

MIDDLETOWN UNITED METHODIST PRESCHOOL

PARENT HANDBOOK 2024-25



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

Website: www.middletownpreschool.com

Email address: preschool@middletownumc.org

MUMP 2024-25 CALENDAR

(updated 5/10/24)

August 12	Staff's first day back to school
August 15	Parent Orientation FOR PARENTS ONLY (in the evening and times will be sent out)
August 16	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
September 2	No School - Labor Day Holiday
September 23-24	Picture Days – check your child's monthly calendar
September 30	No School – Fall Break
October 1-4	No School – Fall Break
October 7-8	No School for Children – Parent/Teacher Conferences
October 17	Gallrein Farms field trip (No School this day)
October 23-24	Trick or Treat! Classroom Parties – Parents invited
November 25-29	No School - Thanksgiving Holiday
December 5	All 3s morning and afternoon classes - Christmas Program 9:30am - Dismissal following program
December 6	All 4s morning and afternoon classes – Friendly Beasts Program 9:30am– Dismissal following program
December 6	Kindergarten Christmas Program 11:00am – Dismissal following program
December 20-31	No School - Christmas Break
January 1-3	No School – Christmas Break
January 6	First day back after Christmas Break
January 20	No School – Martin Luther King, Jr. Day
February 17-18	No School for Children – Parent/Teacher Conferences
March 28-31	No School – Spring Break
April 1-4	No School – Spring Break
April 16-17	Easter Classroom Parties – Parents invited
May 2	No School – Oaks Day Holiday
May 12	Last Day of School for all 2s classes (normal class day)
May 13	All 3s morning and afternoon classes End of Year Program 9:30am Dismissal following program
May 14	All 4s morning and afternoon classes End of Year Program 9:30am Dismissal following program
May 14	Kindergarten End of Year Program 11:00am - Dismissal following program
May 16	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.

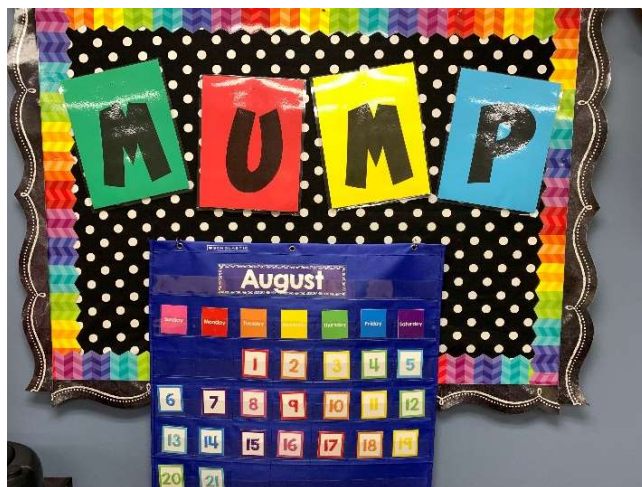
Non-Discrimination - Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration 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 will be 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, whose turn it is to send in snacks, and for other important classroom information. Teachers will also send out classroom updates via email.

All mass communication emails will be sent from me through Constant Contact. Please do not unsubscribe from this email address or you will miss out on important communication 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 THEM FOR BY AUGUST 1, 2024. NO EXCEPTIONS.

There is a non-refundable Registration fee of \$225.00 for the first child and \$125.00 for each added child that is due with the registration form.

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 families that also have a child 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.

We reserve the right to add, combine, or cancel a class based on enrollment.

AGE OF YOUR CHILD BY AUGUST 1, 2024	CLASSES AND DAYS OFFERED	TIME OFFERED	MONTHLY COST	ANNUAL COST
2 year-old	2 day 2 year-olds (Mon/Wed)	8:45-11:45am Morning Class	\$240	\$2,160
3 year-old	2 day 3 year-olds (Tues/Thurs)	8:45-11:45am Morning Class	\$240	\$2,160
3 year-old	3 day 3 year-olds (Tues/Thurs/Fri)	8:45-11:45am Morning Class	\$285	\$2,565
3 year-old	3 day 3 year-olds (Tues/Wed/Thurs)	12:30-3:30pm Afternoon Class	\$285	\$2,565
3 year-old	5 day 3 year-olds (Mon-Fri)	8:45-11:45am Morning Class	\$380	\$3,420
4 year-old	3 day 4 year-olds (Mon/Wed/Fri)	8:45-11:45am Morning Class	\$285	\$2,565
4 year-old	3 day 4 year-olds (Tues/Wed/Thurs)	12:30-3:30pm Afternoon Class	\$285	\$2,565
4 year-old	4 day 4 year-olds (Mon/Tues/Wed/Thurs)	8:45-11:45am Morning Class	\$330	\$2,970
4 year-old	4 day 4 year-olds (Mon/Tues/Wed/Thurs)	12:30-3:30pm Afternoon Class	\$330	\$2,970
4 year-old	5 day 4 year-olds (Mon/Tues/Wed/Thurs/Fri)	8:45-11:45am Morning Class	\$380	\$3,420
5 year-old	Kindergarten 5 day 5 year-olds (Mon/Tues/Wed/Thurs/Fri)	8:45-11:45am Morning Class	\$425	\$3,825

