

Wesley Preschool
Parent Handbook
2021/2022



An Outreach Ministry of
Wesley Memorial UMC
225 Princeton RD
Johnson City, TN 37601
423-483-4869
423-282-6722

What are the Outreach Ministries at Wesley Memorial United Methodist Church?

The Outreach Ministries of Wesley Memorial UMC serve preschool aged children. The Preschool, licensed by the State of Tennessee with a three-star rating and accredited by the National Association for the Education of Young Children (NAEYC), offers classes for two, three, and four year olds. All programs offer developmentally appropriate activities that nurture the physical, social, intellectual, emotional, and creative well being of the participants in its care. Most importantly, the Outreach Ministries provide a Christian environment where participants may experience faith development as well.

What are the hours of operation of Wesley Preschool?

The Preschool day is Monday through Friday from 9:00 am until 1:30 pm. Doors to the facility open at 8:55 am when a staff greeter welcomes the children for the morning. Hours of operation are determined by the Wesley Outreach Ministries Board. There are extended hours available from 8:00 am to 9:00 am . See page 6 for detailed information.

What is our Mission/Philosophy?

The mission/philosophy of the Wesley Preschool is to minister to children and families of the Johnson City area by providing a Christian environment which nurtures the physical, social, emotional, intellectual, creative, and spiritual well-being of all participants.

Have a question or concern?

Please contact Teri Deese,
Preschool Director

423-282-6722 (church line)
423-483-4869 (preschool cell)

Or

Preschool@wesleymemorialumc.org

We are here to serve

What are our goals?

Maintain a self-supporting, cost-effective Christian outreach ministry which targets the needs of preschool children.

Provide a variety of activities that promote age-appropriate development of both gross and fine motor skills that are stimulating, fun, and safe.

Provide opportunities for positive interactions and friendships to develop among children, and encourage behaviors which promote mutual respect.

Provide an environment that affirms the individual child's needs for security, acceptance, and respect, and promotes age-appropriate emotional development.

Provide a variety of stimulating developmentally appropriate experiences and teaching techniques which recognize the learning styles of the individual child and encourages readiness skills for future learning success.

Provide an environment which encourages freedom of expression as it allows children to expand upon their unique talents and abilities through a variety of age appropriate experiences.

Provide an environment which nurtures the developing faith of children by sharing the Gospel of Jesus Christ and affirming God's love for them through their daily interactions and activities.

Provide a Christian program with a welcoming atmosphere where participating families are affirmed and strengthened through parent involvement, opportunities for social interactions, and the sharing of current information on Christian parenting and child development.

Employ loving, child-oriented staff of physically, mentally, and emotionally sound Christian character who are knowledgeable in their field and demonstrate qualities of creativity, flexibility, patience, and enthusiasm as they provide a safe and developmentally appropriate environment for the children in their care.

How am I introduced to your program?

Before fall programming, the children and their families will be invited to make an initial visit to the center during our “transition days.” Children will be able to meet their Teachers/Caregivers and become familiar with the facilities of the Preschool. The director will be onsite during these days to answer any questions or address any concerns.

What are the enrollment requirements?

Children eligible for enrollment in Wesley Preschool **must be 2, 3, or 4 years of age by August 15th**. To be enrolled in the program, an application form must be completed and a non-refundable \$60 registration fee must be paid. Since enrollment is done on a first come, first served basis, both the application form and the registration fee are required to hold a child’s place in the program. Registration is open to families who are currently enrolled first, then the church congregation, then past families with a lapse in enrollment of children, and then to the public.

Equal Opportunity

Admittance to the Wesley Memorial United Methodist Church Preschool is not discriminatory based on race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. We are in compliance with the Americans with Disabilities Act, Section 504. If at any time you or your family needs written or verbal information in another primary language, please do not hesitate to ask for assistance.

Does the program have a waiting list?

Once spring registration is complete for the following school year, and the classes filled, a waiting list is begun on a first come, first served basis. To place a child on the waiting list for any class, the Director must be contacted. A record will be kept of the date and time the contact was made. Waiting lists are taken only for the current year. No forms or fees are due until enrollment.

