



Licensed by
Texas Department of Family and Protective Services
Child-Care Licensing Division

Parent Handbook

First United Methodist Church
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Welcome!

You are part of God's Family and we welcome you into the fun and fellowship shared here at Glen Rose First United Methodist Preschool. We're so glad that you've chosen our program! We are committed to providing an enriching experience for your child, and we take your trust in us seriously.

As part of the Glen Rose First United Methodist Church, we would like to invite you to join us for Sunday worship. Sunday school for age 3 and up begins at 9:45 a.m. each Sunday. Traditional worship services are offered in the sanctuary at 8:30 a.m. and 11:00 a.m. Nursery care is provided during all services. If you would like more information about the program of First United Methodist Church, please call 254.897.2572.

Mission Statement

Because we believe that all children are gifts from God, our mission is to minister to their families by providing a quality children's ministry that offers parental peace of mind, and spiritual, social and academic growth for their children.



Program Philosophy

Parental Peace of Mind

We support parents and collaborate with them to build life skills, responsibility, and respect for self and others in their children, based on tenets of Christianity.

Promoting Spiritual Growth

Each day our classrooms provide a loving atmosphere with time for songs, prayers, and other activities that acknowledge and foster each child's personal relationship with God. At least once a week, children participate in a chapel program. During chapel, we use songs and books to bring to life many of the Bible's sacred stories. We encourage children to think about the stories by asking open ended questions and we listen as they develop their own understanding of God.

Promoting Social Growth

Glen Rose First United Methodist Preschool is committed to helping children develop a positive self-image while learning to interact with others in a trusting and respectful way. We help children to understand their emotions and teach them how to use words to express themselves. We are committed to working closely with parents throughout this process. We are always ready to serve as a resource team for any child having behavior difficulties that need to be addressed.

Promoting Academic Growth

Our teachers use a developmentally appropriate curriculum for each age group, designed to build upon skills learned at the previous level. **Our Curriculum is developed through a variety of resources. This curriculum offers activities which help young children grow in all five developmental areas: intellectual, physical, social, emotional and spiritual. All children participate in creative art activities with more emphasis placed on process than on the product. The curriculum offers an academic and social transition to kindergarten.**

Specifically, our classroom lessons are designed to help children do the following:

1. Acquire knowledge and an understanding of the world around them.
2. Use language to effectively communicate and to facilitate learning and thinking.
3. Acquire and refine basic physical skills (gross and fine motor).
4. Develop an awareness of good health and safety practices.
5. Develop a sense of curiosity, creativity, and imagination which will promote a lifelong love for learning.

Glen Rose First United Methodist Preschool Advisory Board

Glen Rose First United Methodist Preschool is a ministry of the First United Methodist Church-Glen Rose (FUMC) with the Glen Rose First United Methodist Preschool Advisory Board as its governing body. The Board is responsible for the development of policies and procedures for the effective operation of the program. Board members are appointed by the FUMC Administrative Council.

Texas Minimum Standards and Guidelines

Glen Rose First United Methodist Preschool operates under guidelines established by the Texas Department of Protective and Regulatory Services. Glen Rose First United Methodist Preschool seeks to exceed the Texas Minimum Standards and Guidelines in all aspects of its program. These guidelines are referred to in this handbook as TXMSG. If you are interested in learning more about specific guidelines, please see the Director to borrow a copy. You can see the last inspection report on the bulletin board by the preschool room. As Stated in the Standards within 1000 feet of Glen Rose First United Methodist Preschool is designated as a GANG FREE ZONE. Any criminal offenses within 100 feet of a child-care center is subject to harsher penalty. The product recall list is checked periodically for any recalls that may affect Glen Rose First United Methodist Preschool products and all recalls regarding unsafe children's products accessible to children in our childcare center are posted.

Teachers

The Glen Rose First United Methodist Preschool staff is an outstanding group! Our teachers have degrees in education and related fields. All of them have experience with preschool children and guide the children with love and tenderness. Our teachers create a stimulating, safe learning environment. TXMSG requires that teachers be at least 18 years of age with a high school diploma. We strive to exceed these standards.

