

MIDDLETOWN UNITED METHODIST PRESCHOOL AND KINDERGARTEN

PARENT HANDBOOK

2026-27

Updated 5/18/26



11902 Old Shelbyville Road
Louisville, KY 40243
502-245-8830

Website: www.middletownpreschool.com

Email address: preschool@middletownumc.org

MUMP 2026-27 CALENDAR

August 13	Staff's first day back to school
August 18	Student Visitation for parents and students (this will be in the morning – specific class times will be sent out)
August 19-20	First Days of School
August 21	First day of STEAM
September 7	No School - Labor Day Holiday
September 14-15	KidSight Vision Screening
September 21-22	Picture Days – check your child's calendar for their day
September 23-24	No School for Children – Parent/Teacher Conferences
September 28-30	No School – Fall Break
October 1-2	No School – Fall Break
October 15	Gallrein Farms field trip (No School this day)
October 28-30	Trick or Treat! Classroom Parties – Parents invited
November 23-27	No School - Thanksgiving Holiday
December 2	2s Classes Christmas Party – Parents Invited
December 3	All 3s morning and afternoon classes - Christmas Program 9:30am - Dismissal following program
December 4	All 4s morning and afternoon classes – Friendly Beasts Program 9:30am– Dismissal following program
December 4	Kindergarten Christmas Program 11:00am – Dismissal following program
December 21-31	No School - Christmas Break
January 1	No School – Christmas Break
January 4	First day back after Christmas Break
January 18	No School – Martin Luther King, Jr. Day
February 15-16	No School for Children – Parent/Teacher Conferences
March 24-25	Easter Classroom Parties – Parents invited
March 26	No School – Good Friday
March 29-31	No School – Spring Break
April 1-2	No School – Spring Break
April 30	No School – Oaks Day Holiday
May 7	Last day of STEAM
May 10	Last Day of School for all 2s classes (normal class day)
May 11	All 3s morning classes Year End Program 9:30am - Dismissal following program
May 11	Kindergarten End of Year Program 11:00am – Dismissal following program
May 12	All 4s morning and afternoon classes Year End Program 9:30am - Dismissal following program
May 14	Last day for staff

**Please note the dates above are subject to change. We will let you know of any date changes when/if they occur.
Any days missed will not be made up or added to the end of the school year.*



“WE INVITE, WE NURTURE, WE SEND”

OUR MISSION

Welcome to Middletown United Methodist Preschool (MUMP). Since 1969, we have been serving families and children as one of the ministries offered by Middletown United Methodist Church. MUMP is licensed by the state of Kentucky and therefore we must follow the Child Care Regulations put into place by the Department of Regulated Child Care. We offer preschool for children ages two years-old through four-years-old and Kindergarten for our five years-olds.

As a Christian Preschool, we greet each child with love and concern. We treat each student as a unique child of God. Our goal is to give your child the best Christian education possible and to help them become successful spiritually, socially, emotionally, and academically. We hope this environment will build feelings of self-worth and self-confidence and that these attitudes will serve our children all their lives. For a child, preschool should be a happy transition between home and school. An exciting world is opening with new friends, experiences, and challenges.

Non-Discrimination - Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. MUMP makes every attempt to meet each child's needs. However, there may be times when we recognize that a child has difficulties with behavior, emotional stability, or learning differences that are beyond the scope of MUMP's capabilities and is not a good fit for our program.

HOURS OF OPERATION

We are open Monday-Friday from 8:45am-11:45am for morning session preschool classes and 12:30pm-3:30pm for afternoon preschool classes. The Preschool office is open from 8:00am-3:30pm.

REGISTRATION

Registration for MUMP begins in January. The school year runs from mid-August through mid-May. There is a non-refundable registration fee that is required when enrolling and is due with the registration form. Every child must fill out a new registration form and pay the registration fee each year. The entire registration packet must be filled out completely and returned. Registration is ongoing if there are still openings in a class. The number of children enrolled in MUMP is determined by the Department of Regulated Child Care and is listed on our state license.



COMMUNICATION WITH OUR PARENTS

The telephone number for MUMP is 245-8830. If we are unable to answer your phone call, please leave a detailed message and we will return your call as soon as possible. If there is an emergency and you reach our answering machine, please call the church office at 245-8839 and they will notify us.

If your child is absent from MUMP, please email the office to let us know. This way we know not to wait for your child in carpool.

A class calendar will be sent home before the start of each month. You will want to check the class calendar each day for information about what will be going on in the classroom. Teachers will also send out classroom updates via email.

All mass communication emails will be sent from me through MailChimp. Please do not unsubscribe from this email address or you will miss out on important information from the school.

Parent/teacher conferences are scheduled twice a year. If at any time you would like to have a conference with your child's teacher or the Director, please call the preschool.



CLASSES OFFERED

YOUR CHILD MUST BE THE AGE OF THE CLASS YOU ARE REGISTERING FOR BY AUGUST 1, 2026. NO EXCEPTIONS.

