

Welcome

Welcome to the Culpeper United Methodist Preschool. Our preschool is a ministry of our church and as such, reinforces Christian values of love and respect for the individual as well as positive interactions with others in the context of God's love for each of us. By this we set the groundwork for healthy Christian lives. We offer a challenging, hands-on curriculum, and a great staff who have the education and experience necessary to allow your child to develop in a pleasurable and rewarding atmosphere.

We continually strive to improve our program and encourage feedback and suggestions. Thank you for your help and participation!

In Christ,

Whitney Simpson, Director

Our Staff

Whitney Simpson, Director
Chris Woods, Teacher
Kristi Gibbons, Teacher

Table of Contents

Statement of Faith	2
Vision Statement	2
Mission Statement	2
Core Values	3
Administration	3
Admission	3
Attendance	4
Curriculum	5
Daily Cleaning & Friday Clean Up	5
Daily Health Screenings	6
Discipline Policy	7
Inside Behaviors	8
Personal Belongings & Toys	8
Photography Disclosure	8
Programs	9
Registration	9
School Closings	9
Snack	10
Tuition & Fees	10
Volunteers, Visitation & Conferences	11
Public Disclosure Statement	12
School Calendar	15

Statement of Faith (taken from the *United Methodist Book of Discipline*)

A. We believe in the one true, holy and living God. He is infinite in power, wisdom, justice, goodness, and love and rules with gracious regard for the well being and salvation of all people, to the glory of His name.

B. We believe the one God reveals Himself as the Trinity: Father, Son and Holy Spirit, distinct but inseparable.

C. We believe in Jesus Christ. He is the eternal Word made flesh, the only begotten Son of the Father, born of the Virgin Mary by the power of the Holy Spirit. As a ministering Servant He lived, suffered and died on the cross. He was buried, rose from the dead and ascended in to heaven to be with the Father, from whence He shall return. He is an eternal Savior and Mediator, who intercedes for us, and by Him all people will be judged.

D. We believe in the Holy Spirit who proceeds from and is one in being with the Father and the Son.

E. We believe the Holy Bible, Old and New Testaments, is the inspired Word of God.

F. We believe man is fallen from righteousness and, apart from the grace of our Lord Jesus Christ, is destitute of holiness and inclined to evil. Except a man be born again, he cannot see the Kingdom of God. In his own strength, without divine grace, man cannot do good works pleasing and acceptable to God. We believe, however, man influenced and empowered by the Holy Spirit is responsible in freedom to exercise his will for good.

Vision: Learning, Growing and Loving through Jesus

Mission: To nurture young children through faith-based instruction, developing and reinforcing Christian values of love, respect and joyful praise of God; growing together in faith and knowledge.

Core Values:

- That each child is a gift from God
- That the Bible is God's word
- That each child must be taught God's Word in a child friendly manner
- That God is the foundation of all wisdom and knowledge
- That a creative, fun, and exciting environment is essential to nurture excellence
- That learning should take place in a safe, secure, and loving environment
- That prayer is an essential and integral part of daily life
- That the success of the children is a collaborative effort with God, the Church, parents, and the community

The CUMC Preschool works with 3 and 4 year olds. We are in session from 9:00 to 12:00. Three year olds attend two days a week on Tuesday and Thursday mornings. Four year olds attend three days a week on Monday, Wednesday and Friday mornings. The enrollment of each class is around ten students with a classroom teacher and assistant available. The children have "appropriate supervision" at all times as required by the state. The staff follows all guidelines outlined by the state for religious exempt programs.

Administration

The CUMC Preschool is a ministry of Culpeper United Methodist Church. The CUMC Preschool Board prayerfully oversees the school. The board is composed of selected members of Culpeper United Methodist Church who serve rotating terms. The Director is responsible for the day to day operations of the school.

We are members of ACSI, Association of Christian Schools International, and the Virginia Council for Private Education.

Admission

The Culpeper United Methodist Preschool admits students of any race, color, National or ethnic origin. No student will be discriminated against.

Attendance

Preschool starts after Labor Day and ends before the end of May. A calendar will be available to you and changes and announcements are on the web page at www.culpeperumc.org/preschool.html.