Child/Staff Ratios

Glen Rose First United Methodist Preschool will provide quality care by skilled staff with low child/staff ratios. Glen Rose First United Methodist Preschool will continue to exceed TXMSG in order to ensure quality care. Please see the Director for specific requirements and how we exceed them. We think you will be impressed!

Calendars and Schedules

School Calendar: Events and Holidays

Glen Rose First United Methodist Preschool follows the Glen Rose ISD public school calendar for major holidays, breaks, and summer vacation. The annual school calendar for Glen Rose First United Methodist Preschool is distributed to parents at the beginning of each school year.

Special events, school programs and class parties may not be printed in the calendar. Information regarding these events will be included in your monthly parent newsletters.

All students are requested to be at school for class no later than 11:00am. If you arrive after 11:00 am. your child will not be admitted to the preschool that day.

Bad Weather School Closings

Glen Rose First United Methodist Preschool follows the same bad weather closing policy as Glen Rose Independent School District. You may listen to area radio stations or www.nbc5i.com for information. If Glen Rose ISD is closed, so is Glen Rose First United Methodist Preschool. We do not make up for bad weather closings.

Daily School Schedule

Our teachers welcome your children Monday through Friday, from 9:00a.m. To 2:30 p.m. Glen Rose First United Methodist Preschool clocks are set weekly in accordance with the U.S. Navy Time Service Department. You can set your own clocks to match via <http://tycho.navy.mil/time.html> or simply synchronize your watch when you drop off your child in the morning. Teachers need time before school starts to prepare their classroom. If you arrive before 9:00 a.m. with your child, please feel free to play on the playground with them until school begins. At 2:35 p.m., children left in our care are taken to the extended care classroom.

Each class follows its own schedule that may include the following:

- *Chapel:* We set aside a special time and place to listen and talk to God. Children are invited to sing along and ask questions about stories that are shared.
- *Circle Time:* This large group time may include daily lessons, songs, finger plays, etc.
- *Stories and Books:* Children of all age groups are read to each day.
- *Art:* We provide creative opportunities for self-expression that promote fine motor development, self esteem, and creative exploration.
- *Crafts:* Children participate in specific projects designed to promote skills in following directions, matching, understanding of colors and shapes, etc.
- *Learning Centers:* Centers may include dramatic play, blocks, art, books, manipulatives, Water table, computer, and other opportunities for discovery. The centers allow small groups of children to work together to develop specific skills and behaviors while teachers provide individual attention.
- *Music and Movement:* Children will participate in fine arts emphasizing expression through song, rhythm instruments, poetry, fingerplays, dance and pretending.
- *Outdoors/Playground:* Children play outdoors for at least 30 minutes each day, weather Permitting. When it is raining, we use the FUMC gymnasium. Please send a jacket in case of cooler weather. **We also ask that girls please wear shorts under skirts and dresses.**

- *Quiet Time:* Rest time or nap, as needed.
- *Snack:* Glen Rose First United Preschool provides healthy morning snacks each day. The snack menu is posted on the bulletin board. Please be sure that we are aware of ALL food allergies!
- *Lunch:* Students bring their own nutritious lunches from home. During meal time, we work on table manners, dinner conversation and good hygiene.

General Classroom Information

Lesson Plans & Class Grouping

- Teachers create weekly lesson plans that include specific skills and activities. Parents receive a monthly calendar outlining these plans. It is our goal to provide a range of developmental opportunities; therefore, the curriculum includes all areas of development. Children are offered a variety of activities.
- Children are grouped according to age and developmental maturity in order to provide each child with the best possible learning environment.
- Activities are age-appropriate within a consistent and predictable schedule. Flexible Teachers constantly re-evaluate and adjust the lessons to ensure beneficial educational experiences for each child.
- There is no gender stereotyping of toys or language. Efforts are made to demonstrate that our society is multicultural. Furthermore, we discourage “war play” and/or play fighting in order to promote harmony among classmates and peace within our society.

Discipline and Behavioral Guidelines

It’s our goal to work together with parents to create consistent guidance. We believe that parents and teachers must maintain open communication regarding individual situations. If you’d like more detailed information on our discipline policy, please see the Director.

