

The ABC Guide to West Lawn Preschool



WEST LAWN PRESCHOOL

West Lawn United Methodist Church

2021-2022 HANDBOOK

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A. OUR MISSION

As reflected in West Lawn United Methodist Church's core competencies, our church has a passion for ministering to families with children in our community. One way our church is community-focused, and extends its mission for child-centered Christian discipleship, is by offering a preschool on our campus. Preschool allows an opportunity for us to not only educate kids at the youngest level, but also share God's love to the community through forming authentic relationships with God's children, the little ones and their parents alike. Our preschool also allows us to transform our classrooms during the week into areas where children are invited and embraced in a loving and nurturing environment to learn, play, socialize and have fun.

West Lawn's preschool is an intentional strategy to embrace and nurture the community, and offer radical hospitality beyond Sunday morning worship services and discipleship.

West Lawn United Methodist Church's preschool board, consisting of WLUMC church members, is responsible for the oversight and administration of the preschool regarding its goals, financial management, policies and philosophies regarding curriculum.

B. CLASS DAYS AND TIMES

Age Two We-School- Wednesdays	9:00-10:00 AM
Three-year-Olds- Tuesdays and Thursdays	9:00-11:30 AM
Four-year-Olds- Mondays, Wednesdays, Fridays	9:00-11:30 AM
Pre-Kindergarten- Monday-Fridays	9:00-11:30 AM
Lunch Pals- Tuesdays	11:30 AM-12:30 PM
Lunch Pals- Wednesdays	11:30 AM-12:30 PM
Extended Day- Tuesdays and Thursdays	11:30 AM-3:00 PM
Extended Day- Wednesdays	11:30 AM-3:00 PM

C. ELIGIBILITY

We-School: Children must be 2 years old to enroll in We-School. A parent or loved one must attend the class with the child

Three-year-olds: Children must be 3 by September 1 of the school year

Four-year-olds: Children must be 4 by September 1 of the school year

Pre-Kindergarten: Children must be 4 1/2 by September 1 of the school year or recommended by Teachers & Director.

All Children must be completely potty trained and wearing underwear before the first day of school, with the exception of We-School.

D. ENROLLMENT

Enrollment is open to children of all faiths, races and ethnicities. Your child will be considered enrolled in our program upon receipt of the registration form and a non-refundable registration fee. The registration fee is \$50 due at time of enrollment for one child or \$80 for 2 or more siblings.

Enrollment is based on a first come first served placement.

Admittance forms required by the first day of preschool include:

- Permission to Change Clothing and Assist with Toileting
- Emergency Medical and Consent Form
- Copy of Immunization Record
- Permission and Release Form
- Official Receipt of Handbook
- Sunscreen Form
- Photo Release Form

Students with special needs may enroll based upon the Director's determination that the staff and facility can meet the child's needs with reasonable accommodations. The parent must provide the Director and classroom teacher with any professional assessment and documentation.

E. LUNCH PALS DESCRIPTION

Lunch Pals is a one-hour extended day option for children in all classes, with the exception of Age Two We-School toddlers. During this time, children will eat their lunch together in a fun and social atmosphere. You will need to provide a healthy lunch and drink. Following lunch, children will be invited to spend time in free play, and music and movement stations. Lunch Pals is a good way to help your child learn to eat independently with their peers.

Children may be enrolled in Tuesdays and/or Wednesdays Lunch Pals days, at a rate of \$25/month for Tuesdays and \$25/month for Wednesdays. Drop-ins will be welcome, if space is available, at a cost of \$10 per session. Sign-up sheets will be posted by the office if there are openings. Payments are due at the time of sign-up. Enrollment for this program will be on a first-come, first-serve basis. Payments are non-refundable due to illness. In the event school closes for inclement weather, we will credit your Lunch Pals payment.

F. EXTENDED DAY DESCRIPTION

We will provide a fun and social atmosphere for your child. You will need to provide a healthy lunch and drink. Extended Day is a great way to incorporate play dates for your little one. This program allows the children more time for play and socialization with their peers, as well as additional structured activities such as story time, art, music and movement, games, and gross motor activities. Outdoor play will also be available, weather permitting.