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. Tuition payments made are non-refundable.
3. I am responsible to pay the first tuition payment by June 1st, 2024. 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. Any returned checks that do not clear for insufficient funds or for any other reasons, will incur a \$25.00 fee, as well as any other bank fees associated with that transaction.
6. There are no deductions of tuition if my child misses school for illness, vacations, holidays, conference days, teacher in-service days, or for days missed due to inclement weather.

EXTENDED DAY OPTION

1. **STEAM Extended Day** - Will be offered for children enrolled in a morning 3 year-old or 4 year old class Monday-Friday from 11:45am-2:00pm for an additional daily cost of \$22.00 per child per day.
 - 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).
 - We offer two STEAM sessions (August-December and January-May). When signing up, you will be committing to a specific day or days of the week during this time.
 - You will also be able to use our drop-in option if we have room that day at a cost of \$24.00 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.
 - Your child must be picked up by 2:00pm. **There will be a \$1.00 charge for every minute you are late picking up your child after 2:05pm.**
2. **Kindergarten Extended Day** – Will be offered to children enrolled in the Kindergarten class Monday-Thursday from 11:45-2:00pm for an additional cost of \$22.00 per day. The same guidelines apply as above. (Your child can stay for our STEAM Extended Day class on Fridays if you choose).
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. More information about this program will be available at Parent Orientation.

HEALTH AND SAFETY

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 are depending 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.



Health Forms: A Kentucky Immunization Form

is required for enrollment into our program. You can have your pediatrician fax a copy to 245-9547 Attention: Preschool. State regulations require that this certificate must be on file for every child within the first thirty days of a child's enrollment. Failure to turn in the Kentucky Immunization Certificate within the first thirty days of enrollment will result in your child's suspension from the program until the form is received. Immunization forms do expire. You will be responsible to provide updated forms as needed.

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.

- Temperature of 100.3 degrees or higher
- Acute cold, coughing, continuous sneezing, and/or runny nose with colored discharge
- Sore throat
- Earache
- Swollen glands
- Red, crusty, discharging eyes (pink eye)
- Skin eruptions or rashes
- Nausea
- Diarrhea – 2 episodes of diarrhea and we will call you to come pick-up your child
- Vomiting
- Sign of listlessness, weakness, drowsiness, flushed skin, chills, headache, or if your child is not himself/herself
- If they develop any vaccine preventable disease
- **We do have the right to refuse a child who appears ill.**

YOUR CHILD WILL NOT BE ALLOWED TO COME BACK TO SCHOOL UNTIL THEY ARE FREE OF ALL SYMPTOMS FOR A FULL 24 HOURS.

Please notify the office if your child develops a communicable disease. 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.

Should a child develop any symptoms of illness during the day, an authorized person will be called to pick up the child. The child will be removed from their class and placed in an isolated area. **THE CHILD MUST BE PICKED UP WITHIN ONE HOUR OF NOTIFICATION. THEY MAY NOT RETURN FOR A FULL 24 HOURS AND MUST BE SYMPTOM FREE WHEN THEY RETURN.**

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.**

Accidents/ injuries/first aid procedures: 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 US OF ANY CHANGES IN YOUR PHONE NUMBER(S) OR THE NAMES AND PHONE NUMBERS OF THE EMERGENCY CONTACTS LISTED ON YOUR CHILD'S FORM.**

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.

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 three 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/Intruder – sheltering in place in the classrooms
3. Tornado - Relocating to the lower level (Sunday School Classroom area)
4. Fire Drill - relocate to outside of the building on the soccer field
5. 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 parent 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.

SAFETY DRILLS

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



POTTY TRAINING

Two-year-olds do not need to be daytime toilet trained. Please let the teacher know where your child is in the potty training process.