- Fairness and consistency are the basic rules for all discipline.
- Good behavior is recognized and encouraged.
- Emotions are validated and appropriate expression of emotion is taught and permitted.
- Development of a positive self-image is fostered by providing children with opportunities to control their own behavior through choices.
- When possible, inappropriate behavior is prevented with distraction and diversion.
- Disruptive or unsafe behavior is dealt with promptly in loving concern for the children’s well-being. If age appropriate, this may include time-out.
- If necessary, parents will be contacted to assist in difficult situations.

***SPECIAL NOTE-** Our teachers have not been trained to work with special needs students. We have and will continue to serve children with special needs if the parent is satisfied with care at Glen Rose United Methodist Preschool. We do not however, have the special services options provided in a public school placement. Each situation will be considered individually and evaluated to ensure that Glen Rose United Methodist Preschool can meet the specific needs of each child. From this evaluation, enrollment options can be discussed.

Aggressive Behavior

Our staff uses positive guidance techniques when working with children. Some behaviors are typical developmental issues. However, children over 2 years old are expected to have outgrown behaviors such as biting, hitting, and kicking. These behaviors will be treated as serious disciplinary offenses.

Biting Policy

We recognize that biting is a terrible thing for the victim, the parents of the victim, the teachers, and the parents of the biter. Our staff is trained to give all of their attention to the child who is bitten. The child who did the biting will be told how biting hurts others. If a child has bitten more than 3 times in a day or if the skin is broken, you will be notified and asked to pick up your child for the day. We will also ask for your support at home to help end biting. If the situation does not improve, a plan of action will be formed during a parent conference. With all parties working together the situation should be resolved. If the issue is not resolved, parents may be asked to find alternate care for their child.

Toilet Training

All children that attend Glen Rose First United Methodist Preschool are required to be toilet trained. We understand that there will be occasional accidents. If the child has 5 accidents in a one month time period, they may need to withdraw from our program until they are fully toilet trained.

- Toilet habits are never discussed negatively
- Children **MUST** be able to take care of his/her own toileting needs.
- **No pull-ups will be allowed.** Children must wear underwear.

Change at Home

A child's behavior may change due to unusual circumstances at home. Please let us know of any uncommon events which may be occurring at home, so that we can help your child's school experience be positive. By keeping your child's teacher informed, we can accommodate any change in your child's behavior, and communicate these changes to you.



What to Bring to School

All children should bring:

- Extra change of clothing including socks and underwear. Children will be involved in a variety of indoor and outdoor play. Please do not expect your child to be spotless at the end of the day.
- During spring and fall months we ask parents to send layers of clothing as the outdoor temperature can unexpectedly go up or down.
- Appropriate footwear.
- Lunch is provided by parents. Please pack a nutritious meal including a drink (soda and candy are **NOT** permitted). Include all necessary supplies such as utensils, forks, and napkins. Do not send foods that require refrigeration or heating. We do not allow any glass bottles or containers. Please avoid beverages that may stain the carpets, such as chocolate milk or red punch. A healthy snack is provided by Glen Rose Methodist Preschool and posted on the bulletin board.

Age-specific things to bring:

| 3 yr olds | 4 yr olds |
|--|--|
| Nap pad and blanket, Complete set of spare clothes Lunch with drink Cup | Nap pad and blanket, Complete set of spare clothes Lunch with drink Cup |

Personal Belongings

Children may bring a special nap-time blanket and stuffed toy/doll. All other toys, candy, etc. should be left at home. Please label EVERYTHING with your child's first and last names!

Medical and Health Information

General Health

Each child must be examined and have a current health statement signed by physician each year. This statement says that your child is current on immunizations and healthy enough to attend preschool. ***This statement must be turned in by the first day of school.**

Immunization

All children enrolled must be vaccinated in accordance with the TXMSG and provide a copy to Glen Rose First United Methodist Preschool. No TB test is required. Hearing and vision will be administered in September for 4 year olds. ***Immunization record must be up to date and must also be turned in by the first day of school.**

Illness and Health Conditions

The protection of all students is of utmost importance; therefore, strict guidelines regarding illness have been established in accordance with the TXMSG and will be followed at all times. State law requires that we notify children who become exposed to certain contagious disease. This will be done through a notice on the door of the classroom.

