



Parent Handbook 2024-2025

**201 Cedar Street
Smithfield, VA 23430
(757) 357-3659**

A ministry of Trinity United Methodist Church



Our Mission

Our mission is to foster each child's intellectual, social, physical and spiritual development in a loving, Christian environment.



School Prayer

Lord, thank you for the unique gifts of every child as they transition into our school this year. Fill each student with fresh enthusiasm and a heart that is excited to learn and grow. Cover them with your enduring love, give them confidence and grace, and equip them with the ability to persevere through trials. Bless our teachers with wisdom, understanding, and a heart to serve as they embark on their journey together. Amen

TUMC Payments due at time of registration

Registration Fee: \$50.00

- This is a **non-refundable fee**.
- Due at the time of registration.

Supply Fee: \$100.00

- This fee covers all classroom supplies for the school year and is **non-refundable**.
- Due at the time of registration.

Tuition

Tuition at TUMC Preschool is one set sum for the year and broken into 9 monthly payments for your convenience. Tuition is paid in the first week of every month (September - May) or in one lump sum at the beginning of the school year. If withdrawing your student please give 30 days notice. All fees and tuition due within those 30 days must still be paid in full. Checks should be made out to TUMC Preschool.

*Tuition is non-refundable and cannot be put on hold or carried over to the next month.

*Tuition remains the same despite the number of days a child attends a month. It also remains the same for the months that contain holidays or snow days.

**If your family is facing financial difficulties please speak with the Director, Meredith Parks.

The tuition structure is as follows:

<u>Classroom</u>	<u># of days</u>	<u>Total per year</u>	<u>Payment per month (9)</u>
2 yr old class	3 (T,W,TH)	\$1890.00	\$210.00
3 yr old class	4 (M,T,W,TH)	\$2070.00	\$230.00
PreK (4's)	4 (M,T,W,TH)	\$2250.00	\$250.00

Meet Our Staff

Teachers and aides may be reassigned as needed.

Director	Meredith Parks
2 Year Old Teacher	Mrs. Michelle Parker (Rose Scott - aide)
3 Year Old Teacher	Mrs. Crystal Phillips (Patricia Phillips - aide)
3's/4's Year Old Teacher	Mrs. Kayla Smith (Katrina Donovan - aide)

Pre-K (4 Yr Old) Teacher	Mrs. Sarah Edwards (Rebecca Gray - aide)
Pre-K (4 Yr Old) Teacher	Mrs. Laurie Lowery (Carolyn Hyman)

Our Program

While every classroom will have their own schedule, each teacher incorporates these activities into their daily routine. Talk to your student's teacher to learn more about their daily schedule.

Playtime: This is the part of day when we encourage social interaction. Social interaction is a crucial part of our everyday activities. We are teaching how to communicate, share, use our imagination, problem resolution skills, accountability and responsibility. During this time children have their choice of a variety of activities such as art and writing, science and discovery, housekeeping and make believe, library, building and blocks, manipulatives and math.

Circle Time: This is the part of the day when we encourage children to discover by asking questions, evaluating what they already know and discovering what else they want to learn. New concepts are introduced to the children during this time as well as calendar time, weather, The Pledge of Allegiance and daily helper activities. We teach how to listen to one another and offer time for the children to speak in front of the class so they can gain confidence in their public speaking skills.

Story Time: This is the part of the day when we begin using literacy skills. Our stories will range from books, felt board stories to puppets. We will encourage children to think ahead, problem solve, list the order of events, and use their imagination. In our and3's and Pre-K classes we even allow the students to be the storyteller, sometimes allowing them to use their imagination to come up with a character and plot to tell the class. We also begin to recognize sight words in simple stories to encourage early reading skills.

Snack Time: This is the part of the day when we enjoy a healthy snack and beverage from home. We say our blessing and teach good table manners and clean up skills.

Gross Motor Activity Time: This is the part of the day when we use our bodies. Large Motor activities will range according to the children's age but can include music and movement, dance, dramatic play, exercise, and whole group games.