Children may be enrolled in the Extended Day sessions, at a rate of \$55/month for the one day extended day option, or \$95/month for the two-day extended day option. Drop-ins will be welcome, if space is available, at a cost of \$15 per session. Sign-up sheets will be posted by the office if there are openings. Payments are due at the time of sign-up. Enrollment for this program will be on a first-come, first-serve basis. Payments are non-refundable due to illness. In the event school closes for inclement weather, we will credit your Extended Day payment.

G. POTTY TRAINING POLICY

Children enrolled in our preschool classes must be potty trained before attending school. We realize that accidents happen. Accidents are unusual incidents and should happen infrequently. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Staff members are aware of this and will assist the children when necessary. Staff will allow time for potty breaks during class. Parents will be notified if a child has an accident.

Potty-trained school children can:

- Communicate to the teachers that he/she needs to go to the restroom.
- Use the restroom with little or no assistance from an adult.
- Wear cloth underwear. Pull-ups are not allowed.

If your child is not completely potty trained as described when school starts, you may withdraw your child from school and place their name at the top of our waiting list without paying tuition. The registration fee is nonrefundable and you are not guaranteed placement.

H. TUITION

Tuition payments are made monthly and are non-refundable. Please pay with check or through West Lawn's Mobil App or Website under Giving (Vanco). Checks should be made payable to WLUMC. Tuition may be given to your child's teacher, dropped off in the mailbox located outside of the Director's office at the top of the staircase (Room 200). If paying through the church app/website please make sure you pay under the category for Preschool Tuition. Please include your child's name on the line below the amount. You can also mail your payment to West Lawn UMC.

Attn: Preschool
15 Woodside Ave. West Lawn, PA 19609.

If you would like a receipt for your check transactions, please let the Director know.

Tuition is considered late after the 10th of each month and a fee of \$10.00 will be assessed. Non-payment creates a risk of disenrollment. Tuition payments are due regardless of sick days, snow days, or absences. A \$30.00 fee will be charged for returned checks.

SPECIAL CHARTER MEMBER TUITION PRICES

Age Two We-School	\$30.00/month
Three-year-olds	\$135.00/month
Four-year-olds	\$165.00/month
Pre-Kindergarten	\$255.00/month
Lunch Pals	\$25.00/month or \$10.00 per session
Extended Day-1 Day	\$55.00/month or \$15.00 per session
Extended Day-2 Day	\$95.00/month or \$15.00 per session

MONTHLY TUITION SCHEDULE

August 10 - September Tuition
September 10 - October Tuition
October 10 - November Tuition
November 10 - December Tuition
December 10 - January Tuition
January 10 - February Tuition
February 10 - March Tuition
March 10 - April Tuition
April 10 - May Tuition

I. WAITING LIST

If our classes are full, your child's name can be placed on our waiting list. It will not guarantee a space in a class, but it will assure you a phone call in the event of an opening when your child's name comes to the top of the list. If enough children are on a waiting list to constitute an additional class, the Director will make every effort to open another class for these waiting families.

J. WITHDRAWAL

Each child is enrolled for the entire school year. Should you need to withdraw a child from school for any reason, we require one month's notice in writing to the school office. Tuition is non-refundable.

K. GENERAL CALENDAR FOR 2021-2022

Week of August 30	Meet The Teacher Sessions
Week of September 6	Classes Begin
October 11	School Closed – Columbus Day
November 24-29	School Closed – Thanksgiving Break
December 23-January 2	School Closed – Christmas Break
January 17	School Closed – Martin Luther King Jr. Day
February 18-21	School Closed – President's Day
March 25	School Closed – Staff Development
April 13-18	School Closed – Spring Break / Easter
Week of May 23	Final Days of Classes/Programs

L. VISITATION & OUTSIDE SERVICES

VISITATIONS

School visits are welcomed at any time during the year. The Director will gladly show you the facilities and answer any questions you may have concerning the program. Please call or email the Director to setup a tour.

- Your child is welcome to visit the school with you if you wish to see the facilities.
- Come to our Open House in January and August to see the facilities and to meet the teachers.

OUTSIDE CONTRACTED SERVICES

In the event that a child is in need of extra services, we will work with the BCIU, professional providers and parents to help schedule any therapies or sessions that are necessary to meet the needs of each child. If a child is already receiving outside services, please let the Director and Classroom teacher know prior to the start of the school year.