- The non-refundable Registration fee of \$250.00 for the first child and \$125.00 for each added child is due with the registration form.
- For Middletown United Methodist Church members -

If you are an **active** Middletown United Methodist Church member, the registration fee is waived for the first child, and each added child is \$125.00.

- For children enrolled in the Child Development Center (Day Care on the first floor), there is no Registration fee. There is a 10% discount off your child's monthly tuition if they attend an afternoon preschool class. There is no discount if they attend a morning preschool class.
- STEAM Extended Day is offered Monday-Friday until 2:00pm for children enrolled in a morning 3 year-old or 4 year-old class. The cost is \$25 per day.
- Kindergarten Extended Day is offered Monday-Thursday until 2:00pm with our Kindergarten teacher for children enrolled in our Kindergarten class. The cost is \$25 per day. STEAM EXTENDED DAY is available on Fridays for Kindergartners for \$25 per Friday.
- **We reserve the right to add, combine, or cancel a class based on enrollment.**

Please show class preference by numbering your first and second choice for your child's age group if applicable.

AGE OF YOUR CHILD BY AUGUST 1, 2025	CLASSES AND DAYS OFFERED	TIME OFFERED	MONTHLY COST	ANNUAL COST	Number your choices
2 year-old	2 day 2 year-olds (Mon/Wed)	8:45-11:45am Morning Class	\$275	\$2,475	
3 year-old	2 day 3 year-olds (Tues/Thurs)	8:45-11:45am Morning Class	\$275	\$2,475	
3 year-old	3 day 3 year-olds (Tues/Thurs/Fri)	8:45-11:45am Morning Class	\$320	\$2,880	
3 year-old	5 day 3 year-olds (Mon-Fri)	8:45-11:45am Morning Class	\$415	\$3,735	
4 year-old	3 day 4 year-olds (Mon/Wed/Fri)	8:45-11:45am Morning Class	\$320	\$2,880	
4 year-old	3 day 4 year-olds (Tues/Wed/Thurs)	12:30-3:30pm Afternoon Class	\$320	\$2,880	
4 year-old	4 day 4 year-olds (Mon/Tues/Wed/Thurs)	8:45-11:45am Morning Class	\$365	\$3,285	
4 year-old	4 day 4 year-olds (Mon/Tues/Wed/Thurs)	12:30-3:30pm Afternoon Class	\$365	\$3,285	
4 year-old	5 day 4 year-olds (Mon/Tues/Wed/Thurs/Fri)	8:45-11:45am Morning Class	\$415	\$3,735	
5 year-old	Kindergarten 5 day 5 year-olds (Mon/Tues/Wed/Thurs/Fri)	8:45-11:45am Morning Class	\$475	\$4,275	

PAYMENT ENROLLMENT CONTRACT

1. I am responsible to pay a non-refundable registration fee that is due with my registration form.
2. The annual tuition is divided into nine payments. I am responsible for paying tuition on or by the 1st of each month. All tuition payments made are non-refundable.
3. I am responsible to pay the first tuition payment by June 1st, 2026. The remaining eight payments are due on September 1st, October 1st, November 1st, December 1st, January 1st, February 1st, March 1st, and April 1st.
4. I will be charged a \$10.00 late fee if my monthly tuition payment is not received by the 5th of each month. If payment is not received by the 10th of the month, I will be charged a \$25.00 late fee.
5. If an account remains delinquent for more than 15 days, this may be a cause for suspension of service until the account is made current, including any late fees accrued during this time. A child's place in the Preschool is not guaranteed beyond those days.
6. Any returned checks that do not clear for insufficient funds or for any other reason will incur a \$35.00 fee, as well as any other bank fees associated with that transaction.
7. There are no deductions of tuition if my child misses school for illness, vacations, holidays, conference days, teacher in-service days, days missed due to inclement weather, or for any other school closings.
8. Late pick-ups – There will be a \$2.00 charge every minute you are late picking up your child when carpool is over as deemed by the Preschool. *Pick-up time is 11:45am for the morning session, 3:30pm for the afternoon session and 2:00pm for Kindergarten Extended Day and STEAM. You are expected to be in line at the start of carpool for pick-up*

EXTENDED DAY OPTION

1. **STEAM Extended Day** - Is offered Monday-Friday until 2:00pm for children enrolled in a morning 3 year-old or 4 year old class The cost is \$25 per day. STEAM EXTENDED DAY is available on Fridays for Kindergartners.
 - The children will bring a sack lunch and drink from home (everything in the lunch must be peanut/tree nut free). They will have additional structured playtime, including small group enriched learning experiences and STEAM activities (science, technology, engineering, art, and math).
 - You will also be able to use our drop-in option if we have room that day at a cost of \$30.00 per child. You MUST contact the preschool in advance if you want to use the drop-in option to make sure there is room for your child to stay.
 - The goal of this program is to continually promote physical and mental health while increasing good character and self-esteem in a fun and loving environment.
2. **Kindergarten Extended Day** – Is offered Monday-Thursday until 2:00pm with our Kindergarten teacher for children enrolled in our Kindergarten class. The cost is \$25 per day. STEAM Extended Day is available on Fridays for Kindergartners.
3. **Gymnastics Extended Day** – Gymnastics will be offered to children enrolled in a morning 3 year-old, 4 year-old, or Kindergarten class on Wednesdays from 11:45am-1:30pm for an additional cost.