Art: This is the part of the day when anything goes. Art is about the process and not always the final product. We will encourage children to think outside of the box and explore mediums such as paint, chalk, crayons and markers. We will also do thematic activities that will go with the curriculum.

Outdoor Play: This is the part of the day when we go outside; to our fenced rubber mulch covered playground. We play with balls, hula hoops, bubbles and other seasonal activities offered by the teacher.

Additional Activities: Additional activities will be offered that are supplemental to teaching, our unit lessons, or fun!

Weekly Programs

Children's Worship: Children will participate in a Bible story, lesson, prayer, praise and worship with Pastor Dan Kim, Sarah Edwards (TUMC Youth Director), Tom Conley (TUMC Lay Leader), Mrs. Kim (TUMC Director of Children's Ministries), Joyce Franklin (TUMC Visitation Ministries)..

Music & Dance Class: Children will participate in music and dance class to enrich the lessons that are being taught in the classroom and during children's worship.

POLICIES OF TRINITY UNITED METHODIST CHURCH PRESCHOOL

ENTRANCE REQUIREMENTS

Our program is offered to children 2 years through 5 years of age. A copy of a certified birth certificate is required for proof of age. Each child also needs a Commonwealth of Virginia School Entrance Health Form which includes the immunization record. Children who are over the age of 3 must be potty trained before entering our program.

TUITION AND FEES

Tuition is determined for the entire year and then divided by the nine months. *Therefore, regardless of the number of weeks per month, the monthly tuition payment remains constant. There is no reduction in tuition for shorter months or increase in tuition for longer months. Tuition cannot be put on hold or carried over. If withdrawing your student please give 30 days notice. All fees and tuition due within those 30 days must still be paid in full.*

Please make checks payable to TUMC PRESCHOOL.

Tuition payments are due the first school day of each month. There will be a grace period of 5 days, and after 5 days a \$10 late fee will be charged to the account. All tuition payments must be submitted in the tuition envelope provided by TUMC Preschool and sent in the student's backpack. If your family is facing financial hardship, please notify the director to see what arrangements can be made.

SCHOOL HOURS

Our school day begins at 9:00AM and ends at 12:00PM. Please arrive between 8:55am and 9:00am when dropping your child off and arrive between 11:55am and 12:00 noon when picking up your child. Enter at Cedar Street and exit at S. Mason Street. You may also park in the overflow lot behind the Academy and walk your child to the exterior door if you prefer.

WRITTEN PERMISSION

Written permission must be given to the teacher that lists the person(s) who are authorized to pick up your child. We must have written notification of any change of the usual person or persons authorized to pick up your child. In the event of an emergency, you may call TUMC Preschool and talk to the director who will ask 3 security questions before allowing your child to be released to the unauthorized person. IF WE DO NOT HAVE THIS NOTIFICATION WE CANNOT RELEASE YOUR CHILD. All unauthorized pick-ups must bring a photo id.

HOLIDAYS AND SCHOOL CLOSINGS

TUMC Preschool mostly follows the public school calendar for holidays and closures. When the public schools are closed due to inclement weather, our preschool will also be closed. A delayed opening of the Isle of Wight County Public Schools will mean that TUMC Preschool is closed.

TUMC Preschool is also closed for IWCS teacher work days. Below you will find a list of scheduled holidays and work days. Please note that these dates are subject to change in the event that IWCS has to make alterations due to days missed for weather events. If these dates change, communication will be sent home notifying you of the changes.

THIS CALENDAR IS TENTATIVE UNTIL A FINALIZED CALENDAR IS RELEASED FROM IOWC SCHOOLS

FIRST DAY OF SCHOOL: SEPTEMBER 9, 2024

LAST DAY OF SCHOOL: May 15, 2025

We will have a regular school day on September 23, 2024 even though it is an Asynchronous Student Day

Columbus Day/Indigenous People Day	October 14, 2024
IWCS TWD/PD - Student Holiday	October 15, 2024
Veteran's Day	November 11, 2024
Thanksgiving Holiday	November 25-29, 2024
Christmas Holiday	December 23 - January 3
Martin Luther King, Jr Day	January 20, 2025
IWCS TWD/PD/Student Holiday	January 27 - 29, 2025
President's Day	February 17, 2025
IWCS Staff Virtual Wkday/Student Holiday	March 17, 2025
IWCS Staff Virtual Wkday/Student Holiday	April 21, 2025
Spring Break	April 14-18, 2025

EMERGENCIES

In an emergency we will contact you using the phone numbers you provided on your child's registration form. We will attempt to contact a parent first and if we are unable to do so, we will then use your alternate contacts. If we must evacuate our building, the playground is our safe meeting place. If the playground is deemed unsafe we will meet the Masonic Lodge across from our back parking lot on Mason Street.

