

FUMPer's

FIRST UNITED METHODIST PRESCHOOL

**PARENT HANDBOOK
REVISED JULY 2022
LICENSE C08AL0124**



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PARENT HANDBOOK

Welcome

The following information is provided for parents interested in our preschool program. This document includes the policies and procedures of First United Methodist Preschool (FUMPers). We offer a full-day, faith-based, educational program for children between 6-weeks and 5 years old.

The pastors, staff, and members of First United Methodist Church Gainesville (FUMCGNV) care about children and their families, and since 1980 have provided a preschool opportunity in which children can develop to their fullest potential. We believe the early years are the most important in the development of young children. We welcome you to FUMPers as one of many ministry opportunities of our church. If you do not have a church home at the present time, we invite you to consider joining our church family. Call the First UMC church office at 352-372-8523 for further information. Traditional worship in our Sanctuary and Sunday School classes for all ages are held every Sunday morning. More information can be found on the First UMC web site at www.fumcgnv.com/worship.

FIRST UNITED METHODIST PRESCHOOL CONTACT INFORMATION

419 NE First Street, Gainesville, FL 32601

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Preschool Assistant Director: Melissa Williamson

Lead Pastor: Rev. Beth Snarr

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Preschool Cell: 352-213-0357

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www.fumpers.org

MISSION OF FIRST UNITED METHODIST PRESCHOOL

The mission of FUMPers is to:

- Provide high quality child care for young children
- Offer an age appropriate program with an emphasis on learning through play
 - Nurture children of all faiths in a loving Christian environment
 - Foster a sense of community

RELIGIOUS PHILOSOPHY OF FIRST UNITED METHODIST PRESCHOOL

FUMPers is a Christian school that is open to children and families of all faiths. Our message is that God loves us and looks after us. We should follow God's example by loving each other and looking out for one another.

We do not discriminate on the basis of race, gender or national origin, in accordance with state law. Christian values and attitudes will be practiced, although specific religious doctrine is not a major emphasis of the curriculum.

FUMPERS IS KNOWN FOR . . .

- Small class sizes
- A creative and stimulating program that is age appropriate
 - Bright, cheerful classrooms and a positive atmosphere
- A shady playground with a variety of outdoor play equipment
 - Experienced and certified caring staff
- Hands-on experiences and individualized teaching

FIRST UNITED METHODIST PRESCHOOL 2020-2021 SCHOOL CALENDAR

Independence Day (closed)	Jul 4, 2022
Teacher In-Service (closed)	Aug 1-5, 2022
Meet the Teacher Day (closed)	Aug 5 2022
New School Year starts (First Day Classroom Changes)	Aug 8, 2022
VPK School Year starts	Aug 10, 2022
Labor Day (closed)	Sep 5, 2022
Veteran's Day (closed)	Nov 11, 2022
Thanksgiving Holiday (closed)	Nov 24-25, 2022
Christmas Holiday (closed)	Dec 23-26, 2022
New Year's Holiday (closed)	Dec 30 2022-Jan 2, 2023
MLK Holiday (closed)	Jan 16, 2023
Spring Break (closed)	Mar 13-17, 2023
Memorial Day (closed)	May 29, 2023



LICENSE C08AL0124

The preschool meets all current licensing requirements of the State of Florida Department of Children and Families (DCF). There are several unannounced visits per school year by DCF to verify we are maintaining high standards for our students and FUMPers families.

COVID-19 RELATED POLICIES AND PROCEDURES

The operational and policy procedures outlined in these sections are directly related to the COVID-19 pandemic. These will be in effect throughout this school year but may adjust based on new information as it is released by the CDC, the Florida Department of Children and Families (DCF), the Alachua County Health Department, and local ordinances. Please reference the COVID-19 Special Program Attendance Parent or Guardian Acknowledgment and Disclosure Form for complete details. All other policies and procedures are still in effect.

A. Drop Off Procedures

- Parents/guardians are allowed to enter the building for drop off and pickup, but please be aware that the amount of time spent in the classroom must be limited to no more than 1-2 minutes. We need to limit the amount of people in our rooms as much as possible.
- Masks are optional for parents/guardians and staff while in the school building. But we reserve the right to enforce a mask requirement for all persons as it is deemed necessary.
- Parents will enter through our two doors (outer white door and inner glass door) upon arrival, but must leave the building by walking through the school hallway and exiting to the right via the side door that leads to the smaller parking lot. You will not be able to exit through the school doors unless otherwise specified. Foot traffic will flow in one direction-through the school and out of the side door.
- The small side parking lot cannot be used for drop off/pickup. These spots are reserved for church staff members, volunteers, and clients arriving for appointments. It is important that these spaces remain available for those individuals in order that much-needed church functions can continue without interruption. Please prepare to build in a few extra minutes for your drop off/pick up routines to allow time for you to walk up the sidewalk back to our parking lot.
- Your access to the doors is programmed based on your type of enrollment (early drop/extended day, full day only, etc). Please be mindful of your arrival times as the system will turn off your access at the designated time. If you happen to arrive late, you will have to ring the doorbell and wait for a staff member to come to the door.
- All children are required to be checked in and out using the Brightwheel app. Use of the Brightwheel app also applies to all individuals listed on your child's enrollment application as approved pickup persons or emergency contacts. Each person has a unique code, which must be used during the check-in/out process. In addition, our school uses the touchless check-in option which involves scanning a QR code with a smartphone. If for some reason you or your designated individual does not have a smartphone, please ask your child's teacher for assistance to check-in/out.

B. Open Door Policy

- At this time, parent/guardian presence in our school will be limited to drop-off and pickup only. We understand the difficulty involved with not being able to participate in your child's learning experience through physical presence, but the overall health and safety of all of our children and families is of utmost importance. To help fill the gap, our teachers, staff, and families communicate via the Brightwheel app. Teachers and staff are able to share daily pictures, messages, and activity notes with families. But as always, families are more than welcome to call the school to speak with a teacher as necessary. Frequent newsletters and emails are sent as well.
- We also have a feeding room exclusively for parents/guardians of children enrolled in our Little Lambs (infant) classroom. Our school is known for our openness to and encouragement of mothers visiting to breastfeed, or parents or caregivers assisting with feeding fussy babies. Our feeding room is in a meeting space located upstairs in our building. Parents/guardians wishing to use the space would temporarily check their child out, go upstairs to feed, and then check the child back in when finished.

C. Illness

In order to attend school, children must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, children will be isolated in a supervised, secure area. Parents/guardians will be contacted, and children MUST be picked up from the facility within 1 hour of being notified. Failure to pick up within the hour timeframe will result in a late fee being assessed according to the school's late pickup policy. Repeated violations of the hour timeframe can result in suspension or termination of enrollment.

Symptoms include:

- Fever of 100.4 degrees Fahrenheit or higher
- Dry cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches
- Any other symptom identified by the CDC as associated with COVID-19.

While it is understood that many of the above symptoms can also be attributed to non-COVID-19 related issues, FUMPers must proceed with an abundance of caution during this public health emergency. Your child will need to be symptom free without any medications for at least 24 hours before returning to the facility. If COVID-19 exposure is suspected or confirmed at school, you will be notified.

D. Daily Operations

- Classroom groups are kept separate (no mixing of groups), with the exception of extreme cases which necessitate us to do so.
- All classrooms have individual morning and afternoon playground times.
- All classrooms, materials, and common surface areas are sanitized multiple times throughout the day.
- Our Stretch-N-Grow program for our Ladybugs and Busy Bees classrooms will continue, and Chapel will resume during the fall.
- Parents' Night Out continues to be suspended until further notice.