***Registration information for ALL Extended Day Options will be sent out the end of May.**

HEALTH AND SAFETY

Health Forms: State regulations require that a signed and up to date Kentucky Immunization Certificate must be on file for every child before they can attend MUMP. You can have your pediatrician fax a copy to 245-9547 - Attention: Preschool.



Kentucky Immunization Certificates do expire. A notice will be emailed to remind the parents that the certificate is about to expire. You have 15 days from the date it expires to send in an updated form. If you do not submit an updated form by the end of the 15 days, your child may not return to MUMP until we have an up to date form on file.

Your child's health is a matter of major importance to us. You will need to inform us of any changes in your child's health. **We accept only children who are well, and we depend on you to adhere to this policy; this is to protect the health of your child, the other children your child will encounter, as well as our staff. We do have the right to refuse a child who appears ill, or who we believe will compromise the health of the other children or staff.**

Symptoms of Illness: If you notice your child displaying any of the symptoms below, but not limited to, please do not send them to school. Also, no child should come to school unless they have been fever-free without medication for 24 hours.

- Temperature of 100 degrees or higher
- Acute cold symptoms
- Chronic Cough
- Continuous sneezing
- Runny nose with colored discharge
- Sore throat
- Earache
- Swollen glands
- Severe diaper rash
- Red, crusty, discharging eyes (pink eye)
- Skin eruptions or rashes
- Nausea/Vomiting
- Diarrhea
- Sign of listlessness, weakness, drowsiness, flushed skin, chills, headache, or if your child is not himself/herself
- If they develop any vaccine preventable disease
- Fever or symptoms from vaccinations received

Should a child develop any symptoms of illness during the day, we will contact you or an emergency contact to pick up your child. **THE CHILD MUST BE PICKED UP WITHIN 30 MINUTES OF NOTIFICATION** as we do not have a place to keep sick children long-term. Make sure that you always have your cell phone charged and turned on and that your emergency contacts are available to pick up if needed within our 30 minute time frame.

YOUR CHILD WILL NOT BE ALLOWED TO COME BACK TO MUMP UNTIL THEY ARE FREE OF ALL SYMPTOMS FOR A FULL 24-48 HOURS DEPENDING ON THE ILLNESS.

Please notify the office if your child develops a communicable disease (for example: measles, chicken pox, head lice, etc.). The office will then notify the parents/guardians of all children suspected of having been exposed to that child. We will also report this to the health department as deemed necessary on a case by case basis.



If a child is hurt while at MUMP, the teacher will fill out an Accident/Incident Form; this includes scrapes, bumps, bruises, etc. MUMP staff is allowed to clean scrapes and cuts with mild soap and water. A band-aid may be applied if needed. The Accident/Incident Form will be sent home to the parent/guardian to sign and return. If the injury involves the child hitting their head, biting, or hitting, parents will be notified immediately. In the case of a severe accidental injury, we will make an immediate attempt to contact a

parent or guardian. If warranted, we will call 911.

IT IS YOUR RESPONSIBILITY TO INFORM THE PRESCHOOL OFFICE OF ANY CHANGES IN YOUR PHONE NUMBERS OR THE NAMES AND PHONE NUMBERS OF THE EMERGENCY CONTACTS LISTED ON YOUR CHILD'S FORM.

Medications: The State of Kentucky does not allow administration of medication without the appropriate form. If your child requires us to have emergency medication here at school, please complete and return the Medication Form (one can be emailed to you or sent home with your child). The medication must be in the original container with the doctor's orders listed on the outside of the medication. All medications along with the completed Medication Forms are to be given to the Preschool office. **No medications will be given without the completed Preschool's medication form and doctor's note.**

The Preschool **will not** administer the following medications to your child during the day:

- Over the counter cold and cough medications
- Eye drops
- Breathing treatments
- Nasal aspirators or nasal sprays
- Tylenol and or Motrin
- Cough drops
- Lip balm

Security Cameras: To ensure the safety and security of all children, staff, parents, and visitors, Middletown United Methodist Church, Middletown United Methodist Preschool, and Middletown United Methodist Child Development Center are equipped with a 24-hour surveillance system.

Security cameras are installed in all classrooms in the children and youth wings, hallways, outdoor play areas, gymnasium, Connection Center, parking lot, as well as other public areas within the buildings, and may conduct video surveillance of any portion of its premises at any time. Video/security cameras are positioned in appropriate places within and around our facility to help

promote the safety and security of people and property. No cameras are in areas such as bathrooms or dressing areas. These cameras are for security purposes only. Footage will not be used for reasons other than investigative (did what was reported actually happen here), prosecutorial (positive identification of an offender), personal protection (proof that you did not do what you have been wrongly accused of), and deterrence (possible offender is aware of video surveillance and does not come in, or if already in does not act inappropriately).