CHANGE OF CLOTHES

Preschoolers may have toileting accidents or get dirty participating in various activities. In these situations, they prefer to change into their own clothes. Please send a complete change of clothes (shirt, pants/shorts, pants, underwear and socks) that are appropriate for the season. If you would like you may store the clothes at the school in a zip lock bag with your child's full name or you may keep clothes in a backpack that goes to and from school.

HEALTH AND SAFETY

In order to provide a safe and healthy environment for your child, we need a copy of each student's immunization record or exemption signed by his/her physician. We also need a certified copy of the Birth Certificate within the first 7 days of school attendance. For your own child's protection and that of other children in the program, please keep your child at home when they show symptoms of illness such as a fever 99.0 or higher within the last 24 hours, yellow or green discharge from the nose, and infectious communicable ailments, flu, and chicken pox etc.

Our staff will make every effort to help children observe good health practices such as implementing procedures for hand washing, wearing outdoor clothing when needed, using tissues for cleaning noses, and proper disposal of tissues. We will also help develop good toileting habits. TUMC Preschool will follow VDH guidelines for mask wearing and cleaning to prevent the spread of COVID-19.

We will teach your child how to use the playground and equipment safely.

A simple daily health screening and exclusion of sick children will be conducted by completing one or the following: Looking or touching the child's hands, cheeks; running fingers behind the ears and down the neck glands for signs of fever or swelling; looking at the eyes; and making appropriate notation of any unexplained bruises.

The daily observation will be conducted by a staff member who has obtained instruction from a health care professional. **Virginia Code Section 63.1-248.3 requires our personnel to make a report to the local Department of Social Services anytime that we have reason to suspect that a child has been abused or neglected in any way.**

MESSAGES/COMMUNICATING WITH TEACHERS

If you have a message, please write a note and place it in your child's folder or call the preschool. Verbal messages from the child will not be accepted. You may also email the director preschool@mytrinity.org.

If you need to speak with your child's teacher immediately and privately, please let the director know so she may step in to allow you the time to communicate.

Please remember that a crisis at home affects the child's behavior at school. Let the staff know the joys, the upsetting experiences, or the important changes at home which may affect behavior. These will be held in strict confidence.

We want your child's first experience with school to be a positive, enjoyable one. For most of the children this can be accomplished readily by leaving him/her with their teacher. We understand that it is very difficult to leave an upset child, however, the child seems to make the transition easier and faster this way. If your child remains unhappy for an extended amount of time, the teacher or director will notify you and make accommodations to help your child be successful.

TRANSPORTATION

The school does not provide transportation to and from school. Any field trip that requires transportation will be the responsibility of the parents.

SNACK AND BIRTHDAYS

Children bring their own snacks. Please send healthy snacks such as fruit, milk, juice, crackers, ect. **NO CANDY, SODA, OR SUGARY SNACKS PLEASE.**

Birthdays are special days with us, and we celebrate them at our morning snack time. Please notify the teacher in advance if you plan to send a special birthday snack for the class. If your child's birthday falls during the summer, you may want to arrange a "special day" treat sometime during the school year. Please contact the teacher to plan a day that is suitable for you.

You may distribute birthday invitations to the students in your child's class **only if ALL students in the class are invited**. If this is not the case we ask that you use the postal service.

CLOTHING AND POSSESSIONS

The children should wear clothing which is durable and comfortable. Play clothes work the best. We go outside whenever possible, so please dress your children accordingly. Select

shoes which give support and allow free freedom for movement for climbing, skipping, dancing and running. Open toe or open back shoes are not recommended.