E. COVID-19 Financial Policy

In the event we need to close the school due to COVID-19, the following financial policy applies:

- Closure of 1-5 school days in a given month: tuition remains the same for the following month
- Closure of 6-10 school days in a given month: tuition will be discounted by 25% the following month
- Closure of 11+ school days in a given month: tuition will be discounted by 50% the following month

PROGRAM INFORMATION

A. First United Methodist Preschool Staff

Our teachers have many years of experience in the field of early childcare, have the mandated childcare training, and many hold higher education degrees or national and state credentials.

B. Program Emphasis

Our program is exemplified by the following characteristics, which we believe are vital to positive growth in a young child:

- Carefully Staffed: The program is staffed with background-checked, trained, competent, and loving teachers.
- Developmental: Our theme-based curriculum entitled Learn Every Day focuses on the individual needs and interests of the children. Each month a new theme is explored. A weekly Bible Story Time is presented in age appropriate language.
- Positive: Interactions and activities are utilized to develop feelings of self-worth and dignity.
- Safe: Staffing, equipment, and space are arranged to facilitate the safety of children.
- Well Equipped: Indoor/outdoor equipment is challenging & developmentally appropriate.

C. FUMPers Chapel and Bible Time

Weekly Chapel time is held in the Church Sanctuary. Bible Time is also a part of the daily schedule in the classroom. During this time, we learn about some of the Bible heroes and related character development traits. We use the Frolic Bible curriculum during Chapel, as well as in our classroom Bible Time.

D. Classes

Class size is limited to allow for greater individual attention. The Preschool Director creates class lists. Classroom assignments are determined based on the age that a child is by September 1st of each year. This allows each student to be on track for entering the state-offered VPK program, which also has a cutoff date of September 1st.

E. Additional Programming

Children enrolled in our Ladybug and Busy Bee classrooms participate in the Stretch-N-Grow fitness program. Each week, an instructor comes to the classrooms, and teaches the children about their body parts, healthy foods, and healthy lifestyle choices while involving them in fun, fitness activities. The Stretch-N-Grow program is provided at no additional cost to families.

F. Additional Services

First UMC offers a Saturday evening Parents' Night Out (PNO) on the third Saturday of every month. This is a babysitting service for children aged 6 months to age eleven. PNO meets from 5:00-8:00 pm in the church nursery area in Epworth Hall adjacent to the preschool Bell Hall building. PNO is a multi-aged setting offering free play time, a light dinner, and a movie. This evening outreach program allows families to have time together while the children are cared for in a loving and safe environment. Occasionally, there are unavoidable circumstances that arise and we have to cancel or limit the number of children for these services. Because the safety of the children is of paramount importance, we must maintain adequate staffing ratios. Please sign up for Parents Night Out on the clipboard located on the Preschool Parent table. All changes regarding these services will be posted. There is a nominal fee of \$5.00 per child.

ENROLLMENT & TUITION

A. General Enrollment

Classes are filled on a first come, first served basis. Once the class limit is reached, names are placed on a waiting list. When enrollment, staffing, and capacity allows, a new class will be formed.

B. Registration

To register a child at FUMPers, parents must submit a completed FUMPers Pre-Enrollment Form along with the registration fee. The registration fee is nonrefundable. All other required forms inclusive of medical records must be completed in their entirety and submitted at least two school days prior to the first day of attendance. This will allow us time to enter the family's information into our databases and prepare the classroom for the new student.

C. Enrollment Policy

Newly enrolled students will start attending school beginning with the date indicated on the enrollment form. If a child is unable to begin attending school as scheduled, the parents or guardians may request an enrollment extension in writing. The extension will be granted regardless of reason, and will be for no more than 30 days. At the end of the 30 days, the child must begin attending school, or the parents or guardians may choose to begin regular tuition payments to keep the spot. If the child does not begin attending, and the parents or guardians do not begin payments at the end of the 30 days, the child's spot will be made available to families on the wait list and/or the community. The child in question may be added to the wait list for future enrollment, but the registration fee remains non-refundable.

D. Medical/Educational Records

If your child is receiving any type of therapy or support, you are strongly encouraged to provide the school with documentation related to the intervention. This information will be used in collaboration with the parent to determine if an individualized educational or behavioral plan is warranted, and if so, the types of supports that would be most beneficial.

Our school makes every effort to accommodate and fully include children with disabilities in our classrooms; however, our school is not equipped with teachers specifically trained in teaching students with moderate to severe disabilities. If your child has a disability, we will make every effort to work with you and the other professionals involved in your child's care to meet their needs. If we determine that our school is unable to safely and effectively teach your child, we reserve the right to deny or terminate enrollment. In the case that we terminate enrollment, we will offer a refund of registration and supply fees, and tuition prorated for attendance.

E. Monthly Tuition

Parents are responsible for paying full tuition each month even if the center is closed for holidays, staff development, hurricanes, etc. Please see the calendar with school holidays on page 4 of this handbook. No refunds can be made in the case of absenteeism, except in case of an approved withdrawal. Reference the Financial Acknowledgment Form located at the back of this handbook for more detailed information.

Monthly payments are due on the 1st school day of the month.

Late Fees: Payment is considered late after the 5th day of the month and a late fee will be assessed.

If payments, including late fees, are not made by the 15th of the month, the child cannot attend until all fees are paid in full or a case for hardship has been made through the school's scholarship application process.

Annual Materials Fee: All returning students who have been enrolled for at least six consecutive months will be assessed a \$100 materials fee at the beginning of each new school year in August. School Readiness families are exempt from the annual materials fee.

F. Scholarship Fund

FUMPers has a scholarship fund for families with financial needs. The Preschool Board sets the policies for the scholarship fund and application process. Selection for a scholarship is based on need and availability of funds. If you are in need of a scholarship, please email the Director for the application.

G. Refer a Friend

Currently enrolled families may receive a “Refer A Friend” discount for referring FUMPers to interested families. The interested family must enroll by submitting paperwork and the registration fee (if required) prior to awarding the discount to the referring family. A one-time tuition discount of \$50 will be awarded the following month after enrollment. The discount is per family, not per child.

H. Withdrawal

- Withdrawal from FUMPers requires a minimum of two week’s notice, and a withdrawal fee equal to one half of monthly tuition. Failure to provide proper notice will result in an additional fee equal to two week’s tuition. The withdrawal policy does not apply to children who are already scheduled to leave FUMPers during the month of August due to entering kindergarten. But, if graduating children leave FUMPers prior to August, the withdrawal policy is enforced.
- Families wishing to withdraw will complete a withdrawal form indicating the last date of attendance, the reason for withdrawal, and whether or not they are interested in returning in the future.
- Withdrawing families give up all rights to their child’s spot. The spot will then be open to the wait list and the members of the community. If a family is interested in returning, they will be placed on the wait list in the appropriate order.
- If there is a space available when the family desires to return, they will then complete new enrollment paperwork and submit the registration fee of \$200.