Policy 5

Providers shall ensure appropriate infant and child feeding patterns, including **breastfeeding**. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly

Providers shall publically **display their support for breastfeeding infants and mothers by posting signage** or other publically facing information (i.e., participate in *Breastfeeding Welcomed Here* through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding)

Policy 6

Child care educators shall ensure appropriate infant and child feeding patterns, including **adequate time for snack and meal consumption** and age-appropriate portion size

Child care educators shall **provide education to families** twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size

All eating opportunities shall consist of a respect for the child and promotion of a **positive attitude toward food**

Child care educators shall apply evidence-based **early food preference learning strategies** such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods

Policy 7

The child care provider **campus shall be free of all tobacco and tobacco-related products**, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Child care employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities)

Employees who use tobacco products while off campus are required to **change clothes and wash hands** thoroughly prior to interacting with children

“No Smoking” signs shall be posted conspicuously at each child care provider entrance, as required by state law

REVISED NOVEMBER 2018

Wesley Preschool is a Gold Sneaker Facility under the TN Dept. of Health. Outlined below are the Gold Sneaker policies that we adhere to:

GOLD SNEAKER POLICIES

The list of Gold Sneaker policies must be added to the child care provider's policies

Policy 1:

Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules

or parent handbook.

Physical activity for children ages three years and older must be a balance of **structured and unstructured play**, both **indoors and outdoors** (weather permitting) utilizing age appropriate activities

Policy 2

Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of **limiting screen time** according to current American Academy of Pediatrics policy and the development of a Family Media Plan

Policy 3

Children shall not be allowed to remain **sedentary** or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. Child care director shall take **Go NAP SACC Self Assessments** (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards

Policy 4:

Child care providers must ensure physical activity is a **positive experience** for children and that it is never used negatively or to control behavior

What fees/forms are due to assure a child's Placement?

Prior to the opening of the program, for the fall semester, the following fees and forms are due to ensure a child's admittance into Wesley Preschool:

Tuition: (paid in monthly installments)

\$175 for a two-day program

\$225 for a three-day program

\$295 for a five-day program

Registration Fee: \$60 per school year (payable upon enrollment)

Curriculum Fee: \$60 per school year

Immunization Information: the Health Department requirements have recently changed and immunization information must be obtained from a physician/Health Department, the Preschool no longer has forms

Departure Release Form: must be completed with the names of those who may pick up your child from the program

Developmental Health History: will give us an idea of how to best meet your child's needs while at school

Emergency Information Card: will be kept by the office phone and a copy with each classroom teacher

Release Form: giving permission for your child's photo to be taken and displayed at school; your personal information to be given out to Preschool families, if requested, for birthday parties or special events; permission for allergy information to be posted in the classroom; names of individuals who are authorized to have access to health information about your child; and permission for developmental screenings during the school year.

Parent Involvement Form: this form allows you to tell us how you would like to be involved in the Preschool program during the school year, your involvement is important to us.

An enrollment packet will be sent to you prior to Orientation containing the necessary forms and fee information. All papers will be turned in during the initial visit to the center or can be submitted to the Director at the church office on or before that date.

What is the tuition and when is it paid?

The tuition amounts of Wesley Preschool are set annually by its governing Board. This fee is paid in ten (10) equal monthly payments due by the **1st of the month, no later than the 5th**. The monthly payment is listed in the previous "Fees and Forms section." The annual tuition for the program year 2020-2021 is \$1750 for the two-day program; \$2250 for the three-day program; \$2950 for the five-day program. A check or payment online is the preferred form of tuition. Checks should be made to "Wesley Memorial UMC" and "Preschool Tuition" should be noted at the bottom of the check in the memo line. Tuition payment may be brought to the Program Director's office via your child's backpack or mailed to: Wesley Memorial UMC, Attention: Preschool Director, 225 Princeton Rd., Johnson City, TN 37601. If a check is returned unpaid from the bank, you will be notified in writing and the amount of the unpaid check and all future payments must be made in cash. A refund of tuition money may be given upon termination of enrollment, after details are discussed with the Preschool Director and/or the Board. The registration and curriculum fees are non-refundable.

What if I use extended care?

Early hours of care are offered before school from 8:00 am until 9:00 am. The cost of early care for the morning hour is only **\$30 for two days, \$40 for three days and \$60 for five days**. The extended care cost is due on a monthly basis with the tuition payment. This pre-registration helps us to comply with staff-child ratios of the State of Tennessee and UMAP. If you use the early care on an occasional basis, **you must give 24 hours notice and pay \$10 when you arrive**. If an emergency arises in which you need care, there must be availability of space or the child must be picked up by someone from their Departure Release Form.