PLEASE LABEL ALL PERSONAL BELONGINGS. Young children do not always recognize their own belongings, particularly if another child has a similar article. Toys should **ONLY** be brought to school on designated days such as show and tell. These days will be listed on the calendar.

BEHAVIOR AND DISCIPLINE POLICY

TUMC Preschool uses the “Positive Discipline Method”. We positively emphasize behaviors in our learners that focus on kindness and good citizenship. When a behavior occurs that does not emphasize those traits, the staff is careful to always show the child they are loved and accepted even though that particular behavior that was demonstrated is not appropriate.

If a child is causing a class disruption that is NOT causing intentional physical harm to another student, the following steps will be followed:

1. Stop the behavior
2. Privately explain to the child what is unacceptable about the action, using a calm yet firm voice.
3. Redirect the child to a new activity.
4. Allow the child a few moments of quiet time with the teacher/aide to reflect before rejoining the group.
5. If a child is consistently causing disruptions, a parent conference will be requested.
 - a. An individualized “Success Plan” will be written with input from the parent, teacher, director, and any other supporting adults (i.e. therapist, pediatrician, etc)..

If a child is causing a disruption that is causing intentional physical harm to another child (hitting, biting), the following steps will be followed:

1. Stop the behavior and/or remove the child from the classroom setting with the teacher/aide/director present.
2. Privately explain to the child what is unacceptable about the situation, using a calm yet firm voice.
3. Parent phone call.
4. Consequence structure as follows
 - a. First infraction - Time out with the number of minutes corresponding to age with the teacher/aide/director.
 - b. Second infraction - Dismissal for the day and request for parent conference.
 - i. An individualized “Success Plan” will be written with input from the parent, teacher, director, and any other supporting adults (i.e. therapist, pediatrician, etc).
 - ii. The “Success Plan” will be evaluated after 2 weeks of instructional time. Modifications may be made at that time. We will continue to work with the parents and follow the plan.
 - c. If the individualized “Success Plan” is not enough to accommodate the needs of the child on the Fourth infraction the student will be removed from the program and provided with alternative programs to explore.

In the event of an extreme incident, the director may bypass the discipline steps listed above to ensure the safety and well-being of all students.

QUESTIONS OR CONCERNS

Meredith Parks Director 757-357-3659 preschool@mytrinity.org	Dan Kim Pastor 757-357-3659 pastor@mytrinity.org	Erin Matzen Preschool Board Chair erinmatzen@gmail.com
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EMERGENCY PROCEDURES

Fire Emergencies

2 and 3 year old Classrooms

In case of a fire emergency the teachers and the students will exit through their door located in the classroom. The lead teacher is responsible for taking the roster. The teacher's aide is responsible for doing a final sweep of the room and closing the door. All students and teachers will meet inside the gate of the playground and check their roster and report their numbers to the director.

In case this door is not the safest way to exit the building the teachers and students will exit through the lobby and exit through the main preschool door. The teacher is responsible for taking the roster. The teacher's aide is responsible for doing a final sweep of the classroom and shutting the door. All students and teachers will meet inside the gate of the playground and check their roster and report their numbers to the director.

In case the Playground is not the safest meeting place for the students we will meet at Masonic Lodge on Mason Street..

4 year old Classrooms

In case of a fire emergency the teachers and the students will exit through the door down the hall and out of the main preschool door. The teacher is responsible for taking the roster. The director is responsible for doing a final sweep of the classroom and shutting the door. All students and teachers will meet inside the gate of the playground and check their roster and report their numbers to the director.

In case the main preschool door is not the safest way to exit the building the teachers and students will exit through the lobby and exit through the 2 and 3 year old classroom exit door. The teacher is responsible for taking the roster. The director is responsible for doing a final sweep of the classroom and shutting the door. All students and teachers will meet inside the gate of the playground and check their roster and report their numbers to the director.

Storm Emergencies

2 and 3 year old Classrooms

In case of a storm emergency the teachers and students will exit through their classroom door and into the director's office. The lead teacher is responsible for the roster and the teacher's aide is responsible for doing a final sweep of the classroom and shutting the door. The lead teacher will check the roster and use their walkie talkie to communicate their numbers to the director.