DISCIPLINARY & BEHAVIOR GUIDANCE POLICY

Misbehavior is a common occurrence among young children and can occur for several reasons. These can include (but are not limited to): hunger, sleepiness, frustration, lack of verbal skills, etc. The FUMPers staff strives to discover the root cause of a child's misbehavior, and customizes their reactions based on the child's needs. The following actions will be taken to help guide children to make appropriate choices and increase the overall well-being of children in our classrooms. It is our hope that by utilizing these strategies, further disciplinary actions such as temporary suspension or expulsion, will not have to be taken. When children are displaying inappropriate behaviors, teachers **will**:

- Model appropriate behaviors, as well as positive language
- Assess the classroom structure, environment, and activities to determine if improvements can be made
- Use redirection, distraction, and natural consequences
- Use "break time" (in classroom or Director's office), time out, and conversations (when appropriate according to the child's age)
- Document misbehaviors and actions taken
- Communicate with parents verbally and in writing to keep them informed
- Provide parents with copies of documented misbehaviors that may lead to expulsion
- Attend parent/teacher conferences with the Director to discuss the promotion of positive behaviors
- Include parents in all behavior plans
- Recommend referrals for evaluation by outside professional agencies

Teachers **will not**:

- Spank, or use any other form of physical punishment
- Roughly or harshly handle children, including but not limited to: shaking, lifting or jerking by one or both arms, pushing, pulling, forcing or restricting movement, lifting or moving by grasping clothing, or covering a child's head (whether associated with discipline or not)

Children will never be subjected to discipline that is severe, frightening, or associated with food, rest, or toileting.

Biting Policy

Biting is a common behavior for young children and can be caused by some of the following: relieving pressure from teething, expressing frustration or anger, craving for attention, etc. Biting is most common during the toddler years because children in this age range do not have the ability or the words to effectively communicate their emotions. Because of the complexity of biting, it is our policy that biting occurrences are handled appropriately on a case-by-case basis, taking into account the age and ability of the child, as well as the context.

EXPULSION & DISMISSAL POLICY

It is never the desire for FUMPers to expel or dismiss a child from our facility. Our staff makes every effort to communicate with parents and work with families to find solutions to issues that may arise. But, there are situations in which expulsion or dismissal may be warranted. If after all efforts to resolve the issues have been exhausted (parent-teacher conferences, individual behavior plans, etc) and no improvements have been made, FUMPers does reserve the right to expel or dismiss. Reasons for expulsion and dismissal include:

Child Actions (Expulsion)

- Repetitive violent or harmful behaviors against other students and/or teachers that cause a negative impact on the learning environment and/or physically endangers others
- Ongoing verbal and/or physical abuse toward staff or children
- Threats (verbal, physical) toward staff or children

Parental Actions (Dismissal)

- Failure to adhere to the procedures and policies of FUMPers, including financial responsibilities
- Repeated failure to provide or complete required enrollment forms, including immunization and physical examination forms
- Verbal abuse toward staff or children
- Threats (verbal, physical) toward staff or children

A Child Will Not Be Expelled or Dismissed If A Child's Parent:

- Reported a suspected case of neglect or abuse that occurred at FUMPers
- Made inquiries into the procedures and policies of the school
- Submitted a complaint against the school to the licensing authority (Department of Children and Families)

FOOD RELATED ACTIVITIES & SNACKS

First United Methodist Preschool does not prepare food on site on a regular basis. We do however, on occasion, have food related activities. There is a parental consent section on the Enrollment Application for parents to agree to their child's participation during these events.

Water, snacks, and paper products are provided by the school. Please be sure to notify your child's teacher of any dietary restrictions or severe allergies your child may have and fill out a food allergy form.

Lunch is not provided. Families are required to pack healthy lunches for their children. The provided lunch must meet nutritional guidelines set by the USDA. Please pack lunches with an ice pack – we do not have refrigeration space for lunches, nor are we able to heat up foods. Please reference our Food Policy (below) when preparing lunch for your children. Visit www.myplate.gov for more specific suggestions

For the health and safety of all of our students and staff members, glass containers are not permitted in lunch boxes. Please use plastic or metal containers, bento boxes, or thermoses to pack your child's lunch.

Parents may supply special snacks to be shared with the class on their child's birthday if they wish. Birthday celebrations are limited to the regularly scheduled time allotted for afternoon snack. Please make any arrangements with your child's teacher. If your child is having a birthday party after school hours and invitations are placed in the cubbies, all the children should be invited. You may, of course, invite whomever you choose if you do not involve the preschool.

FOOD POLICY

Per the Department of Children and Families Administrative Code for licensed centers, the following foods cannot be accepted, provided, or served to children under the age of 4:

- Whole/round hot dogs
- Popcorn
- Chips
- Pretzel nuggets
- Whole grapes
- Nuts
- Cheese cubes
- Any other food that is of similar shape and size to the trachea/windpipe

For the purposes of our school, all children enrolled in classes other than Busy Bees (VPK) fall under this rule. **This includes the Ladybug classroom.** In addition, food for infants must be cut into pieces that are **1/4-inch** or smaller. Food for toddlers must be cut into pieces that are **1/2-inch** or smaller to prevent choking.

Please pay close attention to these requirements and pack the appropriate foods. If parents pack foods that are on this list, we will unfortunately be unable to serve them to your children. Food items will be returned, and a substitute snack will be provided, if available. Please contact your child's teacher or the FUMPers Director for clarification on acceptable foods.

HEALTH REQUIREMENTS & SAFETY PROCEDURES

A. School Entry Health Exam Form (DH 3040) & FL Certification of Immunization Form (Form 680)

Each student must have on file an up-to-date School Entry Health Exam Form that is available from your child's physician. Health Exam forms are valid for two years from the date of examination. Each student must also have on file a FL Certification of Immunization Form also available from the child's physician. Immunization forms expire according to the date supplied by the physician on the form. We will notify you of expiration dates for physicals and immunizations. If the forms expire, we are required by state law to exclude the child until the proper forms are submitted. These rules are firm, and we are required to comply. The School Entry Health Exam Form and the FL Certification of Immunization Form are required to be submitted for each child at least two school days prior to the first day of attendance. If helpful, the forms can be faxed to the church office at (352) 372-2524 or emailed to lorin@fumcgnv.org.

B. Illness

It is very important that sick children stay home for the sake of the child and the rest of the students and staff of the school.

Please do not send your child to school with any sign of an active infection. A child should be kept home if they have any of the following signs or symptoms:

- Fever over 100°F
- Sore throat
- Earache
- Headache
- Stiff neck
- Difficult breathing
- Severe or uncontrollable coughing
- Any discharge or drainage from eyes, nose, ears, or open sores
- Unusual or unexplained loss of appetite, fatigue, irritability or headache
- Under any orders by a physician
- Loss of appetite
- Yellowish skin or eyes
- Unexplained rash
- Impetigo
- Fatigue
- Head lice
- Scabies
- Pink Eye or conjunctivitis
- Ringworm
- Nausea, diarrhea, or vomiting
- Discolored urine and/or stool

A child must be fever free without medication for at least 24 hours prior to returning to school. If a child exhibits any of the above symptoms at their teacher's morning health check, parents will be asked to take the child back home. A child may only return if he/she has medical authorization or if the signs and symptoms of the illness are no longer present. In the case of medical authorization, children still must be excluded from school for a minimum of 24 hrs prior to returning to school.

Head Lice Policy

Our policy follows DCF directives which state, "A child identified as having head lice shall not be permitted to return until the following day, only if treatment has occurred and has been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred." [Reference: Florida Administrative Code Childcare Standards 65C-22.008, pg. 47]

This means that, if a child is found to have head lice, the parent will be contacted to come pick the child up from school.