M. CLASS SIZE

- Age Two We-School class averages 10 students
- Three-year-old class is a maximum of 18 children
- Four-year-old class is a maximum of 20 children
- Pre-Kindergarten class is a maximum of 20 children
- Extended Day is a maximum of 30 children (2-year-olds are not eligible)

Classes are staffed with one lead teacher and one assistant teacher, with the exception of We-School, which only staffs one lead teacher, and Extended Day which staffs an additional assistant if necessary.

N. CLASS DESCRIPTIONS

1. AGE TWO WE-SCHOOL DESCRIPTION AND SCHEDULE

We-School is a one-hour, once a week class intended to introduce two-year-old children to a lightly structured classroom environment, with the safety and security of a guardian close by. This class also helps acclimate young children to coming to the West Lawn campus and meeting the teaching staff. A typical We-School session follows this classroom format:

- 9:00-9:15 AM Free Time and Open Activities
- 9:15-9:20 AM Clean-up
- 9:20-9:30 AM Circle and Music Time
- 9:30-9:45 AM Craft Time
- 9:45-9:55 AM Gross Motor Activities
- 9:55-10:00 AM Goodbye Song

2, 3 & 4. THREE'S, FOUR'S AND PRE-KINDERGARTEN PRESCHOOL DAY

The Preschool day offers free play and socialization, as well as fundamental educational teaching that is aligned with the PA State Standards of Early Childhood Learning. The children use a variety of materials to exercise all their developmental skills: language, imaginative, cognitive, social-emotional and physical development (gross motor, fine motor), and spiritual. Sensory activities and hands-on learning materials are also part of a day at preschool. While each classroom follows its own individual schedule; this is our standard classroom format:

- Morning Circle Time – This is an instructional time of the day. We use hands-on activities, discussions, and listening skills as we discuss our unit of the week, sing songs, do finger plays, and listen to stories.
- Instructional Time – This is an additional instructional time of the day. We teach early literacy and numeracy, shapes, colors, our community, holidays, seasons, senses, feelings, listening and following directions, sharing and being good friends.
- Snack Time – We serve a healthy snack and water to the children each day provided by the parents (according to teacher's discretion). Parents also provide paper products for our

- special holiday celebrations.
- Small Group & Center Time – Children will meet with teacher in small group setting as one of their rotations during Center Time. Centers include sensory table, imaginative play areas, science center, story listening center, and computers.
- Gross Motor Activities – We go outdoors if weather and time permits. The children can enjoy the West Lawn playground equipment. We also occasionally use an indoor play area for gross-motor activities.
- Arts & Crafts Activities – Teachers provide opportunities to use fine motor skills (painting, coloring, drawing, cutting and gluing).

All of the Preschool classes provide developmentally appropriate activities and materials that align with our curriculum and themes. We provide a variety of individual activities to balance out small and large group activities. Hands-on learning centers are a fun way to allow children to explore, experiment, create and ask questions. Children of this age learn a tremendous amount through play and self-exploration.

O. DISCIPLINE POLICY

Verbal rewards, which reinforce self-esteem, are given for acceptable age-appropriate behavior. Our Preschool also uses an online app program to help track behaviors in addition to sharing pictures and daily communication logs with parents/guardians.

Non-Acceptable Behavior:

- The child will be asked to stop and think about the inappropriate behavior (i.e. temper tantrums, refusal to cooperate, hitting, not following rules, etc.)
- The teacher will redirect child to another activity
- The teacher will allow child to work out his/her own solutions. (Encourages the child use verbal responses to solve problems)
- If the child is disruptive in a group situation, the child will sit with the teacher with a gentle reminder about appropriate school behavior.
- Child will be removed from the group for a period of “calm down” in the classroom. The child is given the opportunity to calm down, to remember the acceptable behavior and to decide when he/she is ready to rejoin the group.
- We do not tolerate physical or inappropriate verbal discipline at any time for any reason or circumstance.
- If a behavior problem persists, we will work together with the parents to help the child develop appropriate behavior. (This provides consistency with the parent and teacher to redirect child’s behavior) A written action plan will be established & implemented.
- If the child cannot develop appropriate behavior, unfortunately the child will be dismissed from the preschool class.
- Biting will not be tolerated. Parents will be notified if this behavior has occurred. There is a 3-time limit for this behavior, after the 3rd occurrence the child will be removed from the program. Parents will be made aware of each individual incident, and will work with classroom teachers to stop the behavior.