The cameras in the classrooms can be monitored by the respective Directors and Children's Pastor. The footage from the classroom cameras is not recorded to the cloud, but a locally accessible hard drive to prevent hacking. These cameras are not available for parents to watch their children's classroom. Once again, they are for security purposes only.

Our main concern is always the daily safety and security of those here at Middletown United Methodist Church, Middletown United Methodist Preschool, and Child Development Center.

Child Abuse: In Kentucky, ANY person who knows or has "reasonable cause" to believe that a child is a victim of child abuse or neglect has a duty to make a report to the Child Abuse Reporting Hotline (1-800-752-6200) of the Cabinet for Health and Family Services (CHFS), local law enforcement or Kentucky State Police, the County or Commonwealth Attorneys' Office. The report can be made by telephone or in writing. "Reasonable cause" means that the evidence available to that person, if presented to other individuals of similar background and training, would make those individuals think that the child was abused or neglected. If it appears a child may be a victim of child abuse or neglect, it is the responsibility of the Preschool staff to make a report.

Children and parent rights (pursuant to KRS 199.898)

Rights for children in child-care programs and their parents.

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a childcare provider. Identifying information regarding children and their families shall remain confidential;

- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
 - (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
- (3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.



EMERGENCY/DISASTER EVACUATION PLAN

The staff has been trained to manage emergencies in a calm and efficient manner. In the event of any emergency/disaster, there are five types of evacuations we will consider depending on the type of emergency:

1. Earthquake - sheltering in the classroom under tables or against the walls.
2. Lockdown – when there is danger on our premises all doors need to be locked, staff and children are hiding and quiet, no one enters or leaves the building (examples: intruder, active shooter).
3. Shelter-in-place – continue with our regular schedule but cannot go outside (examples: gas leak, suspicious activity in the area)
4. Tornado - relocate to the lower level (Sunday School Classroom area).
5. Fire Drill - relocate to outside of the building on the soccer field.

*Fire drills will be practiced monthly. Tornado drills, earthquake drills, lockdown drills, and shelter in place drills will be practiced quarterly.

**In the event of an emergency or disaster, we have the following accommodations in place:

1. For our infants and toddlers – additional staff will assist from the Church and Preschool to make sure the children are safe.
2. Children with disabilities – these children would have a special aid assigned to them that is responsible for that child.
3. Children with chronic medical conditions – the child's classroom teacher is responsible to take their emergency backpack that contains medical information needed for these children. Administrative staff and classroom teachers will make sure they have all medications needed for those children.

If we need to relocate off-site, we will follow our evacuation route to:

First Baptist Church
11721 Main St.
Middletown, KY (245-7889)

We will follow the procedure listed below:

1. Call 911 or the local authorities that we have worked together with in developing this plan to seek immediate assistance.
2. Make sure all children and staff are accounted for and safe
3. Director will decide proper area to evacuate, where to relocate and when to return
4. Take emergency files, kit, and equipment to serve this population
5. Director will notify parents by email, telephone, and/or TV/radio
6. Have sign-out forms for parents to complete for reunification.
7. Please remember not to call the preschool during this time. Our focus will be on maintaining the safety and security of the children and not answering the phones

This emergency evacuation plan will be updated every year and shared with staff, parents, and local authorities.



ARRIVAL AND DEPARTURE

We only use carpool for drop-off and pick-up. (Refer to the carpool diagram at the end of the Parent Handbook).

Attendance: If your child will not be at school, you will need to either email the Preschool Office at preschool@middletownumc.org or call 245-8830.

- There are no deductions of tuition if your child misses school for illness, quarantines, school closures, vacations, holidays, or for days missed due to inclement weather. Fees paid are not refundable.

Drop Off: Every child must be dropped off in carpool by 9:00am for morning classes and 12:35pm for afternoon classes. If you are running late you will need to walk your child in to drop them off. You will need to sign your child in on the clipboard outside of the Preschool entrance. If your child is consistently late, this will be addressed. Be sure to be on time so your child does not miss out on learning activities.

Pick Up: Pick-up time is 11:45am for the morning session, 3:30pm for the afternoon session and 2:00pm for Kindergarten Extended Day and STEAM Extended Day. Everyone is expected to be in line at the start of carpool for pick-up.

- Late pick-ups – There will be a \$2.00 charge every minute you are late picking up your child when carpool is over as deemed by the Preschool.



Two-Year-Olds

Two-year-olds do not need to be daytime toilet trained. We will assist with potty training when your child is in the two-year-old classroom. You must be actively working on this at home for us to work with your child at school. Please let the teacher know where your child is in the potty training process. This is a partnership between home and school, and communication is especially important.

If your child is actively potty training, you must send your child to school in pull-ups that have Velcro on the sides for easy changing (we do not allow for underwear to be worn under the child's pull-up.) Children will not be allowed to wear underwear to school until they have successfully gone two weeks at home without a potty accident and are able to go into the school bathroom to go potty. *Remember that potty training at school is different and may take a bit longer than at home.*

****If your child has a dirty diaper/pull-up at drop-off, you are responsible to change them before dropping off.***

Three Year-Olds and Four-Year-Olds

Children enrolled in a 3 year-old, 4 year-old, or Kindergarten class must be daytime potty trained and able to care for their own bathroom needs which includes: knowing when they need to go potty, stopping what they are doing to go use the potty, able to walk into the bathroom to go potty, able to get on and off the potty unassisted, able to wipe themselves, able to pull their pants up and down on their own, and able to wash hands.