Hand, Foot, and Mouth Disease Policy

Hand, Foot, and Mouth disease is a very common and contagious childhood illness. According to the CDC, HFMD can be spread through nose and throat secretions, fluid from blisters or scabs, and feces. Signs and symptoms can include fever, flu-like symptoms, skin rash, and mouth sores. If your child

displays symptoms of HFMD, you will be contacted to pick your child up from school. Your child must be excluded from school until he/she is fever free without medication for at least 24 hours, normal behavior patterns have returned, AND all previously opened sores are dried up and crusted over. [Reference: “Hand, Foot, and Mouth Disease Causes and Transmission.” Centers for Disease Control and Prevention, Centers for Disease Control and Prevention, 6 Dec. 2019, www.cdc.gov/hand-foot-mouth/about/transmission.html.]

C. Communicable Diseases

The child shall be kept from school for the amount of time specified for the following diseases:

- | | |
|--------------------------------------|-------------------------------|
| • Chicken Pox: 10 days after onset | Incubation Period: 10-21 days |
| • Measles: 9 days after onset | Incubation Period: 10 days |
| • Mumps: until swelling is gone | Incubation Period: 12-26 days |
| • German measles: 7 days after onset | Incubation Period: 14-21 days |
| • Pink Eye: until eye is clear | Incubation Period: 2-7 days |
| • Impetigo: until scabs are gone | Incubation Period: 1-10 days |

If your child becomes ill during school, they will be isolated. The Director or in-charge staff person will call the person listed for emergencies on your child’s FUMPers Enrollment form to come to pick up your child. Please be sure to keep us informed of your most current contact information.

If you are required to pick your child up from school due to illness, you have one hour to do so. **If your child is not picked up within that one hour time timeframe, you will be charged a fee in accordance with our late pickup fee policy. Repeated violations of the hour timeframe can result in suspension or termination of enrollment.**

Medication is only given if parents fill out and sign a permission form. Prescription medication must have a prescription label with the child’s name and date on it. Over-the-counter medicines must have the label on them as well. **FUMPers staff will not nurse a fever at school using medications.**

D. Accidents

If your child has a minor accident at school, the teacher will attend to your child and then write up an accident report. At pickup time, the teacher will go over the report with you and ask you to sign it. This act simply notifies you of the accident. In case of illness or injury, the school will call parents or guardians to obtain specific instructions. Please be sure to have the most up-to-date contact information on file in the preschool office. The FUMPers Enrollment form lists the name of the child’s physician designated by the parents or guardians for emergency care in case the parents or guardians cannot immediately be contacted. If parents, guardians, or designated persons cannot be reached, an emergency vehicle will be summoned from the hospital designated on the enrollment form. If a trip to the emergency room is necessary and the parents or guardians have not arrived, the Director or in-charge staff person will accompany the child to the hospital.

E. Emergency/Safety Procedures

- In case of severe weather, we will follow the recommendations of the School Board of Alachua County (SBAC) (if during the school year) in addition to local authorities in regard to school closures. Any closures will be announced on local television and radio stations, and any deviations from SBAC plans will be available on the preschool voicemail (352-373-0108) or via notices posted on our exterior door. We will also send emails and texts, and post on social media whenever possible.
- Fire Drills will be held once a month. Severe weather drills, chemical drills, and threatening situation drills are held once per school year. Doors are easily opened from the inside in case of emergency for quick exit.
- If a crisis situation were ever to arise during which we would be required to evacuate the children to a nearby location for their safety, we would evacuate to the First UMC sanctuary.
- If we needed to evacuate off site, we would take the children to the Truist (formerly Sun Trust) Bank lobby across from First UMC on Main Street. We will use the information you provide on the enrollment form to contact you in case of an emergency.
- All doors are kept locked at all times. Each parent will have an access code to be used enter the building during pickup and drop off times for security. Unauthorized persons will not be allowed in the preschool area.



ARRIVAL & DISMISSAL

A. Hours

- Early Care is available from 7:00 am-8:00 am for a fee of \$50 per month and must be reserved in advance.
- Full-Day hours are from 8:00am - 5:00pm. Students must be picked up by 5:00pm or late fees may apply.
- Half-Day hours are from 8:00am - 1:00 pm. Students must be picked up by 1:00pm or late fees may apply. Half-Day hours only apply to students who are enrolled in VPK Half-Day Wrap.
- Extended Day (5:00-6:00 pm) is available for \$50 per month and must be booked in advance.
- Note: Late fees may be charged at a rate of \$2 per minute.

B. Parking

- Parking is available in the preschool parking lot by the preschool entrance on 2nd Street.
- Preschool parents/guardians are not permitted to park in the smaller, side parking lot. This lot is reserved for church staff, volunteers, and clients.

C. Security

As a parent/guardian of an enrolled student, it is your responsibility to help our staff keep our premises safe. Our front and inner doors are equipped with keypads. Enrolled families are provided unique access codes, which may not be shared with anyone other than approved pickup persons or emergency contacts listed on enrollment forms. Please reference the Door Use Acknowledgment Form for further details.

D. Check-In/Check-Out

Children must be checked in and out using the Brightwheel app. Use of the Brightwheel app also applies to all individuals listed on your child's enrollment application as approved pickup persons or emergency contacts. Each person has a unique code, which must be used during the check-in/out process. In addition, our school uses the touchless check-in/out option, which involves scanning a QR code with a smartphone. If for some reason you or your designated individual does not have a smartphone or there are issues while checking in/out, please notify staff so we can assist. Signing in and out is extremely important, as these records are used to check attendance throughout the school day, as well as during emergency drills or events.

E. Authorized Pick Up

Each child must have a completed FUMPers Enrollment form on file that lists names, addresses, and phone numbers of all persons designated by parents to pick up the child. Any person that you may call on in an emergency to pick up your child should be included on the form. If someone unlisted will be picking up your child, you are required to notify the school by providing a signed note, detailing the name, address, and phone number of the person picking up. This note can be handed directly to your child's teacher, or faxed to the school. Scanning the note and emailing it to the school is also acceptable. **Text messages or phone calls alone will not satisfy this requirement.**

F. Routines.

Children do best with a consistent schedule. Please find the best goodbye routine for you and your child and stick to it. It is usually best to say goodbye and then leave your child in the care of his/her teacher. If children cry at drop off, they usually calm down quickly.

ADDITIONAL CONSIDERATIONS

A. Student Attendance

All classrooms begin their instructional time at 9 am. Therefore, it is imperative that students arrive to school at or before that time to receive the maximum benefit from the curriculum and classroom activities. If your child will not arrive by 9 am, please contact the school to notify us of your delay. If you will not arrive to school by **11:00 am**, we respectfully ask that you keep your child home for the day. Arriving after 11:00 am jeopardizes the functioning of the classroom, and disrupts the schedules of the other children in the class.

If your child will be absent from school, **it is your responsibility** to contact the school as soon as possible to report the absence.

B. Doctor's Appointments

It will be occasionally necessary for you to schedule a doctor's appointment during school hours. If your child has an appointment in the morning, please inform the school so we know to expect your child to attend school that day. Keep in mind that the 11:00 am cutoff time still applies, so please make sure to factor in travel time. If your child is dropped off to school but is picked up for an appointment, your child may not return to school until the next school day if arrival time back to school is after 11:00 am.

C. Items from Home

Extra personal items from home are not permitted inside classrooms. This includes stuffed animals, dolls or action figures, electronics, etc. If these items are brought to school, they will be collected and immediately returned to the parent/caregiver. The only allowable exceptions to this rule are sharing days (will be announced beforehand), small comfort items for napping, or materials specifically needed for accommodating the functioning of a child in a classroom due to a disability or special need. Documentation from a medical professional will be required in this instance.

