

2020-2021  
Handbook  
First United Methodist Church  
Pre-Kindergarten



102 W. Liberty Street  
P. O. Box 518  
Washington, GA 30673  
(706)678-7116 (Church Office)  
(706)678-5439 (Fax)  
Website: [www.washingtonfirstumc.com](http://www.washingtonfirstumc.com)  
Email: [WFUMCPrekTeacher@gmail.com](mailto:WFUMCPrekTeacher@gmail.com)  
Facebook: Washington First UMC Preschool

**2020-2021**

**FUMC Pre-Kindergarten Calendar**

(Follows the Wilkes County School System Calendar  
with exceptions for 1st and last day of school and Good Friday.)

First Day of School.....	Monday, August 2
Labor Day Holiday .....	Friday, September 4—Monday, September 7
In-Service Day (No School).....	Thursday, October 8
Fall Break.....	Friday, October 9—Tuesday, October 13
Thanksgiving Holidays.....	Monday- Friday, November 23-27
Last Day of School Before Winter Break.....	Wednesday, December 18
Winter Break.....	Monday, December 21--Monday, January 4
School Resumes .....	Tuesday, January 5
MLK Holiday.....	Monday, January 18
President's Day Holiday.....	Monday, February 15 and Tuesday, February 16
In-Service Day (No School).....	Tuesday, February 17
In-Service Day (No School).....	Monday, March 15 and Tuesday, March 16
Good Friday (No School).....	Friday, April 2
Spring Break.....	Monday-Friday, April 5—April 9
Last Day of School.....	Friday, May 21
Graduation.....	Friday, May 21

Program Dates May Be Subject to Change

In the case of bad weather, we will follow the Wilkes County School System schedule for closings. School cancellations will be broadcast over WLOV 95.3 FM (radio) and Channels 6 & 12 (Augusta TV).

You may also check the Wilkes County Schools Web Page: [www.wilkes.k12.ga.us](http://www.wilkes.k12.ga.us) or their Facebook page.

Welcome to  
First United Methodist  
Church  
Pre-Kindergarten!



We are excited that you have chosen to share your child with us during the 2020-2021 school year. This is a place where your child will learn to work and play with others as he builds good habits and attitudes that will be a help in learning skills all through the educational years. We provide a Christian environment that will enable your child to grow emotionally, socially, spiritually and academically. We hope that every child will experience the fun and joy of learning here at FUMC Pre-Kindergarten.

### Mission of FUMC Pre-Kindergarten

To partner with parents by providing the best Christ-centered program that teaches the love of learning through age appropriate academics and play experiences in a nurturing, joyful environment.

### Goals of FUMC Pre-Kindergarten

- ♦ To instill in each child a positive self-concept.
- ♦ To provide a Christian atmosphere which encourages respect for others and fosters a love of learning.
- ♦ To help each child develop self-discipline and learn to be responsible for his/her own actions.
- ♦ To help each child develop the ability to make choices and begin the process of problem solving.
- ♦ To provide opportunities to develop readiness skills and simulate individual creativity.
- ♦ To provide opportunities for children to interact with children their own age in a safe and loving environment.

This handbook contains important information about our Pre-Kindergarten policies and procedures. If you have any questions or concerns, please feel free to contact our teachers, our director, Pauline Bell, or our pastor, Thomas Hall.

## Curriculum

Our Bible-based curriculum provides age appropriate instruction designed to foster growth in all areas of development: spiritual, intellectual, social, emotional, and physical. Each week our thematic lessons will focus on one letter, number, and/or shape. Bible stories, verses, songs, and prayers are integral parts of our Christian curriculum.

In addition, we are excited to incorporate technology into our program through the use of computers.



## Yearly Calendar

Please see the full calendar for the 2020-2021 school year on the inside front cover of this handbook.

## Daily Schedule

Young children function best when they know what is going to happen and when things will take place each day. We feel that a well-planned program sets the foundation for a successful school year and helps the child to begin to develop the discipline he/she will need in later years. Your child's teacher will share the class schedule with you as the year begins, so you will be aware of our class routine.