What if the monthly tuition is late?

A monthly tuition is considered late if it is received **later than the 5th and a late fee of \$15 will be charged** and expected to be paid immediately with the late tuition payment.

How are problems resolved?

Issues which may arise concerning the Preschool should be addressed promptly. The Staff person responsible for a particular area should be contacted first (for example: a classroom problem should be discussed with the Teacher/Caregiver, a safety issue should be brought to the attention of the Director immediately). If the issue is not resolved, the Director should be consulted. Another person may be the Director of Discipleship, Family, and Children (church staff), only after the other contacts have been made. The presentation of the issue to the governing Board, if needed, will be done by the Director based upon the recommendation of the Director of Discipleship, Family, and Children. Parents are encouraged to express concerns with the appropriate staff person via the telephone at the conclusion of the program day or by an arranged appointment on the following day.

To reach a Staff member, Director, or the Director of Discipleship, Family, and Children for relaying information or to schedule an appointment, call 483-4869 (priority phone) between 8:00 am and 5:00 pm, or the church's main office at 282-6722. If you call the church's main office number after 2:00 pm, you may be transferred to the Preschool Voice Mailbox.

What may result in termination from the Preschool?

It is the goal of the Preschool to provide a Christian program where participating children and their families are affirmed. To this end, the program will strive in every way possible to maintain a positive relationship with all those who are involved. Termination from the program may occur if:

1. Three monthly tuition payments are consecutively missed.
2. The guidelines set forth in the Program Handbook are repeatedly and deliberately not followed, so as to cause disruption in daily operations.
3. The welfare and safety of the Staff and/or the children in its care are jeopardized.

The process for removal of a child from the Program is as follows:

1. The Director will verbally address the problem in person or by telephone to work out a solution. This is documented.
2. The Director will send a letter to the parents/guardians addressing the problem with a solution.

If the above steps are taken to the fullest and the problem is not resolved, the Director will recommend termination of the child to the Board, and a termination letter will be sent.

Who makes our Policies?

The Outreach Ministries of Wesley Memorial United Methodist Church is made up of two programs: the Preschool and the Connection. Both programs are ultimately governed by a Board and members of the Board are selected by the Nominations Committee of the church. The Board also monitors the day to day operations of each program; including fees, the hiring of personnel, and the overseeing of program curriculum. The members of the Board include the Directors of each program, the Supervisor of Outreach Ministries, a parent with a child in the program, a representative for each program that does not attend Wesley, and members at large which are professionals in a field which relates to the age group they are representing. The Outreach Ministries Board meets every other month throughout the calendar year.

Are there any other late fees?

The Preschool day officially ends at 1:30 pm. A late fee of **\$5 will be charged for each 15 minutes** you arrive after pick-up time. If you are not in car line at 1:45 pm you will be considered late. This late fee is expected to be paid immediately upon arrival to pick up the child or on the next day the child comes to Preschool.

Are there scholarships available?

A limited number of scholarship funds may be available to families of the Wesley Preschool depending on individual budgets from year to year. The money available will be determined by the Outreach Ministries Board before the beginning of each school year. Funds will be distributed based upon: application made by the family, stating specific needs and reasons for requesting scholarship; availability of scholarship funds; and review and approval by the Board. The Board's decision regarding the distribution of scholarship funds will be made on an individual basis. The family will be contacted in writing with the Board's decision, which will be final for that particular school year.

Am I required to pay tuition for an extended absence?

Once enrolled, if you choose to take your child out for an extended period of time, in order to hold your spot, you must pay the regular monthly tuition when due. If the monthly tuition is not paid to hold your spot and your child comes back to the program, you must pay all fees required as a new student. This is of course contingent on the fact that there is still a space available for your child.

How should we arrive and leave the program?

Drop Off:

Parents will turn into the parking lot from Susannah Street and proceed right to the side entrance of Wesley's Ministry Outreach building, to the double door side entrance, there is a metal canopy above the doors. At 8:55 am, a Program Staff member will greet the children, helping them from the car, and escorting them into the building. Each child must be signed in by the parent/caregiver every day. Parents will then continue driving through the back parking lot of the church and exiting onto Princeton Road, via College Street. If a parent MUST enter the building, please park in the back parking lot away from the church building to help with the car-line traffic flow. If you are using extended care, please be considerate of our car-line, by parking on the lot away from the church building as well. The doors to the Preschool will be locked at 9:20 am. CHILDREN SHOULD BE SUPERVISED AT ALL TIMES INSIDE AND OUTSIDE THE BUILDING.