D. Diapers and Clothing

Children in disposable diapers and pullups are accepted in the Little Lambs, Swimming Fish, Cottontails, and Ladybugs classrooms, whereas cloth diapers are only permitted in the Little Lambs, Swimming Fish, and Cottontails rooms. We ask that the children in the Busy Bees classroom be potty trained or well on the way. We will support potty training at school when a child is training at home.

Disposable diapers and pullups **MUST** have sides that are detachable and therefore are easily removed. "Slip on" diapers, "Easy Ups", or any other brand of diapers or pullups that are not detachable are not permitted. Using diapers or pullups without detachable sides creates a hinderance to diapering and potty training.

Parents are expected to provide all diapering supplies. We do not provide extra diapering supplies. Therefore, if your child is brought to school without the proper supplies, our staff reserves the right to refuse attendance until they are provided.

All children should bring extra clothing in case of accidents. Please keep at least 2 changes of extra clothes that are appropriate for the season at school at all times. Place your child's extra clothes in a sealed, gallon-sized Ziploc bag labeled with his/her first and last name. If we must use an extra pair of clothes, please make sure to replace them the next school day.

Children must be dressed in appropriate play clothes, as they will be working on various art projects and playing outside as the weather permits each day. Please ensure that if dresses are worn, shorts are worn underneath as well. Do not send your child in an outfit that cannot have a spill. Smocks are available for painting; however, the occasional accident does occur.

Close-toed shoes must be worn at all times. Crocs, flip-flops, sandals, shoes with holes, and open-toed

shoes are not permitted because they are problematic when running and climbing on the playground. We recommend tennis shoes and socks. If you have specific questions regarding footwear, please ask our staff or Director.

E. Insurance

The insurance policy of the preschool does not cover children who are not enrolled in our school; therefore, friends or relatives cannot attend the preschool with your child.

PARENT INVOLVEMENT

- Please check your Brightwheel messages and emails for updates related to your child's classroom.
- If you have a special talent you would like to share with the children, please notify your child's teacher as this is always a welcome treat.
- Conferences may be arranged with your child's teacher on an as-needed basis. Teachers are not available for conferences during class time (8:00-12). These will need to be scheduled at another time convenient to everyone's schedule.
- If you are interested in volunteering for your child's class, please contact your child's teacher for direction and ideas. Even though you will not be able to volunteer in person, there still may be some things you could assist teachers with while at home.
- Serving as a chaperone for walking field trips is occasionally needed. These outings will be announced via email or Brightwheel message, and a permission slip will be sent home with the details related to the trip. Every child will need a signed permission slip before every field trip.
- All parents are welcome at any Preschool Board meeting. These meetings are generally held once per quarter. The Board handles procedures and management of the personnel in conjunction with the Staff Parish Relations Committee of the church. You are also able (and welcomed!) to serve as a Parent Representative on the Preschool Board. If interested, please contact the Director for more information.

During May (Teacher Appreciation Month), we encourage parents to organize a special event for the teachers. Some suggestions: a breakfast for the staff, organizing a school-wide collection and then purchasing gift cards for the teachers, or organizing thank you cards that get signed by all the children and families. Families are encouraged to participate in our Parent Teacher Team (PTT) which is responsible for fundraising for major equipment purchases, classroom and teacher assistance and support, organizing Open Houses and community events (such as Spring Arts Festival), and providing parent feedback and suggestions to better the program.



FUNDRAISERS & VOLUNTEER OPPORTUNITIES

Each fundraiser requires parental volunteers. Please consider in what way or ways you and your family will help in these endeavors that benefit FUMPers.

Spring Arts Festival Fundraiser

Each year, we have a bake sale booth and, in alternating years, collect parking fees during the Spring Arts Festival. This is our major fundraising event. By supporting this fundraiser, you are helping provide for a designated area of need for the preschool. All enrolled families are required to participate by baking goods for this fundraiser.

In addition to baking, we need families to participate in one of many ways on the actual sale weekend. If we each do a little no one will have to do a lot! Areas to volunteer are as follows:

- Serve as Chairperson and/or Co-Chairperson for the bake sale. This involves promotion of the event, recruiting volunteers to sign up for shifts to staff the booth during the sale, and confirming volunteer activity via phone calls or email.
- Create or update a brag board to promote our preschool.
- Serve during a shift on Saturday or Sunday during the fundraiser. Shifts are available: Friday setup or Saturday 9:00 am-5:30 pm and Sunday 1:00-5:30 pm.
- There are some shifts where manual labor and heavy lifting is needed.



IMPORTANT REMINDERS

- Please notify the school immediately with a change of address or phone number.
- Smoking, including e-cigarettes and vaping, is prohibited on the premises of First UMC and FUMPers. Narcotics, alcohol, or other impairing drugs or paraphernalia are prohibited as well.
- We take pictures and/or video of the children throughout the year. We occasionally use these for public and promotional purposes for FUMPers. Please let the Director know if you want your child excluded from these photos/videos, by initialing the appropriate areas on the enrollment form.
- We have live fish on our premises in our hallway as well as in one of our classrooms. We occasionally also have other small, contained animals such as tadpoles.

Please bring the following items by the 1st day of school:

- ☐ FUMPers Form: Help Us Get to Know Your Family
- ☐ For Little Lamb, Swimming Fish, and Cottontail students – diapering supplies, if needed
- ☐ A change of clothes placed in a Ziploc bag, labeled with child's first and last name
- ☐ For full-day students (not including Little Lambs): a crib sheet, blanket and small pillow

Please email or call the Director to request a more detailed list of supplies, specific to your child's classroom

Needed Forms

Listed below and on the following pages are the forms needed in your child's file in order to attend school at FUMPers. All forms are necessary for us to be compliant with the FL Department of Children and Families and to give us helpful information while caring for your child. Also included on the following pages are informational brochures we are required to give you for your information. We are also required to have the two forms listed below that you must obtain from your child's pediatrician; the records can be faxed to the preschool at 352-372-2524 or emailed to lorin@fumcgnv.org. All forms (including the medical forms) need to be received by the first day of attendance, so please be prompt in getting the required forms to us. **Any child brought to FUMPers without all of the required forms will not be admitted to class until all forms are submitted.**

- FUMPers Application for Enrollment and registration fee (if required)
- Emergency Care Plan(s) (if applicable)
- Food Related Activities Policy
- Walking Field Trip Permission Form
- Financial Policy Acknowledgment
- Door Use Acknowledgment
- COVID-19 Special Program Attendance Parent or Guardian Acknowledgment and Disclosure
- Shaken Baby (Abusive Head Trauma) Policy
- Help Us Get to Know Your Family Form
- Florida Certification of Immunization Form #680 (Available from your Pediatrician) OR Religious Exemption from Immunization (Issued by the Health Department)
- School Entry Health Exam Form #3040 (Available from your Pediatrician)

Informational Brochures

The DCF brochures listed below provide additional information and are also available on the FUMPers web site.

- Know Your Childcare Facility Brochure (DCF brochure for your information)
- Influenza Brochure (DCF brochure signed annually either in August or September)
- Distracted Adult Brochure (DCF brochure signed twice per year in September and April)

FUMPERS FORMS



Application for Enrollment

School Year: _____

STUDENT INFORMATION

Date of Birth: _____ Sex: _____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From _____ To _____

Days of the Week in Care: ☐M ☐T ☐W ☐Th ☐F

Meals Typically Served While in Care: ☐Br ☐AM Snack ☐Lunch ☐PM Snack

FAMILY INFORMATION

Parent/Guardian 1 ☐Mother ☐Father ☐Other

Name: _____

Address: _____
(if different than child's)

Home Phone: _____

Cell Phone: _____

Email: _____

Employer: _____

Address: _____

Work Phone: _____

Custody: ☐Mother ☐Father ☐Both ☐Other: _____

If court documents are filed in regard to custody, a copy MUST be included with this enrollment form.