## School Hours

Pre-Kindergarten hours are from 9:00 a.m. until 12:00 noon each day. (Monday-Wednesday for the 3-day students, and Monday-Friday for the 5-day students). Teachers will be ready to receive children beginning at 8:45 a.m. Please do not bring children before this time. Teachers will begin instruction promptly at 9:00 a.m. Children who arrive after 9:15 a.m. will not be allowed to attend school that day (with the exception of emergency situations). When late, your child misses valuable instruction and fun activities. School will dismiss at 12:00 noon. Please be prompt when picking up your child because our teachers have other duties and responsibilities to complete after dismissal. ***In accordance with the Georgia Department of Early Care and Learning, children may attend (4) hours a day, not to exceed 20 hours per week and can not combined with any other category for the same children attending.***

\*\* Please be aware: If you are consistently late picking up your child, you will be required to pay a late fee of \$5.00 for every ten minutes past 12:10 p.m. This will be added to your tuition for the following month. You will also be asked to attend a scheduled conference with the Pre-K board to discuss the situation.

## Parking for Drop-Off and Pick-Up

For your safety and the safety of the children, please do not park on Spring Street when dropping off or picking up your child. Please park in the church parking lot and walk your child to the back entrance of Bell Cottage. NEVER SEND A CHILD IN ALONE FROM THE PARKING LOT.

## Pick-Up Procedures

At noon, please come to the back entrance of Bell Cottage to pick up your child. The teacher will send your child out to you.

\* SEE PICK-UP NOTE SECTION

## Pick Up Note

At the beginning of the year, we will ask you to give us a list of people who are permitted to pick up your child. **IF YOUR CHILD IS TO BE PICKED UP BY SOMEONE WHO IS NOT ON THE LIST, WE MUST HAVE A WRITTEN NOTE FROM YOU THAT MORNING.**

## Transportation Services

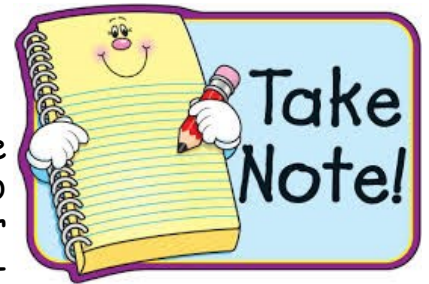
We offer transportation to and from Daycare Providers within the **Washington City Limits** for parents who have no other way to get their child to school and then on to a Daycare Provider. Transportation is available on a monthly basis at a fee of \$30. This fee should be included with your monthly tuition. There will be no reimbursements.

## Communication between Teachers and Parents

Parents are a vital part of our program. The link between home and school is very important to the success of your child. To keep you informed, our teachers will send home a weekly letter with information about the week's activities, a Monthly calendar at the beginning of each month listing the themes for the week in addition to other special events such as birthdays, field trips, parties, etc. The Remind app will be used to send updates and reminders as well.

Each child will be given a folder at the beginning of the year. This folder will be used as a means of communication between teachers and parents. Your child's work, as well as a behavior report for you to sign, will be sent home daily in the folder. If you need to send any information to the teachers, please place it in the folder. At the end of the day, teachers will place all information to be sent home in the folder and will give it to parents when they come to pick up their child.

Teachers may be contacted by calling the church office at 706-678-7116 during school hours and the church secretary will relay the message to the teachers. Calls will be returned after school is over for the day.





## Evaluation of Children's Progress

During the school year, your child's progress will be monitored by the teachers. In addition to informal observations, we use an evaluation instrument that was developed with assistance from teachers at the Primary School to ensure that our children are on target as they get ready for Kindergarten. Students who are 4 years old will be evaluated 3 times during the school year. Students who are 3 years old will be evaluated twice during the school year- in the Fall and in the Spring. Parent conferences will be scheduled as needed. In addition, parent conferences will be scheduled following the Spring evaluation for all students who will be entering Kindergarten the next school year. If you have any concerns or questions about your child's progress, please feel free to schedule a conference with the teachers at any time.