If your child is enrolled in a 3 year-old class or older and is not independently daytime potty trained by the first day of school, you will need to contact the Director. You will be charged an added fee of \$10 per day to cover the cost of added staff to help with diaper/pull-up changes. Your child will have until September 25th to be independently daytime potty trained to continue in our program. *When a teacher must leave the group/classroom to change a child's soiled clothing, and to clean the soiled area, it takes away from the learning time for the other children. It also takes one teacher away from direct supervision of the rest of the class and can affect our child to staff ratios.*

Bathroom Reminders and Additional Information:

- *Please make sure your child uses the bathroom before leaving your home to come to school.*
- *When dropping off your child in carpool – If your child needs to use the bathroom while you are waiting in carpool, you may pull over and park and use the side entrance to take your child to the bathroom.*
 - *When you drop them off in carpool, we cannot leave carpool to take your child directly to the bathroom. They will have to be able to make it upstairs to their classroom to use the bathroom.*



DISCIPLINE

The staff uses positive guidance techniques and redirection. No physical discipline or methods which are emotionally shaming or hurtful are used. Discipline issues are used as opportunities to teach children in a proactive way. We will work together in partnership with parents to address any behaviors that cannot be managed at school.

We work with the children every day using their manners and expect the children to be respectful to the teachers. We do not allow the children to hit, kick, spit on, or bite their friends nor do we allow them to hit, kick, spit on, or bite their teachers. We are counting on you parents to reinforce these expectations at home.

Aggressive behavior: Is defined as intentionally repeated hurtful acts (physical harm), words (emotional harm), bullying, or other inappropriate behaviors that result in safety concerns for the other children or for staff. Children who exhibit aggressive behavior will be worked with on a case by case basis.

Steps taken for aggressive behaviors:

1. For the first incident of aggressive behavior, teachers will document what happened. If a child is injured due to an intentional act by another child, an Incident Report will be filled out for the injured child. The other child's parents will be notified. Teachers will talk to the child who acted on the aggressive behavior and ask why it happened and reinforce that type of behavior is not acceptable.
 - o Incident Reports are always kept confidential. We are not allowed to tell you what child(ren) were involved in the incident.
2. Teachers will keep a log of aggressive behaviors to see if there is a pattern, what could be triggering the behavior, and what happened before the behavior occurred. If they do see a pattern of aggressive behaviors from the same child, teachers will reach out to the parents.
3. If the aggressive behavior continues meaning 2 or more incidents in a day or 3 or more incidents in a week, the child will be put on a behavior plan. Parents will be notified and included in this plan.
4. If the aggressive behavior does not change, parents will be notified and will be asked to meet with the teacher and Director to discuss the behaviors and how to correct the behaviors.
5. After meeting with the parents and the aggressive behavior continues, the Director will determine if the child will be suspended (anywhere from 3-5 days) from attending the program or if the child will be dismissed from the program. This decision will be made by the Director taking into consideration the safety of the children and staff in the classroom.

BITING POLICY

Biting is a typical behavior often seen in infants, toddlers, and two-year-olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. Biting can be an upsetting and potentially harmful behavior. It can be frustrating for both the parents of the child that bites and the parents of the child who gets bitten. We do not allow the children to bite their friends, nor do we allow them to bite their teachers. We are counting on you parents to reinforce these expectations at home.

We do know that children bite for many different reasons:

- Relieve pain from teething.
- Explore cause and effect (“What happens when I bite?”).
- Experience the sensation of biting.
- Satisfy a need for oral-motor stimulation.
- Feel strong and in control.
- Get attention.
- Act in self-defense.
- Communicate needs and desires, such as hunger or fatigue.
- Communicate or express difficult feelings, such as frustration, anger, confusion, or fear

If a child bites:

1. The bite will be cleaned with soap and water and ice applied if needed.
2. The child that bit will be removed from the group to take a break – one minute for each year of their age.
3. To the child that bites, teachers will use the words “No bite. We do not bite our friends. Biting hurts our friends.”
4. The teacher will notify the office, and both parents of the children involved, explaining the circumstances and an Incident Report will be filled out and given to both parents.
 - a. Incident Reports are always kept confidential. We are not allowed to tell you what child(ren) were involved in the incident.
5. Teachers will keep a log of biting incidents to see if there is a pattern, what could be triggering the biting behavior, and what happened before the bite occurred.
 - a. If they do see a pattern of biting from the same child, teachers will come up with a plan of action to help deter the biting. This plan will be shared with the parents.
6. If a child bites two times in one day, their parents will be called, and they must be picked up within one hour of notification.
 - a. If a bite breaks the skin, parents will be called to pick up the child due to the severity of the bite. The child must be picked up within one hour.
7. If the biting continues after the child has been sent home for the day, a conference will be set up with the teachers, Director, and parents to discuss a corrective action plan to stop the biting.
8. After meeting with the parents and the biting continues, the Director will determine if the child will be suspended (anywhere from 3-5 days) from attending the program or if the child will be dismissed from the program. This decision will be made by the Director taking into consideration the safety of the children and staff in the classroom.