MEDICAL INFORMATION AND EMERGENCY CONSENT

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted. I also agree to hold harmless and release FUMPer's and First United Methodist Church Gainesville and its employees from all liability. I further agree to keep FUMPer's informed of changes in telephone numbers where I can be reached.

Doctor: _____ Address: _____ Phone: _____

Dentist: _____ Address: _____ Phone: _____

Hospital Preference: _____

Does your child require an Emergency Care Plan due to an allergy, medical diagnosis or an increased risk for a chronic physical, developmental, behavioral, or emotional condition or additional services? ☐Yes ☐No

If so, please fill out the appropriate Emergency Care Plan.

Is your child currently receiving therapy or some other assistance/service due to a physical, developmental, behavioral or emotional condition or delay? ☐Yes ☐No

If so, **please describe below and provide documentation (encouraged).**

Please list allergies, special medical or dietary needs, or other areas of concern:

CONTACTS

The child will be released only to the custodial parent or legal guardian, and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in the case of illness, accident, or emergency, if for some reason the custodial parent or legal guardian cannot be reached. **All information, including addresses is required.**

Name & Relation to Child	Address	Home/Cell Number	Work Number
Name & Relation to Child	Address	Home/Cell Number	Work Number
Name & Relation to Child	Address	Home/Cell Number	Work Number
Name & Relation to Child	Address	Home/Cell Number	Work Number

ACKNOWLEDGMENTS

- (initial)
- I agree to provide FUMPers with a current physical examination (Form 3040) and immunization record (Form 680 or 681) upon enrollment and upon request when those records expire. Due to regulations, some children in care may not have current immunizations.
- (initial)
- I have received a copy of the Child Care Facility Brochure “Know Your Child Care Facility”.
- (initial)
- I have received a copy of the FUMPers Parent Handbook via email or accessed through the school’s web site.
- (initial)
- I have received a copy of the COVID-19 Special Program Attendance Parent or Guardian Acknowledgment and Disclosure form.
- (initial)
- I have received a copy of the FUMPers Shaken Baby (Abusive Head Trauma) Policy.
- (initial)
- I have received a copy of the FUMPers Food Policy.
- (initial)
- I have received a copy of the Disciplinary and Expulsion Policies of the school.
- (initial)
- I hereby give consent for childcare personnel to have access to my child’s records.
- (initial)
- I hereby give consent for my child to be observed and evaluated by FUMPers staff for the purposes of assisting in the identification of a need for further professional assessment and/or to identify curriculum goals for my child.
- (initial)
- My child ☐may/ ☐may not participate in food-related activities at FUMPers.
- (initial)
- I ☐grant/ ☐do not grant permission for my child’s photo to be taken and used for promotional purposes including, but not limited to, brochures, advertisements, and social media. I understand that if I do not grant permission, my child’s photo will still be taken for classroom use.
- (initial)

_____ I agree to participate in using the Brightwheel Childcare Management app as the primary means of
(initial) communicating with FUMPers staff, as well as checking my child in and out of FUMPers each day.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. Your signature also indicates that you have received, read, and agree to the terms set forth in the FUMPers Parent Handbook.

Signature of Parent/Guardian

Signature of Parent/Guardian (if applicable)

Date

HELPFUL INFORMATION ABOUT THE CHILD

Use this space to provide information about the child that would be helpful to the staff of FUMPers.



Emergency Care Plan Allergies

Name of Child: _____ School Year: _____

Description of Allergen: _____

Steps to be taken to avoid the allergen: _____

Signs and/or symptoms that warrant immediate action: _____

In the event of an allergic reaction, please list the names, doses, and methods of prompt administration of medication(s) required. A *Medication Authorization Form* is required for each medication to be administered. If more than three medications are necessary, please use the back of this page.

Medication 1

Name of Medication: _____

Dosage: _____ Method: ☐ Oral ☐ Topical ☐ Inhaled ☐ Injection ☐ Other: _____

Medication 2

Name of Medication: _____

Dosage: _____ Method: ☐ Oral ☐ Topical ☐ Inhaled ☐ Injection ☐ Other: _____

Medication 3

Name of Medication: _____

Dosage: _____ Method: ☐ Oral ☐ Topical ☐ Inhaled ☐ Injection ☐ Other: _____

Additional Instructions and Comments: _____

FUMPers personnel shall notify parents or guardians immediately of any suspected allergic reactions, as well as the ingestion of or contact with the problem allergen even if a reaction did not occur. FUMPers personnel shall also contact 911 immediately whenever epinephrine has been administered.

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Medication Supplied: ☐ Yes ☐ No Date Received: _____

Location of Medication: _____

Received By: _____



Emergency Care Plan Medical Conditions

Name of Child: _____ School Year: _____

Description of Medical Condition:

Steps to be taken to prevent complications:

Signs and/or symptoms that warrant immediate action:

In the event of a medical emergency, please list the names, doses, and methods of prompt administration of medication(s) required. A *Medication Authorization Form* is required for each medication to be administered. If more than three medications are necessary, please use the back of this page.

Medication 1

Name of Medication: _____

Dosage: _____ Method: ☐ Oral ☐ Topical ☐ Inhaled ☐ Injection ☐ Other: _____

Medication 2

Name of Medication: _____

Dosage: _____ Method: ☐ Oral ☐ Topical ☐ Inhaled ☐ Injection ☐ Other: _____

Medication 3

Name of Medication: _____

Dosage: _____ Method: ☐ Oral ☐ Topical ☐ Inhaled ☐ Injection ☐ Other: _____

Additional Instructions and Comments:

FUMPers personnel shall notify parents or guardians immediately of any suspected complications or injuries related to the condition. FUMPers personnel shall also contact 911 as necessary to receive further instructions.

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Medication Supplied: ☐ Yes ☐ No Date Received: _____

Location of Medication: _____

Received By: _____

Food Related Activities and Lunch Policies

Name of Child: _____ School Year: _____

Food Related Activities Policy

During the school year at FUMPers, I understand that all preschool classes may integrate food related activities into the teaching curriculum as appropriate to the monthly themes.

These activities may include but are not limited to the following events: birthday celebrations, cooking experiences in the classroom and sampling of cultural dishes.

We are exposing the children to a range of learning domains in these experiences such as pre-math skills when involved in measuring and mixing, and social skills when involved in sharing a cupcake with a friend.

Lunch Policy

I understand that First United Methodist Preschool (FUMPers) does not prepare food and that I must provide a nutritious lunch for my child.

Per the Department of Children & Families regulations, all children will have an insulated lunch box with an ice pack to keep food safe.

FUMPers is a "Glass Free" zone, meaning no lunches may be brought to school in glass containers. This applies to bottles as well.

Lunches must meet nutritional guidelines set by the USDA. We recommend that you use the "My Plate" web site (myplate.gov) as a guide to ensure that your child is eating a healthy and nutritious meal. Families not abiding by these guidelines will be notified.



My child has the following dietary restrictions or food allergies:

I ☐ do / ☐ do not grant permission for my child to participate in each food related activity as they occur during the school year.

Parent/Guardian Signature: _____ Date: _____



Walking Field Trip Permission Form

Name of Child: _____ School Year: _____

I hereby give permission for my child to participate in the walking field trips around the campus of First United Methodist Church and across the street to Roper Park. I understand that this form applies for walking field trips taken during the school year.