Pick Up:

Parents will again turn into the parking lot from Susannah Street and proceed toward the side program entrance, forming a line of cars. At 1:30 pm, or shortly before, a program staff person will bring your child to the car where the parent will secure them into their car seat. Each child must be signed out by the parent/caregiver every day. If the parent or caregiver that is responsible for picking up the child does not have a car seat, the child will not be released until there is one in place. If a parent MUST park and enter the building, please park in the back parking lot away from the church building to allow the car-line traffic to flow smoothly.

Early Pick Up:

If a child needs to be picked up early from the Preschool, please call the Director or tell the Program Staff member who greets you when you arrive for the session. Your child will then be ready for you to pick up from the Director's Office at the time you have designated. You will be asked to sign your child out on the Attendance Record, by the Program Director. Two year olds may be picked up at noon if the parent wishes for them to nap at home. Prior arrangements should be made through the Director and Teacher/Caregiver.

Do you have a chapel service that the children attend?

Wesley Preschool conducts a chapel service on a weekly basis. The schedule alternates between Wednesdays and Thursdays, giving all children a chance to participate. Chapel time is led by Wesley Church staff and volunteers. It begins at 9:40 am and lasts about 10-15 minutes. Parent leaders are also welcome.

How can I help with program costs?

At the beginning of the school year, your teacher will provide you with a list of supplies to bring for the classroom. These supplies help us keep cost down and tuition low. Your registration fees and curriculum fees go towards the cost of staff training, school upkeep, and school wide supplies. (Copy paper, playground equipment, etc.) We rely on parents to help us with classroom supplies and we always appreciate your contributions.

How will inappropriate behavior be handled at the Preschool?

It is the mission of the Preschool to minister to the children by providing a Christian environment in which they may be nurtured physically, socially, emotionally, intellectually, creatively, and spiritually. The behavior of the Program Staff to the children in their care will be positive, loving, and respectful. In this same way, the children will be encouraged to develop appropriate behaviors toward others. Negative situations will be handled in a loving and developmentally appropriate way, to guide the child toward positive behaviors, redirecting unwanted behavior, and asking the child to sit apart from the other children for a brief time (1 minute for each year of the child's age) which we call "Sit and Think." If thinking does not seem to solve the inappropriate behavior, the child will make a visit to the Preschool Director for further time away from the situation. If the inappropriate behavior continues after discussions at the center have occurred, parental involvement may be required. Any and all actions will be done with the best interests of the children and Wesley Preschool in mind.

Visitor Guidelines

1. All visitors must be signed in by the Director in the office.
2. Visitors must wear name tags.
3. Visitors may provide personal care, first aid, and behavioral guidance **ONLY** to their own children in the program. The welfare of the other children in regards to these areas during a visit is the responsibility of the paid Staff.
4. Visitors should help the Program Staff to maintain their focus on the children in their care by keeping adult conversation to a minimum.
5. Visitors should honor the Director's request to limit or reschedule a visitation if he/she believes it is in the best interest of the program and the children in its care.

Parent Resource Information

Many resources are available for families within Wesley Memorial United Methodist Church. If you would like to access our parent resource center, the library, our ministerial staff; or if you need links to community resources, we would be glad to help you in any way we can.

How are birthdays celebrated?

Wesley Preschool recognizes the importance of birthdays to little children. To celebrate birthdays, each teacher will prepare a special birthday crown and birthday related activities to make sure that the child feels special and loved. Due to the rising occurrence of allergies, we will not be able to share food among the children. **Store bought** cupcakes or cookies are allowed. Parents who are planning birthday parties outside of the preschool may request a list of children's names for invitation purposes. Please include **all** children in the classroom. The information will only be made available and invitations will be placed in children's backpacks..

What other special days will be celebrated?

Throughout the program year, special days and holidays will be celebrated by our classes. The Preschool emphasizes the Christian holidays of Christmas and Easter with the Gospel stories and activities. We do not have Halloween parties, but we will have a Fall Celebration. Information regarding special activities and parties will be sent home to our families through notes and monthly newsletters. Parents may be asked to assist with these activities.