P. GRIEVANCE POLICY

Any parent who is uneasy or concerned about their child's development, experiences in the school setting, with their peers, a personal matter, or a situation of deep concern to the family, the following procedure is to be followed:

1. As soon as possible, preferably within the same day as the grievance/problem develops, approach the head teacher and thoroughly discuss the issue.
2. If the issue is not answered to the family's satisfaction, schedule a meeting with the Director. Most complaints should be able to be resolved informally at this step. If not, proceed to step 3.
3. Request the Director to contact a board member to schedule a meeting, thereby having a third person witnessing the discussion. Hopefully, at this juncture, the issue will be satisfied.
4. The final step in the grievance procedure is to seek a solution with the pastor of the church, the person having the grievance, the Director, and a Committee member.

Q. ABSENCE & LATENESS

ABSENCES

If your child will not be able to attend, please notify the office by phone at 610-678-5611, ext. 34 or email preschool@westlawnumc.com.

LATENESS

Parents must pick up children immediately following dismissal. We would appreciate your support and cooperation regarding this subject matter.

1st offense – written warning

2nd offense – a late fee of \$10.00 for every 15 minutes will be assessed

R. MEDICAL

1. ILLNESS & SCHOOL WELLNESS

You are the best judge of your child's health and we trust you will not bring or send a sick child to school. However, if the opinion of the staff is that your child is sick, we will call you to come and pick up your child. The following criteria will be considered in determining if your child must go home:

- Fever of 100.4 degrees or higher
- Inflammation of eyes
- Vomiting/Diarrhea
- Excessive Coughing
- Communicable diseases
- Unknown rash

If your child is sent home due to illness, he/she cannot return to school until he/she has been free of symptoms for 24 hours without medication. This policy gives your child ample time to recover and stop the spread of illness to other children and staff members. **PLEASE DO NOT** give your child Motrin or Tylenol and send them to school with a low-grade fever.

It is your responsibility to notify the school if your child has a communicable disease, such as: pink eye, chicken pox, impetigo, flu, strep throat, Coronavirus, Coxsackie's virus, etc. Parents of children impacted as a result of another's illness will be notified of the occurrence; however, confidentiality is observed at all times. If your child is found to have head lice, he/she will be sent home until he/she has been shampooed with a head lice shampoo and the hair has been thoroughly combed and is nit free.

Our church campus and parking lots are a smoke-free environment. There is no smoking on the grounds or in the building. This is due to the fire safety laws as well as everyone's health.

2. ACCIDENTS AND MINOR INJURIES

Our staff is certified in first aid, CPR and AED administration. Minor bumps and bruises are an everyday part of your child exploring and learning through experience. Minor injuries sustained at school are reported to the parents/guardians on an "accident report". A copy is sent home and one is retained in the child's file. A call is made immediately in the event of any serious or questionable injury. Reminder: Keep your child's Emergency & Medical Consent Form updated.

3. PRESCRIPTION MEDICATION

We prefer children receive their medication at home; however, we understand that in rare circumstances the school may need to administer the medication. Prescription drugs must be sent to school in an original container labeled by a physician or pharmacist. A parent must deliver all medication; do not leave medication in your child's school bag. Non-prescription medicine will not be administered at school.

4. ALLERGIES

When a doctor diagnoses a child as having a food, medical or environmental allergy, a statement to that effect must be given to the school in writing. An Allergy Action Plan Form must be completed by the child's doctor, and returned to the Director and Teacher. Information about children with allergies will be posted in our classrooms.

In the event of a severe life-threatening peanut/nut allergy, a classroom will become a "Nut-Free" Allergy Aware Classroom. Should this occur, you would receive additional information regarding classroom procedures.

S. PARKING LOT ROUTINE/ DROP OFF & PICKUP

PARKING LOT – ARRIVAL

You may enter the church parking lot along the Woodside Avenue parking lot entrance, Noble Street parking lot entrances, or the alley behind Advent Lutheran Church. (Do not enter the Breezeway area off of Woodside Avenue. The Breezeway is an underpass between West Lawn Church's Sanctuary Building and the Reiner Education Building, where the preschool classrooms are located.)

Cars can line up anywhere in the parking lot area facing west, towards the Breezeway. A teacher will meet each car in the Breezeway beginning at 8:50 AM and continuing through to 9:00. Cars can then exit onto Woodside Avenue. Arriving promptly is essential at the start of class. Persistent tardiness is an interruption and will be brought to the Director's attention resulting in a meeting with the parent.