Parent/Guardian Signature: _____ Date: _____



Financial Policy Acknowledgment

Name of Child: _____ School Year: _____

The following sections describe parent/caregiver financial responsibility. Please reference the applicable sections for information, and sign the bottom of the page acknowledging your receipt and acceptance of the policy.

Private Pay and Scholarship Recipients

- Tuition payments are due by the 1st of every month.
- Payments not received by the 5th of the month will incur a late payment fee of \$10.
- Payments (including late fees) not received by the 15th of the month will result in suspension from school until full payment for that month is received.
- An annual materials fee will be due at the beginning of each new school year for all students who have continually attended FUMPer's for six consecutive months or more.

School Readiness Recipients

- Weekly tuition payments are due every Thursday for the following week.
- Non-payment for 2 consecutive weeks will result in suspension from school until all payments are current.
- Reference School Readiness Fee Sheet for details regarding parent co-pays and fees.

All Students

- Parents are responsible for paying full tuition each month regardless of closures. This includes holidays, staff development, in-service days, hurricanes, etc.
- Tuition will not be prorated or reduced due to absences or vacations.
- A \$2/minute late pickup fee may be assessed for failure to pick up your child by the designated pickup time.
- A \$25 fee (per occurrence) will be assessed for returned checks. Repeated occurrences will result in cash-only payments.
- Refunds will be granted upon circumstances listed in the Parent Handbook.
- Withdrawal from FUMPer's requires a minimum of two weeks' notice, and a withdrawal fee equal to one half of monthly tuition. Failure to provide proper notice will result in an additional fee equal to two week's tuition.

Parent/Guardian Signature: _____ Date: _____



Door Use Acknowledgment

Name of Child: _____ School Year: _____

The door to our school is equipped with an electronic keypad system. To ensure the safety and security of our children and staff, the following rules for use of the keypad system apply. Please initial by each rule, indicating your understanding and acceptance of the terms of use.

- _____ (initial) Each family is provided with a unique security code. This code is to be used by parents and primary caregivers only.
- _____ (initial) Door codes will be operational between the hours of 8 am and 5 pm. Families that have pre-arranged for early drop and/or late pickup will be granted access for those times.
- _____ (initial) The code must not be shared with any other person(s) other than the ones specifically listed below. (List located at bottom of document).
- _____ (initial) The list of parents/primary caregivers must be updated to maintain accuracy at all times. It is your responsibility to report any changes in the listed individuals as soon as the change occurs, so that the records can be updated.
- _____ (initial) The individuals on the list must also be listed on your child(ren)'s enrollment forms as authorized pickup persons, and must match the information provided in the Brightwheel app.
- _____ (initial) If someone other than one of the listed persons is coming to pick up your child(ren), you must notify us in writing beforehand. The person must ring the doorbell to be granted entrance to the school. Do not share the door code with them. Our school's pickup policy for identifying authorized pickup persons still applies (see Authorized Pickup section of the Parent Handbook for specific details).
- _____ (initial) Parents are never permitted to leave the door propped open, or hold the door open for unfamiliar people to enter into the building. It places all students and teachers at risk.
- _____ (initial) If it is found that your door code has been given to an unauthorized individual, or you have been leaving the door propped open, you forfeit the right to utilize the code system. Your code will be removed, and you will be required to ring the doorbell to gain access to the building each time.

Door Code Recipients

Name & Relation to Child	Address	Home/Cell Number	Work Number
Name & Relation to Child	Address	Home/Cell Number	Work Number
Name & Relation to Child	Address	Home/Cell Number	Work Number
Name & Relation to Child	Address	Home/Cell Number	Work Number

Parent/Guardian Signature: _____ Date: _____

<i>Office Use Only</i>	
Received By: _____	Date Received: _____
Door Code: _____	Date Entered into System: _____
Early Drop? <input type="checkbox"/> Yes <input type="checkbox"/> No	Code Removal Date: _____
Late Pickup? <input type="checkbox"/> Yes <input type="checkbox"/> No	



COVID-19 SPECIAL PROGRAM ATTENDANCE ACKNOWLEDGMENT AND DISCLOSURE

Name of Child: _____ School Year: _____

This should be read, and each statement initialed by EITHER parent or guardian. Signature by EITHER parent or guardian is required.

- _____
(initial) I understand that during this COVID-19 public health emergency, I am only permitted to enter the school building for drop off or pickup, or in case of emergency. I understand that this procedure is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure.
- _____
(initial) I understand that I am not permitted to stay in the school building any longer than the appropriate amount of time it takes to drop off or pick up my child (approx. 2-5 minutes).
- _____
(initial) I understand that it is my responsibility to inform and Emergency Contact persons of the information contained herein.
- _____
(initial) I understand that masks are optional while in the school building. But I also understand that FUMPers reserves the right to enforce a mask requirement when deemed necessary.
- _____
(initial) I understand that upon arrival, I will enter through the preschool doors but will leave by walking through the school hallway and exiting to the right via the side door that leads to the smaller parking lot. After exiting, I must walk down the sidewalk to return to the preschool lot. I understand that failure to exit through the proper door may result in the removal of my door code, and I will therefore have to ring the doorbell to gain entrance to the facility.
- _____
(initial) I understand that I am not permitted to park in the smaller side parking lot. I understand that this parking area is reserved for church staff, volunteers, and clients arriving for appointments.
- _____
(initial) I understand that in order to attend the program, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be isolated in the center in a supervised, secure area. I will be contacted, and my child MUST be picked up from the facility within 1 hour of being notified. Failure to pick up within the hour timeframe will result in a late fee being assessed according to the school's late pickup policy. Repeated violations of the hour timeframe can result in suspension or termination of enrollment.
- Symptoms include:
- Fever of 100.4 degrees Fahrenheit or higher
 - Dry cough
 - Shortness of breath
 - Chills
 - Loss of taste or smell
 - Sore throat
 - Muscle aches
 - Any other symptom identified by the CDC as associated with COVID-19
- _____
(initial) While it is understood that many of the above symptoms can also be attributed to non-COVID-19 related issues, FUMPers must proceed with an abundance of caution during this public health emergency. I understand that my child will need to be symptom free without any medications for at least 24 hours before returning to the facility.
- _____
(initial) I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using running water and rubbing with soap for at least 20 seconds.

- _____
(initial) I understand that I am permitted to supply one bag for my child in addition to his/her lunchbox. This bag will be used to transport my child's supplies (crib sheets, blankets, diapers, wipes, etc). I will drop it off with my child on Mondays, and it will stay at school until it is returned to me on Fridays. With the exception of diaper bags, no other bags will be permitted.
- _____
(initial) I understand that outside of school/care, in order to control my child's exposure in the community, our family will comply with any and all state, county, and local ordinances, and will follow any current CDC guidelines related to COVID-19.
- _____
(initial) I agree to reinforce good health and safety habits at home, including by reminding my child not to touch his/her face, to cover coughs and sneezes, and to frequently wash his/her hands long enough to sing "Happy Birthday" twice.
- _____
(initial) I will immediately notify FUMPers management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above; is advised to self-isolate, quarantine, or has tested positive; or is presumed positive for COVID-19.
- _____
(initial) FUMPers will continue to follow the guidelines of both the CDC, and state and local officials to ensure the health and well-being of all staff, children, and families who enter the facility. As changes happen, parents will be notified. FUMPers will contact families in the event that any staff or student contracts COVID-19, and will communicate next steps in regard to operation. FUMPers reserves the right to change or suspend operating procedures.
- _____
(initial) I understand that while present in the facility each day, my child will be in contact with children, families, and employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that the members of our family play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by FUMPers will result in adverse action up to and including termination of my child's participation in this program.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

FUMPers Director Signature: _____ Date: _____

Shaken Baby (Abusive Head Trauma) Policy

Name of Child: _____ School Year: _____

This policy is designed to prevent, recognize, respond to, and report instances of Shaken Baby Syndrome, or Abusive Head Trauma. FUMPer's believes that a major function of our job as childcare providers is to keep children safe, protect their healthy development, provide quality childcare, and educate families. This function is accomplished by having policies such as this in place and practicing them daily.