What if someone other than myself is picking up my child?
Wesley Preschool is concerned with the safety and well being of all the children in its care. For this reason, parents are asked to complete a Departure Release Form when their child enrolls in the program, which provides for the staff a list of persons who are AUTHORIZED to pick up your child in your absence. Please be sure to complete this list with all the possible people who may do this task for you. If an individual other than yourself is to pick your child up, he/she must present a Driver's License for identification. In case of emergency, the parent may call the Director or send a note giving the name of the person who will pick up the child. Likewise, a Driver's License identification will be required. **WITHOUT THIS AUTHORIZATION, A CHILD WILL NOT BE RELEASED FROM THE PRESCHOOL.** It is also helpful to us if you can inform this person of the Pick-up procedures and insure that they have a car seat.

At-Risk Policy

In keeping with the mission and values of the Wesley Memorial United Methodist Church Outreach Ministries, we are concerned with the health and safety of our children at all times. If a parent or caregiver comes to pick up their child(ren) from one of our programs, and appears to be intoxicated or under the influence of an illegal substance, we will act in compliance with the Department of Human Services guidelines and refuse to release that child. Our first step to ensure the child's safety will be to contact another person capable of picking up the child from school (i.e. other parent or someone listed on the child's Departure Release Form). If these attempts fail, we will contact the local Police Department and request that they come and escort the parent away from the premises and ensure the safety of the child.

What should my child bring to school?

Change of clothes:

Each morning the children should bring a tote bag or small backpack (without wheels) with a complete change of **weather-appropriate and size-appropriate** clothes (socks, underwear, shirt, pants, shoes) that are labeled with his/her name. Any child who is not potty-trained will need to have an adequate supply of diapers and wipes at the school.

Lunch/Snack:

Your child will also bring a lunch in a lunch box or bag that can be easily opened. Lunch foods **should not require refrigeration or heating** and should be easily put together and eaten by your child. No glass or metal containers should be used and juice boxes are preferred over thermos bottles which tend to leak or “bag” drinks which accidentally “squirt.” Toddlers may want to bring a labeled sippy cup of drink, instead of a juice box. The Preschool encourages good healthy nutrition. More importantly, these foods which may cause choking should not be included: nuts, popcorn, marshmallows, gummy or hard candies. The UMAP standards also ask that we not serve hot dogs, grapes, raw peas, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots, and meat larger than can be swallowed whole. DHS licensing requirements look for the following in each child’s lunch:

- **Milk Source (cheese, boxed milk, yogurt)**
- **Protein Source (lunch meat, tuna, peanut butter, etc.)**
- **Fruit (Fruit cup, dehydrated fruit, jam)**
- **Vegetables (sliced grape tomatoes, steamed carrots)**
- **Beverage (bottle water, 100% juice)**

What should we leave at home?

The Preschool strives to provide an environment for the children entrusted in its care with a variety of activities, stimulating experiences, and FUN. Toys and personal items should be left at home. The Teacher/Caregiver will send home a note if something “special” should be brought for show and tell.

What should my child wear?

Children should come to Preschool dressed appropriately for the season. Since outdoor play will occur as the weather permits, sturdy tennis shoes and play clothes are recommended. The program affirms experiences where the child feels successful and positive about him or herself. Please avoid clothing that makes toileting difficult for your child. This includes belts or hard to unbutton overalls. Clothing that can get paint on them are also good choices. We play hard and don’t like to worry about what happens to our clothes while playing. Flip flops are not recommended for gym or outside play.

be notified and permission granted or denied for a referral of developmental services. Wesley Preschool Staff will collaborate with developmental service professionals to work on the goals they set for the child’s progress.

Parent Questionnaires

Parents will be asked to complete a questionnaire twice during the school year. At the middle of the school year, there is one that covers the orientation and registration procedures and initial communication with the Preschool Staff. At the end of the year, the questionnaire asks you to evaluate the entire school year and give feedback or any new ideas for the next school year. This information is shared with the Outreach Ministries Board for program planning.