You will need to send in diapers or pull-ups with your child in their book bag every day. Wipes are shared. If we need to use a certain brand of wipes on your child, you will need to send those in with your child as well as let their teacher know.

If your child is actively potty training, we ask that you send your child to school in Pull-ups that have Velcro on the sides for easy changing.

Children enrolled in a 3 year-old, 4 year-old, or Kindergarten class must be daytime toilet trained and able to care for their own bathroom needs. 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 may be assessed an added fee of \$25 per week to cover the cost of added staff to help with pull-up changing (pull-ups must have Velcro on the sides for easy changing); this decision will be made by the Preschool within three weeks of your child's start date. The fee will remain in effect until your child is fully daytime potty trained as deemed by the school.

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, or bite their friends nor do we allow them to hit, kick, 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), 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.
 - 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 behaviors 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 February 1st, you are still responsible to fulfill your tuition contract of paying the full tuition amount (meaning all nine payments)



SNACK POLICY

According to state licensing regulations, children must be provided a healthy, nutritious snack which consists of two of the following food groups: fruits, vegetables, milk or fruit juice, protein, and whole or enriched grains/bread. **All snacks must be store bought and in their original package/containers. We are a “peanut/tree nut” free facility. This means food cannot be served if the label reads any of the following:** contains peanuts or tree nut ingredients; may contain traces of peanut/tree nut; made on equipment used in manufacturing or processing nut products; made in a facility that manufactures or processes nuts. Snacks will be sent home if they are not on the approved list. When it is your child’s turn to provide snacks for the class, their name will be listed on their monthly calendar.

- **IN ORDER TO MEET OUR LICENSING REGULATION, WHEN IT IS YOUR CHILD’S TURN TO BRING IN SNACK, YOU WILL NEED TO CHOOSE TO SEND IN SNACK FROM EITHER OPTION 1 OR OPTION 2.**

OPTION 1 - *Your child will need to bring in two items from 2 different food groups listed below.*

WHOLE OR ENRICHED GRAIN

Pretzels (Only brands - Rold Gold, Snyders, Kroger)
Annie’s Organic Bunny Snacks
Pirates Booty Corn Puffs
Honey Maid Teddy Grahams – All flavors
Keebler Scooby-Doo Graham Cracker Snacks – Honey and Cinnamon
Keebler Town House Crackers
Nabisco Nilla Waffers
Sensible Portions Brand Veggie Straws or Veggie Chips
Cheerios (ONLY Regular, Fruity, Apple Cinnamon, or Frosted)
Honey Maid Graham Crackers
Goldfish Crackers
Cheese-Its

FRUITS

Raisins (Only brands – Sun Maid, Great Value Seedless, and Kroger Seedless)

Craisins (Only brands – Ocean Spray)

Bananas

Apple Sauce Pouches Squeezable only (Motts or GoGo Squeeze brands only)

DAIRY PRODUCTS

Cheese Cubes, Sticks, or Squares

String Cheese

Gogurts – for children in 4 year-old and JrK classes only

OPTION 2 - *Your child may bring in only the following snack item because it meets our licensing regulations for both fruits and grains.*

Fruits and Grains

Nutri Grain Cereal Bars – All flavors

SPECIAL BIRTHDAY SNACK - For your child's birthday snack, you may send in one item from the list below along with one item from **OPTION 1**. Please no treat bags.

Oreo Cookies

Keebler Fudge Striped Cookies

Kellogg's Rice Krispy Treats – Original flavor

Kellogg's Pop Tarts (Strawberry)

Loft House Cookies



GENERAL INFORMATION

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.

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. Contact Kristen for more information.

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. Preschool spirit wear will be on display at "Parent Orientation" for you to order. The preschool will receive a percentage of the profit from spirit wear sales and picture sales.

Field trips: Parents will be responsible for transporting their child to and from all field trips. We will not have school on the day of a field trip. You will be notified well in advance of any event which will change your child's regular attendance time. A permission slip must be signed and returned by the child's parent/guardian granting permission for every 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 field trip fees. Since this is a special opportunity to spend time with your child and a time to help chaperone, no siblings please unless otherwise stated. **Parents are responsible for the safety and supervision of their child.**

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. 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 \$1.00 charge for every minute you are late picking up your child when carpool is over.