A child may not participate in the program if any of the following conditions exist:

- Oral temperature of 100 degrees or higher
- Vomiting
- Diarrhea (two unusual stools in one school day)
- Any suspected contagious or severe illness
- Diagnosis of communicable disease
- General illness which prevents normal participation in activities
- Lethargy or fatigue due to side effects of medication
- Symptoms of communicable illness requiring medication to control (i.e., coughing, sneezing, congestion, etc.)
- Sinusitis or allergies with chronic, discolored nasal discharge unless a doctor's note on file
- Presence of head lice and/or nits

If your child has any of the above symptoms, please do **NOT** bring him or her to school. Controlling the symptoms with medication such as Tylenol does not eliminate the possibility of communicable disease. See readmission criteria below.

If a child is injured or becomes ill during the school day, the school will attempt to notify the parents immediately. If they are unavailable, we will try to reach the child's emergency contacts. Please come promptly if your child must leave school. A sick child needs a parent. Waiting for Mom or Dad can be very difficult to explain to an ill child!

If your child has an ongoing or pre-existing condition, requiring special care or consideration, we must have a doctor's statement on file which outlines the special care your child will need from our staff.

Criteria for Readmission after Illness

Readmission to school after an illness is determined by Glen Rose Methodist Preschool policy and TXMSG:

- The 24-hour Rule: a child may return to school when free of all signs and symptoms of illness WITHOUT MEDICATION for 24 hours. In other words, if your child needs medication to control any symptoms, do NOT come to school.
- Some illnesses require a doctor's signature for re-admittance; specifically, conjunctivitis (pink eye) and bacterial meningitis.
- Head lice cases must be checked by the Director.
- Please see the Director or check the chart on the bulletin board for detailed information regarding other specific illnesses.
- If you have any doubts regarding your child's condition, please call us for advice or simply keep him or her at home.

Medications

We strongly encourage parents to administer medications at home. We discourage parents from bringing medicine to school. However, in the event that it is unavoidable, please adhere to the following guidelines:

- All medicine must be given to the Glen Rose First United Methodist Preschool Director each morning with a signed note authorizing Glen Rose First United Methodist Preschool staff to administer medication.
- Each child must have a signed waiver on file before any medication will be dispensed.
- Parents must also sign the Medication Chart in the Glen Rose First United Methodist Preschool office EACH day the medicine is to be administered. All medication must be in its original container and labeled with the child's name, dosage and time to be administered.

Emergencies, Injuries, Accidents

First Aid is provided by a qualified staff member as needed. The school will attempt to notify a child's parent and/or physician immediately in the event of a serious injury or medical emergency. An emergency medical release is required of all students. If necessary, the child will be transported by ambulance to the nearest emergency room and will be accompanied by a staff member. Please be sure to provide us with current emergency contact phone numbers so that we can reach you quickly. Glen Rose Methodist Preschool staff members complete an Incident Report for all significant injuries, accidents and incidents. When another child is involved, it is our policy to keep personal information confidential. Therefore, you will receive all details regarding the event except the names of the other children involved.



Fire and Emergency Plans

Fire routes are posted in each classroom. Fire extinguishers are available at school and examined each year. A plan for the protection of the children has been developed in case an emergency situation occurs. In case of evacuation of the building, the students will be taken to: First United Methodist Church Sanctuary.

Enrollment

Registration

A child may register for enrollment if a position is available in the desired classroom. Please see the Director or the First United Methodist Church office for registration packets and availability of enrollment slots. If a position is unavailable, you may choose to be placed on the waiting list free of charge.

After a position is confirmed, a child is considered enrolled upon receipt of completed registration forms and registration fees.

If you are currently enrolled and would like to change your weekly schedule, please check with the Director for space availability.

There will be No NEW enrollment after the first full week of the second semester.

Tuition Payment

Your child's tuition may be paid in full at the beginning of the school year, or may be paid in monthly installments. Please make checks payable to Glen Rose First United Methodist Preschool. Check or money orders are preferred to cash. Receipts are issued for all cash transactions, and upon request.

Monthly tuition installments are due the first of each month. Bills are issued monthly; however, parents are still responsible for payment regardless of whether or not a bill has been received. Any payment not received by the end of the month is subject to review by the Advisory Board, and the child may relinquish his or her position in the program.