## Registration Fee and Tuition

A non-refundable fee of \$50 is required at the time of registration. Tuition is \$1250 for 10 months or \$125 per month whether your child comes 3 days or 5 days. Tuition is due by the 5th of each month.

\*\*A \$5 late charge will be added and a reminder letter will be sent home if payment is not received by the 5th of the month. If payment is not received by the 15th of the month, you will receive a second letter and your child will not be allowed to return to school until payment is made. We are primarily a self-supporting organization and the staff salaries depend on funds provided by the tuition fees.

**NO TUITION REFUND** can be given for temporary absences or illnesses.

♦ Payment can be made by cash or check. Checks should be made payable to:  
First United Methodist Pre-Kindergarten or FUMC Pre-K.

Tuition envelopes, marked with the month and your child's name, will be given at orientation and these envelopes should be what you send your child's tuition in each month. This will avoid any confusion as to whose tuition has been turned in, especially when paying in cash. No tuition will be accepted if not in a marked envelope. Teachers will not open envelopes. They will collect and give to Ms. Shelley in the church office to be deposited. If you need a receipt please let the teacher know and one can be provided on the following school day.

## Withdrawal

If your child will be withdrawing from our program, written notice should be given one month prior to withdrawal. Tuition will not be refunded for early withdrawal.

## Health and Attendance

PLEASE DO NOT SEND YOUR CHILD to school if he/she is not feeling well. A sick child does not feel like participating in our activities and exposes others to his/her illness. Please have consideration for others in this matter.

Your child should be kept home for 24 hours after a fever is gone (without medication), regardless of the illness. Parents will be notified of contagious illnesses among the children such as chicken pox, etc.



## Immunization Record

The State of Georgia requires that we have an up-to-date immunization form (Form 3231) for each child who attends our program. If the record expires during the school year, parents must get a new form from the child's doctor or the Health Department.

## Emergency Plan

An emergency plan is in place in case an emergency occurs. During the year, we will have one fire drill and one severe weather drill.



## Clothing

Please dress your child in comfortable clothes that he/she can play in and get dirty. We know that children learn best through interactive, hands-on activities which may get messy! Your child must also wear clothes that allow him/her to sit "criss cross applesauce" on the rug. Please be sure to mark removable clothing (such as coats, hats, etc.) with your child's name.

The following should NOT be worn to school because they interfere with musical and playground activities:

- ◆ Flip Flops
- ◆ Cowboy Boots with a pointed toe (other boots are ok)
- ◆ No straight skirts

At the beginning of the school year, please bring an extra pair of clothes (shirt, pants, underwear, and socks) in a zip-lock bag labeled with your child's name. You may send clothes that will be appropriate for the entire year or you may choose to send seasonal clothes and change them out as needed.



## Class Rules

Children need to know what is expected of them in the classroom, so we have developed several simple class rules. These will serve as important guidelines for them as they begin to learn social skills and to develop the ability to know how to act in certain situations. These rules will be posted in the classroom.

IN OUR CLASS, I WILL:

1. Listen to my teacher.
2. Keep my hands and feet to myself.
3. Use my inside voice.
4. Use my walking feet.
5. Treat others in a loving way.



## Discipline

We believe in using a positive approach to discipline. First we try to redirect an activity or behavior that is inappropriate. However, when redirection is not sufficient, the classroom discipline plan will be followed. If the inappropriate behavior continues and/or interrupts the learning of the other children, parents will be contacted. If a child hits a teacher, parents will be contacted and the child will be sent home immediately. Continuous disruptive behavior may result in your child being withdrawn from the program. If you have any questions about our discipline plan, please contact your child's teachers.

## Field Trips

Throughout the year we take field trips to various places in our community. We either walk or take our church vans. Your child's teachers will send home a notice prior to each field trip. We ask that you complete a "blanket" Medical Permission form including medical and emergency information at the beginning of the year. If a field trip is taken in the vans, you will be asked to complete a permission slip for that specific trip.