DISMISSAL OF A CHILD

MUMP reserves the right to terminate enrollment for:

- Failing to honor the obligation listed in any manuals or policies provided by MUMP.
- A delinquent account.
- A student it believes has been misplaced. Misplacement is understood to include but not limited to a variety of situations among which are: behaviors inconsistent with and disruptive to MUMP environment and/or other children, the child does not adjust to the program in a timely manner, or special educational needs of the child that cannot be met appropriately by MUMP and the staff. Determination of misplacement will be made on a case by case basis, keeping in mind the welfare of the child, the student body, and the staff.

MUMP WITHDRAWAL POLICY

A two week written notice must be given if you choose to withdraw your child from the program. You will not be refunded tuition payments already made.

- If you choose to withdraw your child after December 31st, you are still responsible to fulfill your tuition contract of paying the full tuition amount (meaning all nine payments)



SNACK POLICY (updated 5/18/26)

Parents will send in snack for their child each day. The snack must be in a baggie, container (no glass containers), or a bento box with your child's name written on it. Snack items must be peanut/tree nut free and not manufactured in a facility with peanuts or tree nuts. **Per licensing requirements, the snack MUST include two components from the following groups: fruit, vegetables, dairy, protein, and bread/grain.** We do not have the ability to refrigerate any snack items so plan accordingly.

Sample Snack ideas for parents: (Must meet the requirement for two components)

- Nutri Grain bar – this counts as two components for a snack (both a fruit and a grain)
- Goldfish and orange slices
- Pretzels and string cheese
- Applesauce Pouch and Pirates Booty
- Honey Maid Graham Crackers and Craisins
- Apples slices and Teddy Grahams
- Cheerios and a Banana

There will be a \$5.00 fee charged if snack is forgotten and MUMP must provide snack.

Each child will bring a water bottle - we only allow up to a 12 oz water bottle- with a lid that your child can open and close. The water bottle must be labeled with your child's name. Only water is allowed in the bottle. We have pitchers of water that we can refill water bottles as needed.

SPECIAL BIRTHDAY SNACK

ALL FOOD ITEMS SENT IN FOR BIRTHDAYS MUST BE INDIVIDUALLY PRE-PACKAGED AND MUST BE ON THE LIST BELOW. If items sent are not on the list below, they will not be passed out and will be sent back home with your child.

- Mother's Original Circus Animal Cookies
- Oreo Chocolate Sandwich Cookies Snack Pack (2 cookie packs original flavor only)
- Kellogg's Rice Krispy Treats (original only)
- Keebler Fudge Stripe cookies
- Pirate's Booty popcorn
- Kroger Brand Only - Vanilla Ice Cream Cups
- Snack Pack Brand Pudding Cups - Vanilla or Chocolate
- Jell-O Brand Pudding Snack Cups – Vanilla or Chocolate



Closing due to extreme weather: Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water, etc.) prevent us from opening on time or at all, families will be notified via mass email. ***Always check your emails for updates.***

- If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Book Bags: Every child will receive a book bag on Student Visitation that they will bring to school each day. In the book bag there must be a complete change of clothes (shirt, pants, underwear, and socks) in a ziplock bag labeled with their name. There must also be a sealable waterproof bag (this can be a one gallon size zip lock bag, a two gallon size zip lock bag, or a waterproof reusable zippered bag large enough to hold clothing). State licensing regulation states that *biological contaminates, such as bodily fluids, blood, or excretions, on contaminated clothing, or other absorbent materials, shall be placed in a **sealed bag** labeled with the child's name on it and returned to the parents.* Each child will also have a folder in their book bag for artwork and for correspondence.

- No toys, hand sanitizers, stuffed animals, etc can be brought to school in the book bag or attached to the book bag handles.

Clothing: Please dress your child in comfortable, washable, everyday "play" clothes.

- For the safety of each child, they must wear tennis shoes/rubber-soled shoes that either velcro or tie. No flip-flops or slip on shoes with no backs. We want to make sure that the children are safely able to participate in all activities and walk up and down stairs.
- No belts on your child unless they can buckle and unbuckle it on their own.
- It is best if children have pants on that they can pull up and down on their own. Sometimes pants with zippers and buttons/snaps are hard for the children.
- Do not allow your child to bring in toys, money, or any items in their pockets.
- No jewelry (dangling earrings, bracelets, necklaces, rings) – stud earrings only
- No costumes or costume accessories.
- All coats, jackets, sweatshirts, etc must be labeled. The Preschool is not responsible for lost items.

Name to Face Recognition: We use "name to face" recognition in each classroom. You will be asked to email a headshot picture of your child to the Preschool office. These pictures will be used to compile a "name to face" list for each class, STEAM Extended Day, Kindergarten Extended Day and Gymnastics.