According to the Mayo clinic, Shaken Baby Syndrome or Abusive Head Trauma (SBS/AHT) is "a serious brain injury resulting from forcefully shaking an infant or toddler. Shaken Baby Syndrome destroys a child's brain cells and prevents his or her brain from getting enough oxygen. Shaken Baby Syndrome is a form of child abuse that can result in permanent brain damage or death." [Reference: <https://www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/symptoms-causes/syc-20366619>]

Procedure and Practices

A. Recognizing Symptoms

Children are observed for the following signs and symptoms of SBS/AHT:

- Irritability and/or high-pitched crying
- Seizures
- Bruises on upper arms, rib cage, or head (may be a result from gripping or hitting the head)
- Lack of appetite
- Vomiting
- Poor feeding/sucking
- Lack of smiling or vocalizations
- Difficulty staying awake or altered consciousness
- Difficulty breathing and/or blue color due to lack of oxygen
- Inability to lift the head or rigidity
- Inability to focus the eyes or track movement
- Unequal pupil size

B. Response

If SBS/AHT is suspected, employees will:

- Immediately call 911 upon suspecting SBS/AHT and inform the preschool director
- Call the parents/guardians
- Administer CPR if the child has stopped breathing. Staff trained in pediatric CPR will begin the process until medical professionals arrive and take over

C. Reporting

Instances of suspected SBS/AHT or other maltreatment of a child will be reported to the Florida Department of Children and Families' Abuse Hotline, using one of the methods listed below:

- Calling the hotline at 1-800-962-2873
- Using the online reporting system at <https://reportabuse.dcf.state.fl.us/>
- Faxing a report to 800-914-0004

SBS/AHT Prevention Strategies to Assist Staff in Coping with a Fussing, Crying or Distraught Child

Staff will first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If all physical needs have been met, staff will attempt one or more of the following strategies:

- Sing or talk to the child in a soothing voice
- Offer a pacifier or try to distract the child with a rattle or toy
- Turn on music
- Take the child for a ride in the stroller
- Gently rub or stroke the child's back, chest, or stomach
- Stand up, hold the child close, and repeatedly bend knees
- Rock or walk with the child

In addition, FUMPers will:

- Allow for staff who feel they may lose control to have a short, but relatively immediate break from the children
- Provide support when parents/guardians are trying to calm a crying child
- Encourage parents to take calming breaks if needed
- Share information with parents concerning successful calming strategies with a particular child

A. Prohibited Behaviors

Behaviors that are prohibited include (but are not limited to):

- Shaking or jerking a child
- Tossing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

B. Strategies to Assist Staff members Understand How to Care for Infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development
[Reference: ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf]
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families
[Reference: www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups]
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9
[Reference: www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf]

C. Strategies to Ensure Staff Members Understand the Brain Development of Children up to Five Years of Age

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff reviews and discusses:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families
[Reference: www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth]
- The Science of Early Childhood Development, Center on the Developing Child
[Reference: developingchild.harvard.edu/resources/inbrief-science-of-eecd/]

Web Resources

A. For Parents

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

B. For Facilities

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma: <http://nrckids.org/CFOC/Database/3.4.4.3>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention: http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three: www.zerotothree.org/early-development

Parent or Guardian Acknowledgment

I acknowledge that I have read this Shaken Baby Syndrome/Abusive Head Trauma Policy. I acknowledge that a copy of this policy is available to me in the FUMPers Parent Handbook.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____



SCHOOL YEAR: _____

HELP US GET TO KNOW YOUR FAMILY

Child's Name: _____

Family & Child's Racial Ethnicity: _____

Family's Religious Preference: _____

List Names & Ages of Child's Siblings: _____

Child's Interests: _____

List toys and activities your child enjoys at home: _____

Has your child been in any type of group setting with other children? ☐ Yes ☐ No

What would your child like to learn this preschool year? _____

Can your child express the need to go to the bathroom (if applicable)? ☐ Yes ☐ No

PARENT INFORMATION

Do you have any specific talents you would be willing to share with your child's class? ☐ Yes ☐ No
If so, please describe:

Are you free to help supervise during walking field trips from time to time? ☐ Yes ☐ No

How did you hear about us or from what form of advertising did you learn about FUMPers?

Does your family currently have a church home? ☐ Yes ☐ No

If not, would you be interested in learning more about the ministries at First United Methodist Church? ☐ Yes ☐ No

INFORMATIONAL BROCHURES

Parent's Role

A parent's role in quality child care is vital:

- ☐ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ☐ Know the facility's policies and procedures.
- ☐ Communicate directly with caregivers.
- ☐ Visit and observe the facility.
- ☐ Participate in special activities, meetings, and conferences.
- ☐ Talk to your child about their daily experiences in child care.
- ☐ Arrange alternate care for their child when they are sick.
- ☐ Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in

section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on ____/____/____

License Expires on ____/____/____

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATORY
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- ☐ Valid license posted for parents to see.
- ☐ All staff appropriately screened.
- ☐ Maintain appropriate transportation vehicles (if transportation is provided).
- ☐ Provide parents with written disciplinary practices used by the facility.
- ☐ Provide access to the facility during normal hours of operation.
- ☐ Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- ☐ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- ☐ Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- ☐ 40-hour introductory child care training.
- ☐ 10-hour in-service training annually.
- ☐ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ☐ Director Credential for all facility directors.

Food and Nutrition

- ☐ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- ☐ Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- ☐ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ☐ Provide space that is clean and free of litter and other hazards.
- ☐ Maintain sufficient lighting and inside temperatures.
- ☐ Equip with age and developmentally appropriate toys.
- ☐ Provide appropriate bathroom facilities and other furnishings.
- ☐ Provide isolation area for children who become ill.
- ☐ Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- ☐ Are children initiated and teacher facilitated.
- ☐ Include social interchanges with all children.
- ☐ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.

Quality Environments

- ☐ Are clean, safe, inviting, comfortable, child-friendly.
- ☐ Provide easy access to age-appropriate toys.
- ☐ Display children's activities and creations.
- ☐ Provide a safe and secure environment that fosters the growing independence of all children.

Quality Caregivers

- ☐ Are friendly and eager to care for children.
- ☐ Accept family cultural and ethnic differences.
- ☐ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ☐ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ☐ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ☐ Allow children to play alone or in small groups.
- ☐ Are attentive to and interact with the children.
- ☐ Provide stimulating, interesting, and educational activities.
- ☐ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ☐ Communicate with parents.



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Name: _____
Child's Name: _____
Date Received: _____
Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit
www.myflorida.com/childcare or contact your
local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and
Families in consultation with the Department of Health.

INFLUENZA VIRUS



"The Flu"
A Guide
for Parents

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:
The Office of Child Care Regulation
www.myflfamilies.com/childcare
CF/PI 175-12, May 2018

When life happens...Don't be a
**DISTRACTED
ADULT**





FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session,

a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

FUMPer's

FIRST UNITED METHODIST PRESCHOOL

**419 NE 1ST STREET
GAINESVILLE, FL 32601**

LICENSE C08AL0124

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