FUMC. Chapel will be held on Tuesday and Wednesday.

Music Class: Music Keys will be an integral part of our weekly curriculum. Every other week, all students will receive music using our Music Keys curriculum.

Gymnastics: This class is optional for our 2, 3, 4, & 5-year old during our regular school hours. Registration and payment are in addition to the regular school tuition. Registration forms and fees are available in the school office. This will be done during some class time, so please be aware if you choose to sign your child up, they may miss some classroom activities. They will, however, not miss any instruction time. (Postponed due to COVID)

Explore Science: The PreK class will attend Explore Science the last week of the month. Our director, Tara Sutherland will lead the 30-minute science lesson.

Art Class: Our art class will be offered every other week with a teacher that has an art degree. It will be offered to all students.

Emergency Preparedness Plan:

Evacuation Plan (Fire/Gas):

Students will be evacuated from school based on exit plans on signs. They will move to the grassy area that is north of the school and wait for all students and employees to be removed in under 3 minutes. Infants and older infants will be placed in buggy/strollers and leave through the courtyard doors and down the sidewalk. The preschool classes of ages toddlers-3-year old will go outdoor on each side of school and walk to grassy area north of the building. Then the PreK classroom will go out north side door and around the playground to the grassy area. Each teacher will have a red and green card to indicate if students are all accounted for or missing, and they will also have their cell phone with them.

Bad Weather:

During the event of bad weather, the students will be relocated to the hallway between Pre-k hallway, the director's office and the older infant classroom.

Relocation:

In the event of a relocation, the students will be walked over to the Family Life Center or across the street to the storage building at Barton and N. 4th Street. Each teacher will have a red and green card to indicate if students are all accounted for or missing and cell phones/tablet. We will also provide water and snacks by using our cart.

Lock Down:

In the event of a lock down, all outside doors will be locked. Teachers will close all blinds, shut/ lock classroom doors, and turn off lights. Students will be placed on the side of the wall or behind a desk to block them. Teachers will need to put red/green cards outside doors.

Severe Allergy:

Each child with severe allergies will have a plan that is posted in the classroom.

Medical Emergency:

If there is a medical emergency, then the staff that is on scene will call out CODE RED.

Suspicious Activity/Person:

Staff that is on scene will yell out "WE NEED A GOOD SAMERITAIN" The director will come at once and call across to office and also say "We need a good Samaritan..".

Communication:

An emergency phone number that will be available at all times will be 254-493-4128.

We will have access to all parent's information by book or by tablet that will include parent and emergency phone numbers and all medical care for each student.

Each teacher and aides will continue to care for students until each child has been released. Parents will be notified of any emergencies that happen and where they should go in order to pick up their child. Tara Sutherland will be in charge during all emergency plans. In the case of her absence, then Patsy Goodrum will be in charge. Kay Birkholz or Tom Robbins will also be on location in case they are needed.

***Please see COVID Procedures and Policies for changes for COVID. These will override any of the policies in the handbook. These are also subject to change at any point with new and updated information from the CDC and Texas Minimum Standards.

FUMCTemple Preschool COVID 19 Policies and Procedures

FUMC Preschool cares about your child's health and safety. One of our top priorities is providing a safe, nurturing environment that allows children to flourish and grow. With great thought, research and counsel from our regathering consultants and the Texas Department of Health and Human Services, we have come up with the following guidelines for our program.

Please note some of the protective measures we expect from adults, such as wearing face masks and maintaining social distance from one another, are simply not possible for toddlers to practice in preschool. The child is too young to understand and practice these precautions. We expect young children to engage in interactive play and share toys. The infection control procedures we put in place in the preschool setting will differ from those suitable for social, business or commercial settings.

Please note these policies may change at any time as more guidance is provided about COVID-19.

Preventative measures

- Require all sick children and staff to stay home.
 - FUMC Staff will be vigilant in watching for symptoms and signs of illness. If children become ill while at our program, they will be sent home immediately.
- Any child showing signs of illness will be placed in a separate room with an administrator. The room will be away from other children and staff. After the child has left the room, the facility will be cleaned immediately.
- If a COVID-19 case is confirmed in a child or staff member, we will report the illness to all staff, parents, and local health authorities. All areas used by the person will be thoroughly cleaned and disinfected.
- Access to the preschool will be limited to registered children, staff, and local authorities.