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 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:

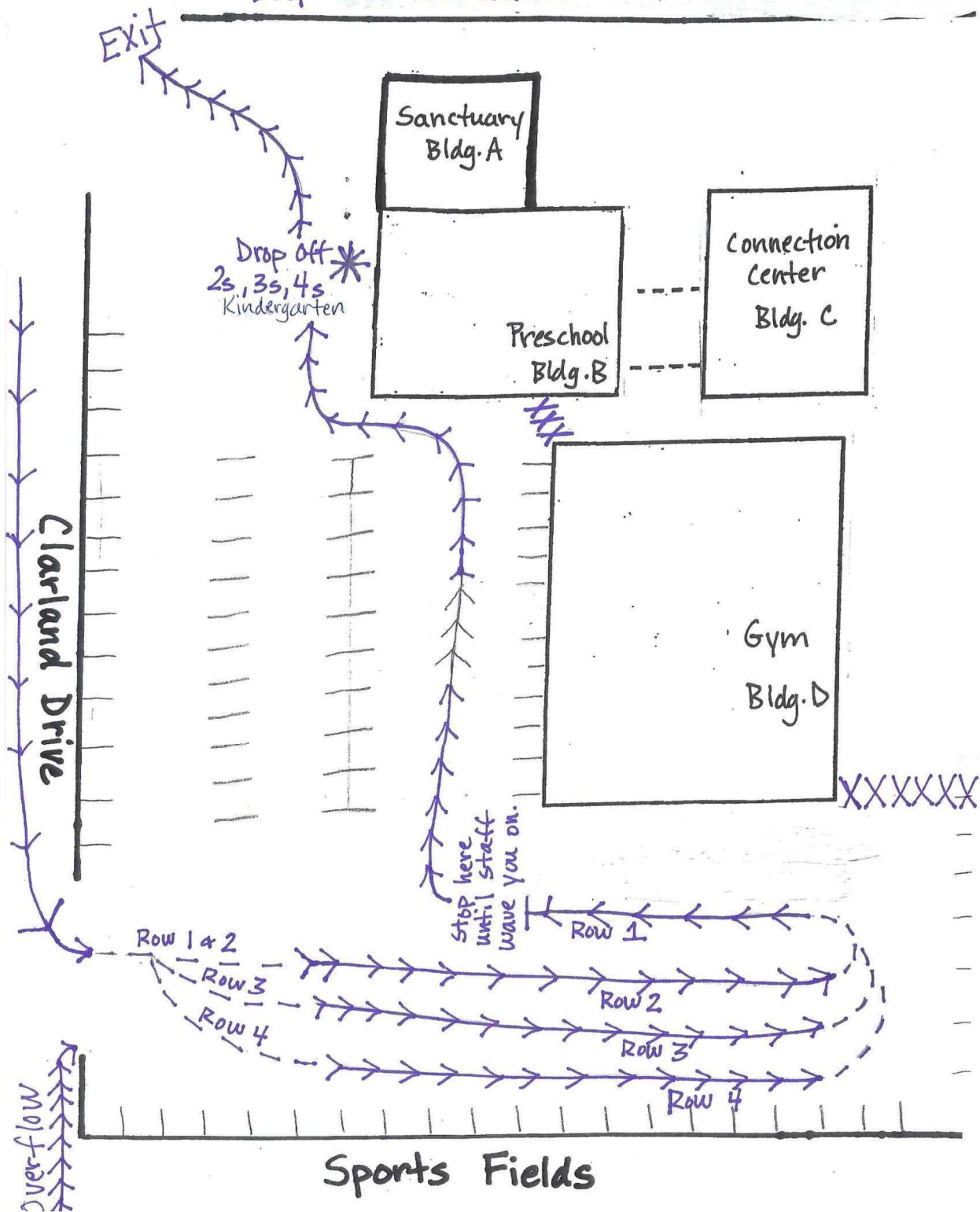
- Carpool is the only option for drop-off and pick-up.
 - If you miss carpool, you will enter our building using the doors on side of the building under the glass walkway that connects both buildings. The first set of doors is unlocked. You will need to ring the doorbell to get in the second set of doors. 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 not 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 you do 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.

Sanctuary
Bldg. A

Pick Up
2s, 3s, 4s
Kindergarten

Preschool
Bldg. B

Connection
Center
Bldg. C

Gym
Bldg. D

Clarland Drive

Exit

Stop here
until staff
wave you on.

Row 1

Row 1 + 2

Row 3

Row 4

Row 2

Row 3

Row 4

Sports Fields

over-flow

XXXXXX