Parties/holidays: We will celebrate different holidays with class parties and/or programs. Always check your child's calendar for more specific information.

Resource people: We are always looking for ways to make your child's time spent at our school even more enriching. If you have a musical background, play an instrument, speak another language, have a skill or talent - please share it with us. It is through parents "giving" that we continue to grow.

Advertisements/promotions/information: To keep our parents informed of church programs, neighborhood happenings and elementary school information, materials will be distributed to the students. Distribution of promotional material for charitable causes and events will be managed on a case-by-case basis with relevance to preschool age children and their families being the primary criteria. These materials are to be provided by the promoter so that they may be distributed with the monthly newsletter. We do not specifically endorse any materials or programs and send them only as a convenience to you.

Fund raisers: The fund raisers we have are spirit wear sales and individual/class pictures taken by LifeTouch. The preschool will receive a percentage of the profit from spirit wear sales and picture sales.

Field trips: The only field trip we have is in October when we go to Gallrein Farms. Parents are responsible for transporting their child to and from the field trip and are responsible for the field trip fee. We will not have school on the day of the field trip. A permission slip must be signed and returned by the child's parent/guardian granting permission for them to attend the field trip. Your child will not be allowed to go on the field trip if the permission slip is not signed and returned on time. **Parents are responsible for the safety and supervision of their child.**

Visitor Policy: Upon arrival, all visitor's must sign in on the Visitor's Log. They will be provided with a visitor's badge upon signing in. This will provide identification to staff, parents, and children within the center. A staff member will always accompany visitors in the center while in the building; at no time will a visitor be left alone with a child. Visitor's must also sign out when they leave the Preschool.

*Parents/guardians can drop off and pick up children without being accompanied.

PRESCHOOL CARPOOL PROCEDURE

Each family will be assigned a carpool number and will be given 2 carpool tags (you can request more carpool tags if needed) that will hang from your rear-view mirror.

Carpool begins promptly at 8:45am for the morning session and 12:30pm for the afternoon session. Our preschool doors will not open until this time. Teachers need time to prepare their classrooms for the day and are not free to supervise children.

Pick-up time is 11:45am for the morning session and 3:30pm for the afternoon session and 2:00pm for Kindergarten Extended Day and STEAM Extended Day. You are expected to be in line at the start of carpool for pick-up. We pride ourselves in getting the children loaded in a quick and efficient manner. There will be a \$2.00 charge every minute you are late picking up your child when carpool is over as deemed by the Preschool.

DROP OFF PROCEDURE – You will come down Clarland Drive to the stop sign. Take a left into the parking lot. If you are the first in line, you will drive into the parking lot and then make a U-turn to the left to come up alongside the gym (your vehicle will be facing Clarland Drive.) You will stop at the corner of the gym building and wait to be waved on by preschool staff. As each additional vehicle turns in the parking lot, you will fill up the rows from left to right facing the back of the parking lot.

A staff member will wave you on once carpool begins. You will turn right down the first aisle closest to the gym and proceed to the main front church entrance under the portico. MUMP staff will be at that door to get each child out of their vehicle. All cars behind them will stop and wait while these children get out of the car. **NO PASSING.** Once your child is dropped off, you will exit the parking lot.

PICK-UP PROCEDURE - You will come down Clarland Drive to the stop sign. Take a left into the parking lot. If you are the first in line, you will drive into the parking lot and then make a U-turn to the left to come up alongside the gym (your vehicle will be facing Clarland Drive.) You will stop at the corner of the gym building and wait to be waved on by preschool staff. As each additional vehicle turns in the parking lot, you will fill up the rows from left to right facing the back of the parking lot.

A staff member will wave you on once carpool begins. You will turn right down the first aisle closest to the gym and proceed to the main front church entrance under the portico. MUMP staff will load each child into their car. Please stay in your vehicle. Once your child is in your car, you will make a hard left turn back into the parking lot to find a parking spot to buckle your child. This is to keep the carpool line moving. **YOU ARE ONLY ALLOWED TO TAKE UP ONE PARKING SPOT TO BUCKLE YOUR CHILD.** You will then exit the parking lot the same way you entered.

PLEASE DRIVE SLOWLY THROUGH THE PARKING LOT AND BE AWARE OF PEOPLE AND VEHICLES AS YOU ARE PULLING/BACKING IN AND OUT OF THE PARKING SPOT.