- If a COVID-19 case is confirmed in a child or staff member, all students will need to be picked-up immediately. We will contact the Bell County Health Department. They will assess the situation and tell us how to proceed with school closures and any other information needed.
- All staff will be required to wear face covering while inside the classroom and practice social distancing. Children will not be required to wear a face mask. If you would like for your child to wear one then please provide one for them each day.

Parent drop-off and pick-up

Due to COVID-19 FUMC Preschool will only be open on Monday – Thursday. FUMC Preschool will be closed on Fridays. Anyone picking up or dropping off will be required to wear a mask and stay 6 feet apart. The Texas Department of Health and Human services recommends the same person drop-off/pick-up as much as possible to lessen the exposure to outside individuals. Additionally, TDHHS recommends vulnerable populations should not drop off children at daycares due to risks of severe illness from COVID-19. Please see pickup/drop off times and locations in the first of the handbook.

Gatherings at or outside of school/church campus will NOT be allowed.

Screening Process

- All children and staff will be screened every day prior to entering the facility. See Appendix A for screening questionnaire and required temperature check. Their temperature must be below 100.4 (unmedicated).
- Any individual showing any of the following symptoms will be sent home: cough, shortness of breath, chills, headache, sore throat, diarrhea, fever or feeling feverish, or known contact with a person who is lab-confirmed to have COVID-19.
- Do not send a child to school if they have ANY symptoms. They will be sent home.
- Children and staff with symptoms of COVID-19 can return when ALL of the following criteria are met: 3 days have passed since resolution of fever without the use of fever-reducing medications; respiratory symptoms have improved; at least 10 days have passed since the symptoms first appeared.
- If a COVID-19 case is confirmed in a child or staff member, the individual cannot return to the school until the doctor has released the individual to return and has produced a negative COVID-19 test.

Social Distancing Procedures

- Students will remain with the same small group of children and teachers each day. Each class will be independent and will not blend or mix with other classes except for during outdoor recess time.
- Children will be kept apart at safe distances as much as possible. This includes time spent in line, at table work, and at meals.
- More outside activities will be incorporated when feasible.
- Special classes will take place in each child's room and the music teacher will move from room to room in the same order.
- Gymnastics will be provided for each class starting with the Two's Class. The stations will be 6 feet apart and all equipment will be sanitized after each class.
- Chapel will take place on Tuesday/Wednesday in the courtyard or the chapel with social distancing of each class.
- Playground times will be staggered.
- Classrooms will use the same bathrooms every day and cleaned after each use.
- Early Bird classes will be separated by age with one teacher.
- For naptime children will be spaced out as much as possible. Children will be placed head to toe in order to reduce the potential for spread. The mats will be sent home weekly to be washed.
- Snacks will no longer be provided or any other food unless it is being taken home
 - Parents will pack/bring the child's snacks and lunch for each day.
 - No outside food will be allowed for birthday unless it is individually wrapped. No homemade items.

Enhanced cleaning and disinfecting measures

- Cleaning and disinfecting efforts will be intensified due to COVID-19.
 - A full-time staff member has been hired to continually clean and disinfect all areas used by our program throughout the day. FUMC will continue to use EPA-registered sanitizing disinfectants to prevent the spread of the virus and other germs. These cleaning products will not be used near children.
- The cleaning schedule will include regular and more frequent cleaning and disinfecting of all classrooms, toys, bathrooms, playground, and common areas.

- Toys will be cleaned each day during naptime. Toys that are used will be set aside until they are properly cleaned.
- Proper hand washing hygiene will be taught and enforced.
 - Children and staff will wash hands when arriving at school, before and after eating, when hands are noticeably dirty, during potty times, and when coming in from outside.
- Stuffed animals or other toys that cannot be cleaned and sanitized will not be allowed. Children may use a pacifier or stuffed animal at nap, but at no other time.

Group Gatherings & Events

At this time, Christmas and End of Year Programs are on the calendar in the event things change. We will do live performances that will be streamed on Facebook.

Tuition Payment

Tuition payment will be required at the start of each month, even in the event that we close for 2 weeks. If you wish to no longer make a payment, then you will have to withdraw your child. FUMC Preschool will need a written notification signed and dated 14 days before the 1st of the next month.

Again, we ask all children and parents to stay home if they are experiencing any signs of illness, and be diligent and honest during this time to protect the health and safety of the entire school. We are taking these precautions for the protection of all the children, families, and staff who are part of this preschool.