Please plan ahead for your financial commitment to Glen Rose First United Methodist Preschool. If you expect any problem regarding your payment, please make arrangements with the Director in advance.

Tuition Rates

| Weekly Schedule | Annual Tuition | Monthly Installments | Sibling 10% Discount |
|-----------------|----------------|----------------------|----------------------|
| Mon/Wed/Fri | \$2707 | \$285.00 | \$256.50 |
| Tues/Thurs. | \$2137 | \$225.00 | \$202.50 |
| Mon thru Fri | \$4037 | \$425.00 | \$382.50 |

Extended Care Fees

New for 2020-2021

Extended care is available from 7:00- 9:00 am and 2:30-5:30 pm for an additional fee. For less than 3 hours of extended care the fee is \$10 a day. For over 3 hours of extended care the fee is \$15 a day. If your child needs extended care on a regular basis, you will be charged monthly, and your fees are due at the first of each month along with your tuition. The fee is nonrefundable. If your child does not use extended care on any day during the month, you will be charged for the entire month's extended care.

If your child needs extended care on a "drop in" basis, arrangements must be made through the director to check for availability. If there is available space, your charge will be \$5 per hour and it must be paid at the beginning of the week your child is in "drop in" service. To bring your child on a day they are not registered, provided there is space available there is a \$40 charge per day plus \$15 extended care which must be paid at the beginning of the week your child is in drop in service. **This is only for registered preschool students.**

First Time Enrollment Fee

\$125 (registration fee and supply fee for the year)

This non-refundable fee secures a position for children the first time they enroll in our program. There is a 10% discount for siblings.

Late Pick Up Fee

At 2:30 p.m., children remaining in our care are taken to Extended Care. Parents arriving before 2:35 p.m. will not be charged a fee. After 2:35 p.m., the charge for late pick-up is \$10.00. Glen Rose Methodist Preschool will care for late children until 4:30. After 4:35 p.m. parents will be charged and additional \$5. After 5:30 p.m. parents will be charged \$5 per minute. Children left for more than one hour after we close at 5:30 p.m. will be released to Child Protective Services.

Late Tuition Payment Fee **\$15.00 after the 15th of the month, \$30.00 after the 25th.**

Returned Check Fee **\$40.00 (\$25 returned check + \$15 late payment fee)**

Coming and Going at Glen Rose Methodist Preschool

Arrival

In order to ensure the safety of all children, we ask that parents please remain outside the classroom while the teacher welcomes the child into the room at the beginning of the day. Please be sure to sign your child in at this time. A teacher will make sure all of the child's belongings are put in the appropriate cubby and will be available to receive any special instructions for the day.

If your child brings breakfast with them in the morning, they will be permitted to eat it up to 8:30 am. After 8:30 am teachers are preparing the room for the day.

Tips for a Smooth Adjustment

1. Use routine and rituals. Try to follow the same lunch and nap/rest schedule at home that your child follows at Glen Rose First United Methodist Preschool.
2. Be consistent about drop-off and pick-up; do the same thing every day.
3. Let the caregiver invite your child into the group.
4. It's important to say good-bye! Don't sneak away, your child will notice that you have left without a hug.

The Four B's of Saying Good-bye:

- Be aware of your feelings! Don't let your anxieties affect your child.
 - Be firm "Goodbye. I'm leaving now. I love you. Have fun." Never say, "Is it okay if I leave now?" Avoid lingering.
 - Be specific. Young children have a hazy sense of time. "I'll see you right after nap," is better than "See you later."
 - Be there! Do not betray your child's trust. If you must be late or if someone else will pick up, be sure to let your child know.
5. If your child seems upset when you leave, don't panic! Let the Director know so she can check on him or her. Usually the crying stops as soon as the child understands that it will not bring Mommy or Daddy back into the room. We'll be happy to give you an update on your child's progress later in the day.

Departure

Please let the teacher know when you arrive, and wait outside the classroom for your child and his or her belongings. When possible, one of the teachers will be available at the door to answer any questions you may have at this time.

Children are ABSOLUTELY NOT released to persons who aren't authorized on the enrollment form. We require proof of identification; specifically, a photo ID card. Please be sure to inform your relatives and friends of our safety policy so that they will bring a current photo ID. *Inform the Director of any situations which could result in an unauthorized person attempting to pick-up the child.* Thank you for your cooperation in this serious matter.