Helpful tips to ensure our carpool goes smoothly:

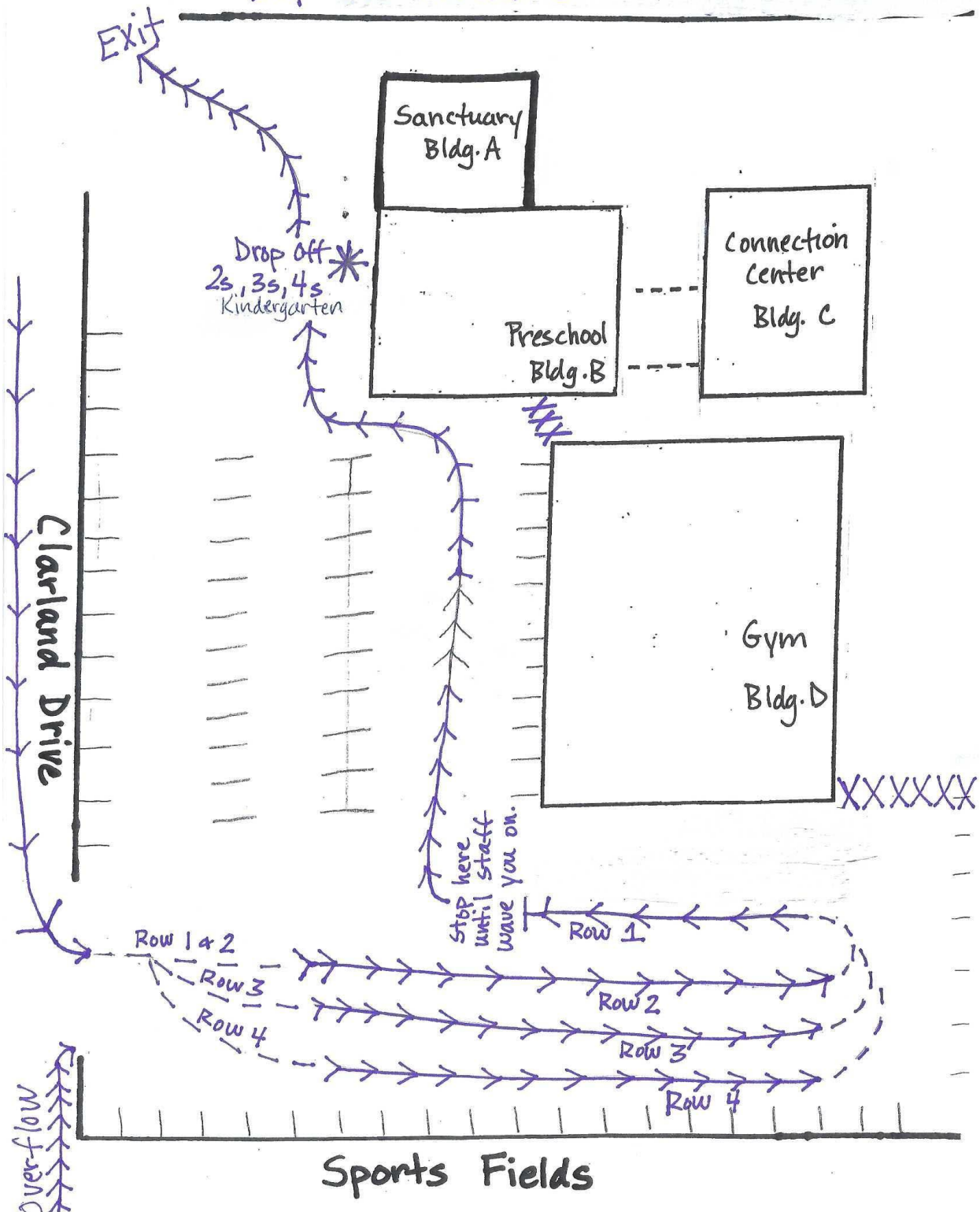
- Carpool is the only option for drop-off and pick-up.
 - If you miss carpool, you will enter our building using the doors on side of the

building under the glass walkway that connects both buildings. The first set of doors is unlocked. You will need to ring the doorbell to get in the second set of doors. Once inside, turn left to take the elevator or turn right to take the steps (located outside of the Connection Center entrance) to the second floor where the Preschool is located. Once on the second floor, turn left to get to the Preschool. You will need to ring the doorbell outside of the Preschool entrance.

- **If you need to pick your child up before carpool begins at 11:45am, you will need to do so by 11:15am for the morning session and 3:00pm for the afternoon session.**
- Please make sure to sign your child in if dropping off or sign them out if picking up early.
- We are a cell phone free zone; meaning that you are not to be on your cell phone while you are dropping off or picking up your child. This is for the safety of our children and our staff.
- When dropping off, your child needs to be on the passenger side, unbuckled, with their book bag ready to exit your vehicle.
 - There must be a clear pathway for your child to exit your vehicle.
 - Make sure all food/drink is finished before you pull up for a staff member to get your child out. There is no time for us to wait until your child finishes eating/drinking to get them out. This holds up the carpool line.
- If your child is having trouble getting out of the car, we will tell you to pull over, so not to hold up the carpool line.
 - Your child must be able to exit the vehicle on their own. We will not “pull” any children out of vehicles.
- **PLEASE DO NOT ALLOW YOUR CHILD TO HANG OUT OF THE CAR WINDOWS OR OUT OF THE SUN-ROOF WHILE THE VEHICLE IS MOVING.**

MAKE SURE TO REVIEW THE DIAGRAMS ATTACHED

Drop-off Procedure



★ Pick-Up Procedure ★

You will turn left into the parking lot to find a spot to buckle your child.