Parent Involvement and Visitation

Parents and extended family members are welcome to visit their children’s classes at any time and encouraged to share their time and talents. If a family member is coming that has not been to our center before, we would like you to bring them to the center before their scheduled visit to meet the Staff. This will help in securing safety measures followed by the program. We would like to ask that you and your family be considerate of your child’s “special visit time” and be aware of how younger siblings may affect the classroom setting and daily schedule. Parents and extended family members visiting the program are asked to come to the program office **FIRST** where they will sign in, read the Visitor Guidelines, and receive a visitor’s name tag. Opportunities for classroom involvement are noted in the monthly newsletter or parents may contact their child’s teacher **at any time** to offer help. Please remember not to talk negatively about other children or families while in the classroom and keep in mind that each family’s confidentiality is of utmost importance to our Staff members.

Accident Report will be filed. Whether the child is to be transported to the hospital will be based upon the advice of emergency medical personnel.

In the event of an incident occurring between two children while attending the Preschool, which causes minor injury (for example, biting or hitting which causes minor bruising), the parent of the injured child will be told of the incident at pick-up time. The parent of the child whose action resulted in injury to another will also be informed. Behavioral modification techniques and close observation will be used by Program Staff members to prevent further incidents without labeling the offending child. If remediation does not occur, the child may be dismissed from the program.

Will the Preschool offer Parent Conferences/Surveys?

The Preschool affirms the importance of parent involvement in its programming. It also recognizes the importance of communication between its Program Staff and parents as a way to provide the best of care for their children. In addition to regular opportunities to “talk” with your child’s Teacher/Caregiver, parent-teacher conferences will be offered three times in a school year. Information regarding the scheduling of conference times will be sent out to parents and announced in the monthly newsletter prior to the event. Each child’s yearly developmental checklist will be reviewed at the conference to show their progress from the beginning of the school year. **IF YOU WOULD LIKE TO SCHEDULE A CONFERENCE ANY OTHER TIME DURING THE YEAR, PLEASE FEEL FREE TO DO SO.**

Developmental Checklists

As mentioned above, the Preschool Staff will complete a developmental checklist on each child enrolled in the preschool program. This will occur after the Teachers have spent time getting to know the children in their room. The first completion of the checklist will be done by October and results will be copied and sent home for review. The results allow the teacher to know where the child is performing in each of the five areas of development. He/She will plan their classroom activities for practice of the skills yet to be achieved by the students. The checklists will be completed again by April when parent conferences are scheduled and the final review will take place. If children are identified as having some developmental delays, the family will

How can I help my child have a great day at Preschool?

Wesley Preschool is an exciting and happy place for the children. Parents can help with their child’s preschool experience in the following ways:

Be sure your child gets a good night’s sleep. It is hard for children to have fun when they are tired.

Encourage your child to eat a good breakfast before coming to Preschool. A hungry tummy takes away from a fun and exciting time too.

Let your child’s teacher know if there are any special home situations which may affect how your child is feeling about himself or herself (a move, a new baby, etc.).



What is the Calendar for the Preschool?

The calendar year of the Preschool is the same as the schedule of the Johnson City School System. The Preschool observes all of the holidays consistent with the J.C. Schools. In addition to these dates the Preschool calendar includes Orientation, special “Family Nights,” and Parent Conferences.

2021—22 Preschool Calendar*

July 30, August 2 & 3	Teacher Workdays
August 4 & 5	Student Transition Days (9:00-11:00)
August 6,	First full day of fall Program
September 6,	Labor Day Holiday
October 11 - 15	Fall Break/ no school
November 23,	Thanksgiving Feast
November 24—25	Thanksgiving Holidays/ No school
Dec. 17	Christmas Program
Dec. 20—Jan.4	Christmas Break No school
January 5	Preschool resumes
January 17	No School
February 21	Scheduled Snow day
March 14—18	Spring Break
April 15	No school (Good Friday)
April 18	Scheduled snow day
May 25	Last day of School (Pre K Graduation)

* Scheduled snow days will be taken off if school is not missed for inclement weather before these dates.

****Schedule subject to change.**

What if my child needs to take medicine or use ointments at school?

If a child must take prescription or non-prescription medication while attending the Preschool, the Director should be notified and a release form must be signed by the parent/caregiver. The medication should have the original label, with the child’s name and dosage, and placed in a Ziploc bag. This should be given to the Teacher/Caregiver or Aide who greets the child upon arriving at school. **DO NOT LEAVE ANY MEDICATION IN YOUR CHILD’S BACKPACK FOR THE SCHOOL DAY.** The medications, as well as a record of when they were administered, and any noticeable side-effects, will be kept by the Program Director. At the end of the Preschool day, the parent/caregiver must initial that they have been notified of the medication administration and if there were any apparent side effects when it was given.