PARKING LOT – DISMISSAL

Park anywhere on the church parking lots and enter the Reiner Education Building through the double doors under the Breezeway, on the Reiner Education Building side. Everyone will then exit the building using the east stairwell, near the handicap parking spaces.

Doors unlock at 11:25 AM for the morning session and 2:55 for the Extended Day session. Parents must pick up children immediately following dismissal. Refer to the preschool lateness policy.

Do not leave other siblings in the car unattended. Additionally, the ignition of all cars must be turned OFF and the keys removed from the ignition. **NO CHILD 6 AND UNDER MAY BE LEFT UNATTENDED IN A PARKED VEHICLE.** This is against the law. If siblings are sick, do not bring them into the building. Call the church office and someone will bring your child out.

Please wait outside the classroom door for the teacher to dismiss your child. The children are dismissed one at a time, please be patient with us during this process to keep all our children safe.

As a courtesy to the preschool and church staff, please do not linger inside the building after dismissal.

DRIVE VERY, VERY SLOWLY WHEN ARRIVING & DEPARTING! DO NOT USE YOUR CELL PHONE WHILE DRIVING! During arrival and departure time, West Lawn UMC is a kid work zone. Our children are very small and fast. Use extreme caution at all times when operating your vehicle. Safety is a priority!

T. AUTHORIZATION TO PICK UP CHILD

You must fill out a Permission & Release Form. This form allows us to send your child home with someone other than a parent. If someone not listed on the form will be picking up your child, a written note or phone call to the office is necessary.

All authorized pickup persons must bring with them a photo driver's license which will be required for purposes of identification. Persons picking up your child must be 18 years of age or older and listed on the release form.

The staff will not release a child to any individual who is visibly intoxicated, or who has engaged in substance abuse rendering such an individual impaired and incapable of caring for a child.

U. EMERGENCY PLAN

1. SCHOOL CLOSINGS

The school closely follows the Wilson School District calendar and snow date closures. Possible exceptions will be made at the Director's discretion (i.e. weather, loss of power, unsafe weather conditions). In the event of inclement weather, please listen to WEEU 850 AM or WRFY 102.5 FM for information concerning Wilson School District. You can also tune into Channel 69 News.

If Wilson has a delay (regardless of ANY hour delay), we will have a modified schedule.

Snow Make-up days will be offered after the fifth cancellation for Pre-Kindergarten class, after the third cancellation for Age 4 classes, and after the second cancellation for the Age 3 classes. Make-up days will be scheduled at the discretion of the director.

2. MODIFIED SCHOOL SCHEDULE

Age 2 We-School: 10:00 AM to 11:00 AM

Age 3, Age 4 and Pre-K Classes: 10:00 AM to 12:30 PM

Extended Day: 12:30 PM to 3:00 PM

*If Wilson closes early in the event of inclement weather, our Extended Day class will cancel. If Wilson is closed, preschool will be closed.

3. SAFE SANCTUARIES: STATE MANDATE ON REPORTING CHILD ABUSE

By law, we are required to report any sign or suspicion of child abuse or neglect. Please understand that we are legally obligated to follow Pennsylvania State reporting guidelines. All of our staff have state mandated criminal background and child abuse clearances.

4. SAFETY PROCEDURES

Cell Phones: Do not use your cell phone while on the school premises unless it is an emergency situation. We have found cell phone use to be both distracting and hazardous.

Locked Doors: We keep the upstairs doors locked during the school hours. Notify our receptionist at the entrance if you need to gain access. It is important to let the office know if your child will be absent, late or leaving early.

Fire Exits: The children will be familiar with the various exit doors in the building. We will perform fire drills at various times throughout the school year.

Shelter-in-Place: In the event of an emergency, our school is prepared with emergency storage supplies if necessary. We ask for donations to keep us well stocked. Parents will be notified if we have a shelter-in-place drill or real emergency.

Servant Keeper Notify: Our preschool is using Servant Keeper Notify as a way of passing on information to the parents. We have the ability to send messages by landline, cellphone call, text or email, or all four, depending on the severity of the message that needs to be sent. If any

of your contact information changes, you are responsible to update phone numbers and emails with the preschool.

Security: We have security cameras throughout our campus with video replay options for surveillance monitoring which provides a daily extra layer of protection.