## Show and Tell

Show and Tell will be on Wednesdays. On "Show and Tell Wednesdays", your child may bring one object from home that pertains to that week's theme or letter. On other days, please do not allow your child to bring toys to school. This is distracting to the class and often creates problems with behavior.

## Celebrating Birthdays



We invite you to send a special treat to celebrate your child's birthday. Please make this treat something that is easy to serve such as cookies or ice cream cups. "Half Birthdays" may be planned for children with summer birthdays. Please contact your child's teachers to schedule a party.

All birthday parties will be celebrated at 11:00 am in the classroom. You may come at 10:45 am to set up for the party. We will be available to help you, as needed.

If invitations are sent to school for home or out of classroom parties, you must invite all students. If you do not want to invite all students, you will need to mail invitations. Children who are left out get their feelings hurt. We will not be exchanging birthday presents at school. Presents for your child should not be brought from home for the party.

## Class Parties

Seasonal parties will be celebrated as follows: Fall Festival, Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-Year. Younger siblings are welcome to join. We just ask that you let us know how many siblings will be attending, so we know how much food to prepare. A sheet will be available at Orientation for parents to sign up to assist with parties. Parents will be asked to assist with at least one party.

## Programs

We will have two programs during the school year.

- ♦ A Christmas program in December
- ♦ Graduation in May.

Both of these will allow you to see all the children have accomplished.

## Book Orders

We will send home a book order approximately once a month from Scholastic Book Club. Books must be ordered by a specified deadline. Parents are under no obligation to order any books. Our school is able to get free books through this program.

## School Pictures

During the school year, there will be two opportunities to purchase pictures of your child- one in the Fall and another in the Spring .



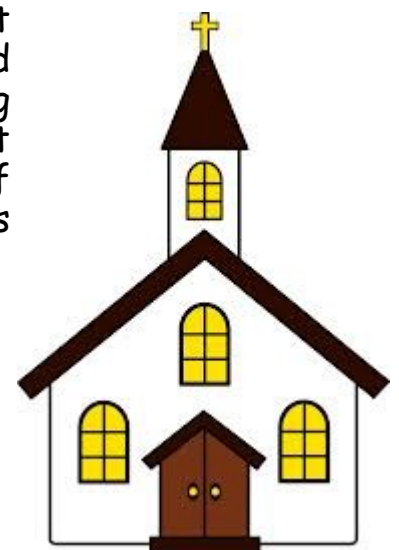
## School Shirt

At Orientation, we will have the design for our school shirts. Parents will have the opportunity to buy a t-shirt for their child. It is very helpful for children to have a FUMC Pre-K shirt to wear on all field trips and outings. We will only order shirts once. Parents are welcome to purchase one too.

## Chapel Services

We will have a chapel service on Wednesday mornings at 9:30 in our Chapel. This time will consist of Praise and Worship songs, and a message with the Pastor. An offering will be accepted as a donation to an outreach project that will be done once at Christmas and then again at the end of the school year. Offering is not required, however, pennies are accepted!

Parents and Grandparents are invited to attend.



2020-2021  
**FUMC Pre-Kindergarten Teachers**  
Hannah Wright  
Barbara Eligio  
Beth LeBlanc

\* \* \* \* \*

**FUMC Pre-Kindergarten Board**  
Beth Conard, Chairperson  
Pauline Bell, Director  
Lynn Connell  
Marcia Delany  
Gail Duggan  
Rachel Fleeman  
Tina Lewis  
Diane Thornton

**Senior Pastor**  
Rev. Dr. Mark Outlaw

**Church Administrator and Financial Secretary**  
Shelley Warrenfells

\* \* \* \* \*

For Other Questions

If you have any concerns that have not been resolved to your satisfaction, please contact Rev. Dr. Mark Outlaw at 706-678-7116.

*Train up a child in the  
way he should go;  
And when he is old,  
he will not depart  
from it.*

*Proverbs 22:6*