Any child requiring ointments, such as Desitin, for diapering, must have the ointment labeled with their name and in their diaper bag. A release form must also be signed. This is also true for sunblock.

What if there is an injury or incident during the school day?

Wesley Preschool provides a safe and loving Christian environment for the children. Even with every precaution being taken, sometimes injuries occur. If a child is injured during a program session, one of the following actions will be taken:

If a child receives a minor scratch or scrape, it will be treated by a Program Staff member and the parent will not be immediately notified. The Staff member responsible will inform the parent at pick-up time and ask them to sign an Accident Report.

If a child receives a major injury such as a sprain or a hard fall, it will be treated by a Program Staff member and the Director will be notified. An Accident Report will be filed and the parents will be called immediately. Whether the child remains for the rest of the session is determined by the parent.

In an emergency or life threatening situation for a child, a call will be made immediately to 9-1-1 for help. The Director will be notified immediately and the Program Staff member will address the injury until emergency help arrives. Likewise, the parents will be immediately called and informed of the situation and an

When should my child stay home?

At the beginning of each school day, when the children arrive, the Preschool Staff greeting them in the morning will observe any signs of illness or health related issues. If there is a bump, bruise, scrape, etc. that is visible, the Teacher will be notified as they arrive.

If a child becomes ill while participating in the program (fever, upset stomach with vomiting or diarrhea) the parents will be called and **MUST come for the child within one hour of the call**. In order to help your child be as comfortable as possible while he/she waits, a resting place will be created in the office or an isolated area of the classroom.

Health Requirements for Families to observe:

If a child has been ill during the previous night or has had a fever of at least 100 degrees (oral) **within twenty four (24) hours, he/she should not attend the program. (Child must be fever free, without the aide of a fever reducing medicine)**

If a child has thrown up or has had diarrhea more than once within the last 24 hours, he/she should not attend. Children must be symptom free for 24 hours.

If a child is not well enough to go outside to play, he/she should stay home and recover.

If a child contracts a communicable disease such as chicken pox, strep throat, conjunctivitis (pink eye), mumps, measles; or if a child contracts head lice or scabies, the parents should contact the Director of the Preschool **IMMEDIATELY**. Other parents will be notified by phone or in writing of the presence of these conditions. If a child is enrolled in the Preschool program that has been exempt from the above vaccine-preventable immunizations, this child will be immediately isolated in the Director's office and the parents notified if an outbreak occurs.

Please call the Director at **483-4869** (priority phone) or the church office at **282-6722** if your child is sick and will be absent from school. If your child misses two consecutive days of school, without notification, the Director or Teacher will place a call to check on them. Our staff and the other children miss your child when they are not here.

What happens if there is bad weather?

Sometimes bad weather conditions will force the Preschool to be closed for the day. Our inclement weather policy will mirror the Johnson City Schools. **If the City Schools are closed for the day, the Preschool will be closed. If the Johnson City Schools are DELAYED, any amount of time, then the Preschool WILL OPEN AT 10:00 am. There will be NO early care.** School Closings are announced on WJHL-TV and the local radio stations: **88.3 WCQR, 98.5 WTFM, and 101.5 WQUT. You may go to wjhl and sign up for alerts on Johnson City Schools.** If weather forces the closing of the Preschool while in session, OR if unique hazardous conditions exist around the church facility, such as icing, **parents will be called.** If Wesley Memorial U.M.C. chooses to close the Preschool for any other reasons, an optional make-up day may be offered at the end of the school year at the discretion of the Outreach Ministries Board.

What curriculum do you use?

The preschool staff has been trained to use the Creative Curriculum, which is a child lead teaching system. We will be implementing that curriculum, as well as continuing to meet the standards for the TN Department of Human Services Child Care division and UMAP standards. For a review of any of these documents, please do not hesitate to ask the Preschool Director. Weekly lesson plans will be sent home describing daily activities and developmental skills to be covered. Also, in our PreK classroom, the teacher uses the state approved kindergarten readiness checklist to ensure that our students are well prepared for school.