Staff members are not permitted to drive children to or from preschool except in emergency situations and then with only the express knowledge and consent of the Director.

An Emergency Procedures document is provided to families at the meet the teacher night in September.

V. PARENT INFORMATION & HELPFUL GUIDES

1. PARENT CODE OF CONDUCT

One of our preschool missions is to build trusting relationships among families and staff. Therefore, gossiping and divulging confidential information is both hurtful and breaks down relationships. Please respect the privacy of others and refrain from those types of actions.

We welcome suggestions on how to improve our preschool and will give prompt and serious attention to any concerns about the operation of the school. We anticipate that most concerns will be resolved quickly by an informal approach with the designated member of staff. If this does not achieve the desired result then please review and follow the Grievance Policy listed in this handbook.

Our preschool environment is set-up to be a safe haven physically, as well as emotionally for students and staff. We will not tolerate parents who use foul or abusive language to anyone, physical discipline, or threats to any children/staff. The Director has the right and authority to remove that individual from the campus or classroom and could result in termination of the child's enrollment in the program.

2. PRESCHOOL READINESS

Parents can help their child make the home/school adjustment by:

- Having a pleasant attitude about school
- Showing interest in school projects
- Reading/displaying school calendar so your child is prepared for the day's special activities
- Sending your child to school in comfortable play clothes and sneakers
- Labeling clothing and other possessions brought to school
- Becoming an active participant in school activities
- Encouraging your child to tell the teacher if he/she needs to use the bathroom
- Having your child wash their hands frequently with soap
- Reminding your child not to share drinks, food, or clothing

3. FIRST DAY JITTERS

Starting school for the first time or coming back to school can cause anxiety in some children and parents, too. We will make every effort to work with you to make this adjustment period a positive experience. We recommend you give your child at least a month to adjust to the school experience. Please do your best to keep goodbyes cheerful, positive, and reassuring at drop off. Maintain your positive attitude even through tears. If you believe in us, your child will too.

4. PARENT TEACHER CONFERENCES

During the first few days in September a "Meet the Teacher" event will occur. This special event provides an opportunity for you and your child to meet with the teacher and visit the classroom. Hopefully, they will meet a new friend and have fun exploring their new classroom.

A portfolio containing information on your child's academic, emotional, physical and social growth will be kept by their classroom teacher. During November and again in April the teacher will schedule a time to sit down with you during Parent/Teacher Conferences. If you have any questions or concerns, please feel free to ask the teacher at any time. Due to confidentiality laws, teachers must discuss any issues with parents privately. Please be sure to speak with your child's teacher to arrange a time for a personal meeting or a telephone conference.

5. PARENT/TEACHER COMMUNICATION

The West Lawn Church Preschool believes that establishing excellent parent/teacher communication helps create a strong partnership. Please let your child's teacher know if there is anything happening at home that might affect your child – i.e., illness or death of a family member, new baby, separation, or divorce. It helps us in our dealing with your child and will be kept confidential. Our school uses a communication tool called Servant Keeper to send emails, text, or phone calls. In addition, teachers can contact you through the Class DoJo App. This user-friendly app allows the teacher to track behaviors, send pictures, daily updates and reminders. The Preschool will send home a newsletter once a month. Please keep and read the newsletters as they contain important information and dates. If you have any questions or concerns about your child or the school, contact your child's teacher to discuss issues or to set up an appointment for a more formal conference.

6. PARENT SMALL GROUP & SPECIAL OFFERINGS

West Lawn UMC would like to offer an opportunity for preschool parents to join a weekly small group where parents can socialize and create lasting friendships. This small group will be led by one of West Lawn's staff members once a week. Our mission at West Lawn is to not only serve the children of the community, but also provide a supportive and nurturing environment for all family members. More information about this small group will be available at the start of the school year.

W. BIBLE TEACHING TUESDAY & WORSHIP WEDNESDAY

Once a week, children attend a short, age-appropriate Bible lesson with West Lawn staff members. This time includes Bible stories and songs for all classes. These teachings center on the awareness of God's world and God's love for us. The preschool does not teach religious or denominational doctrine, but does teach in a context of Biblical values. Religious backgrounds will be taken into consideration;

however, all children are expected to join their class for these activities. If you choose for your child not to participate, you would have to stay with your child during this time or pick them up early from preschool.