Bus Service

Gen Rose United Methodist Preschool does provide a bus service for children living within city limits for the regular school day, 9:00 am – 2:30 pm. Pick up will be 8:30 – 8:45 and drop off will be 2:35 – 2:50. The bus driver will not be able to get off the bus to escort your child into or off the bus. She will pull up to the location and honk, signaling for someone to come escort the child. Fees for the bus service are T/Th \$35, MWF \$45. M-F \$60 per month, which will be added to your invoice each month.

Parent Participation

Classroom Visitors

Parents are encouraged to visit anytime to observe or participate. We hope you will feel free to visit your child's school often! We appreciate parental cooperation and understanding of classroom dynamics; visitors can have a strong effect on the normal routine. To ensure the best experience for all, discuss classroom visits with the teacher.

Service Animals

Service animals are always welcome at Glen Rose United Methodist Preschool, providing they are on a leash and we have documentation of immunization records on file. The children will not be allowed to touch a service animal on duty to ensure the animal's safety and the children's well-being.

Volunteers

If you have a special talent or skill to share or extra time to help, we would love to have you share it with us! Please make arrangements with the Director and classroom teachers.

Parent's Information Board

Please check the Glen Rose First United Methodist Preschool bulletin board in the hallway each day for important messages and information.

Celebration of Birthdays

We love celebrating birthdays at Glen Rose First United Methodist Preschool. It's a special day deserving of extra attention and we want to help make your child's big day special. However, please remember that birthday gift exchanges are not appropriate in a classroom setting. If you child wants to bring a gift for a classmate's birthday, please have them present it privately after school.

Please plan ahead with your child's teacher if you would like to bring a special treat for your child's class. All food items must be served in coordination with lunch or snack.

Children are invited to bring a gift book for the classroom. We will make a memento bookplate with your child's name and birthdate. Please ask the teacher for suggestions. Through this "birthday sharing" we can set a true example of giving.

We would be happy to help you distribute party invitations for an away-from-school party if you are inviting every child in the class. Please understand we cannot release addresses.

Withdrawal from the Program

Withdrawal from Glen Rose Methodist Preschool requires written notification at least two weeks prior to the intended date of withdrawal. Parents are responsible for payment during the final two weeks of care. If notice is not given, parents are still responsible for payment of two weeks. This policy is enforced to ensure the financial ability of Glen Rose First United Methodist Preschool to meet payroll and material requirements. Thank you for your cooperation in this matter.

What if My Child is Absent?

Occasional absences due to illness and family activities are expected. These absences do not reduce your annual tuition. Please call the office to let us know that your child will be out. This allows us to share any important information with the child's teachers



Open-Door Policy

We are here to serve you and your family. Please share any and all questions, concerns, suggestions and ideas. Our goal is to improve and grow in every possible way. Communication is the key and we are ready to listen!

Parental Concerns

Daily concerns may be taken care of before or after class. Please be aware that this is a busy time for teachers. More serious questions or concerns should be discussed with your child's teacher during a scheduled meeting. If you feel that your concern has not been appropriately addressed, please discuss the situation with the Director.

Grievance Procedure

If there is a problem, please discuss it with the child's teacher and/or Director. If a problem remains unresolved within a reasonable amount of time, please submit your concern in writing to the Glen Rose First United Methodist Preschool Advisory Board Chairperson or the Children's Ministries Director. It is our goal to meet your needs so that your experience with us will be positive for you and your child.

Std. 746.501

Instructions on how parents may contact

1. The Local Licensing Office
1501 Circle Drive, Suite #310
Fort Worth, Tx 76119
2. The DFPS Website
www.dfps.state.tx.us
3. The DFPS child abuse hotline
1-800-252-5400

We're Just the Beginning

Preschool experiences are just the beginning of a lifelong journey through education. We are privileged to be a part of this critical time in your child's development. Thank you for the opportunity to share in the life of your precious little one. Please know that we feel blessed to have the honor of participating in your child's early years. We are so glad that you are with us. God bless you!

Handbook Revised and Approved by Glen Rose Methodist Preschool Board 2020