4 year old Classrooms

In case of a storm emergency the teachers and students will exit through their classroom door and into the supply closet. The lead teacher is responsible for the roster and the director is responsible for doing a final sweep of the classroom and shutting the door. The lead teacher will check the roster and use their walkie talkie to communicate their numbers to the director.

Active Threat Emergencies

All Classrooms

In case of an active threat emergency, the teacher and the students will lock in place. The lead teacher is responsible for the roster and shutting the door. Teachers and students will keep away from the door and stay quiet. The teacher will communicate her numbers to the director, and when the director calls silent mode, all walkie talkies will be turned down.

Director's Responsibilities

During all emergencies, the director will call for emergency services and will contact all parents.

In the case that the director is not able to complete these duties, the Pre-K/4 teacher or aide will contact emergency services and parents.

All Emergency Procedures have been updated January 2024

EXEMPT CHILD DAY CENTERS-TRINITY UMC PRESCHOOL

Public Disclosure Statement

The Code of Virginia, Section 63.1-196.3, allows child day centers operated by religious institutions the opportunity to file for an exemption for licensure by meeting documentation and other requirements specified within the exemption law. The statements below have been prepared and distributed to meet the requirements of the exemption law.

Exemption

In compliance with the Code of Virginia, this Center is exempt from licensure and is classified as an "Exempt" child day center. A letter providing approval is posted in the foyer.

Qualifications of Personnel

Meredith Parks - Director

Mrs. Parks holds a Bachelor's of Fine Arts in Dance and a Masters of Arts in Teaching Elementary Education. She has been the Director at TUMC Preschool since 2021.

Michelle Parker - 2's Lead Teacher

Mrs. Parker has a Master's Degree in Education from ODU and taught in the public school setting for over 20 years. She has taught at TUMC Preschool since 2021.

- Rose Scott - Aide: Mrs. Rose has worked at TUMC Preschool since 2022.

Crystal Phillips - 3's Lead Teacher

Mrs. Crystal has a Bachelor's degree from CNU in an outside field but has worked at local private schools in grades preschool - third for the past decade. She has worked at TUMC Preschool since 2021.

- Patricia Phillips - Aide: Mrs. Pat has worked at TUMC Preschool since 2022.

Kayla Smith - 3's/4's Lead Teacher

Mrs. Kayla has worked in the Early Childhood Education field since 2007. She also works in the TUMC Nursery! She has taught at TUMC Preschool since 2022.

- Katrina Donovan - Aide: Mrs. Katrina has worked at TUMC Preschool since 2021.

Sarah Edwards - PreK Lead Teacher

Mrs. Sarah has a Bachelors of Science in Mass Communications, an MsED in Special Education and an EdS in Educational Leadership. She has worked in public Education for 18 years.

- Rebecca Gray - Aide: Mrs. Rebecca has worked at TUMC since 2021.

Laurie Lowery - PreK Lead Teacher

Mrs. Laurie has a Master's Degree in Early Childhood Education from ODU. She has taught Kindergarten in the public school setting. She has taught at TUMC Preschool since 2017.

- Carolyn Hyman - Aide: Mrs. Carolyn has worked at TUMC Preschool since 2021.

Description of Facilities

- Trinity UMC Preschool is located at 201 Cedar Street, Smithfield, VA 23430
- The number of rooms used for the Preschool is 6.
- The size of the building is 25,000 square feet and 2,500 is used by the Preschool.
- The kitchen facilities are available for use by the Preschool.
- Playground equipment consists of 2 slides, 4 swings, and a climbing deck. It is a fenced-in play yard with rubber mulch as the ground cover.

Enrollment

The maximum number of children that the center will enroll is 50. The local building inspector and social services dictates this figure.

Food Services

The Preschool does not intend to provide food services.

Health Requirements for Staff

Our staff is certified annually by a practicing physician to be free from any disability which would prevent them from caring for the children.

Public Liability Insurance

The preschool is covered by the public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered as a result of negligence during the operation of the Preschool.