X. CLASSROOM CELEBRATIONS/ SPECIAL EVENTS/ BIRTHDAYS

Our Preschool classes will hold special parties and holiday celebrations such as a Halloween Parade, Thanksgiving Feast, Christmas Parties, Valentines Parties and Easter Celebrations, etc.

We will hold an “End of the Year” and “Graduation” celebration at the end of May. Parents, families, and close friends are encouraged to attend these celebrations.

Each class may observe or celebrate birthdays differently. Your child’s teacher will share with you how your child’s class will celebrate birthdays. Some suggestions include mini cupcakes, mini muffins, soft pretzels, mini donuts, and ice cream treats. Feel free to be creative.

In consideration of the feelings of our young students, please do not send birthday or other invitations to school unless every classmate is invited. Due to space limitations, etc. we know that it may not be feasible to invite all of your child’s classmates. In that case, we ask that you use the class directory to address and mail the invitations. Your sensitivity in this matter will help avoid hurt feelings.

Y. PRESCHOOL OUTTINGS

1. PLAYGROUND

The West Lawn Community playground is a favorite spot! Many times, it is used after dismissal to give children an opportunity to play with their friends and to provide a place for parents to talk and visit with one another. We are pleased to know that families want to extend their school experiences beyond the academic day. When children are using the playground during non-school hours, children must be supervised.

Please help us keep by following our playground rules:

- Closely supervise children at all times.
- Never push or roughhouse.
- Be kind and reinforce taking turns.
- Feet first down the slides.
- Throwing mulch is not acceptable.
- Use tables under pavilion for sitting purposes. Do not allow your child to stand on them.
- All conduct on the playground is expected to be courteous and safe.

On inclement weather days, our Community Center Hall is an optional space for children to gather and play in a large, open space.

2. PUBLIC LIBRARY

Your child will be able to borrow a book from their classroom library and from the West Lawn Community Library, located in the lower level of our Community Center building. Please read the book often. All children are invited to take a book home on a weekly basis. We ask for your

cooperation in caring for the books and returning them on time.

3. FIELD TRIPS

We think that field trips outside of the classroom are a wonderful opportunity for children to experience and learn about the world around them. Field trips will be educational and fun! They can include a trip to a local orchard/farm, a children's museum, a zoo, and possible other locations and experiences. All field trips will require a permission form, payment for the trip, and parents will need to drive their child to the location and be responsible for them for the entirety of the trip. Field trips are optional to attend, but we highly encourage participation from parents so you can experience these learning opportunities with your child.

Z. FUNDRAISERS & MISSIONS

FUNDRAISERS

West Lawn Preschool may offer some fund-raising events throughout the school year. The proceeds from our fundraisers will go to support our preschool by purchasing needed educational items for the classroom or other special activities and events. While each project is strictly voluntary, it is our hope that families and other friends of our school will choose to participate in order to support our continuing efforts to provide the highest quality education and care for all children who attend.

MISSIONS

As a church community, we are blessed in ways that most of our world will never experience. We believe it is important for children to learn to give as well as to receive. During the school year, West Lawn Church preschool sponsors several opportunities to bless others. Some organizations include, but are not limited to: Hannah's Hope, New Journey Community Outreach, Opportunity House, Hope Rescue Mission, The Fuller Center, and the Wilson Area Food Pantry.

PRIVACY NOTICE

No telephone numbers or addresses of our school participants will be given out to others unless you elect to be in our Class Directory. If you wish to get in touch with another parent who is not listed in our directory, we will gladly give your note to that parent and he/she can get in touch with you. This is for your privacy and protection. The class directory is intended for social purposes only.

Receipt and Understanding of WLUMC Preschool Handbook

I, _____ (Parent Name) acknowledge that I have received and have read all sections of the WLUMC Preschool handbook.

I understand that I am financially responsible for making tuition payments on time, according to the set tuition schedule listed in the handbook.

_____ (Initial)

I understand that I am to pick up my child on time, and any late pick up after the first verbal warning will result in a \$10 payment per 15 minutes for each late offense.

_____ (Initial)

I have read the discipline policy and understand that I will be made aware of any behavior issues as it relates to my child. I will cooperatively work and communicate with the teacher to help my child improve their behavior.

_____ (Initial)

I have read the section in the handbook regarding parental code of conduct. I hereby acknowledge that my conduct could affect my child's enrollment in the program.

_____ (Initial)

Parent Name (Printed) _____

Parent Signature _____

Date: _____