School begins at 9:00 am. Doors open at 8:50 am. Please escort your child and enter the preschool through the door closest to the playground. Sign your child in by signing the attendance book and walk him/her to their classroom. Please provide any information that the teacher may need to care for your child in the form of a written note. Please provide, in writing, the name of any person who will be picking up your child if it is different from usual. Tell your child that you have to go and that you will be back after they have had fun and a snack. Do not linger. Do not leave when your child is not looking because this may shake his/her trust, causing them more stress and making separation more difficult the next day. Usually this is very short-lived and the child adjusts to the day's activities soon after the parent leaves. If separation anxiety persists, your child's teacher will work with you to resolve the situation. It is not at all unusual for a child to take four to six weeks to adjust. We will call if your child is excessively upset in your absence.

Preschool ends each day at noon. Please enter the preschool through the door closest to the playground. Come in and sign your child out of school by signing the attendance book at time of pick up. A ten-minute grace period will be given. After that time, a fee of \$1.00 per minute will be charged for any child picked up after 12:10 p.m.

Please let us know at the church number 540 825-0764, ext. 23 when:

1. Your child will not be coming to school.
2. Your child will arrive late or is to be picked up early.
3. You have arranged for someone else to pick up your child.
4. Your child needs to remain indoors during recess or outdoor activities.
5. You have a change of mailing address, email address or telephone numbers.

Curriculum

Along with scheduled weekly Chapel time, our curriculum is the A Beka Curriculum, which is Christ-centered and developmentally appropriate with lots of hands-on opportunities for exploration. It is a traditional approach to education, using language easily understood by teacher, parent and student. A Beka researchers and writers research each subject thoroughly and write the subject from God's point of view.

Activities include, but are not limited to:

Music and rhythm

Language and phonics activities

Science Activities

Number Activities

Gross Motor Skills

Art Activities

Dramatic Play

Sensory Experiences

Bible Study

Fine Motor Skills

Socialization Skills

Daily Cleaning Duties and Friday Clean Up

At the end of each day all floors will be swept, tables wiped and toys put away. Trash will be emptied daily and all bathrooms sanitized.

On Fridays the rooms used by the preschool will be returned to Sunday School rooms. Toys are put away and large items are stored. Projects are placed in appropriate storage areas. Posters and charts may remain on display.

Daily Health Screenings

The State requires teachers to implement daily health screens and to exclude children who appear ill. The screening includes an overall health evaluation that would identify changes in physical appearance as well as any behavior changes. We reserve the right for our teachers to make the decision as to whether your child should attend that day.

In the event a child becomes ill or injured during school hours, the parent will be contacted (or other emergency person as indicated on enrollment agreement) and the child will be isolated and cared for until you arrive.

Please allow 24 hours to elapse after your child has had a

1. Fever: An oral temperature of 101 degrees or higher
2. Diarrhea: 2 or more watery stools within the past 24 hours
3. Vomiting: 2 or more times within the past 24 hours
4. Rash: Body rash not associated with heat or allergic reactions
5. Sore Throat: If associated with fever or swollen glands
6. Runny nose: If associated with yellow or greenish drainage.

Staff members will not be authorized to administer any medications.

Discipline Policy

A very important avenue of partnership between a parent and teacher is the flow of information. Please communicate events or situations that may affect your child's behavior. It is important for staff to know about deaths in the family or with a pet, parents being out of town, a late bedtime, etc.

We are obligated under state law to report suspected cases of child maltreatment or neglect, both physical and emotional. It is also our duty to inform you of that, should an investigation be necessary, the child may be interviewed as well as the staff and parents.

The preschool staff will maintain a strict policy of ethical behavior in terms of staff confidentiality. Our school stresses the importance of protecting the rights and privacy of children, their families and our staff members.

Classroom Management and Behavioral Expectations

Our philosophy concerning appropriate treatment of early childhood behavior is based on the understanding that each child is an individual not only in terms of personality but also development. Therefore, our curriculum as well as our behavioral expectations are "age and stage appropriate". We strive to meet the needs of each child with reason and respect. Limits and rules are appropriate, consistent, and understandable to the children.

The young child attending preschool is venturing from his or her home environment for the first time into a world of other children, classrooms and teachers. At CUMC Preschool we strive to guide the children as they learn appropriate social behavior by modeling and positively reinforcing acceptable behaviors and problem solving strategies. Intervention of inappropriate behaviors occurs on two levels. Our first attempt is to redirect the child to a more positive behavior. If this is inadequate and particularly if the behavior is potentially harmful to the child or peer, the teacher will remove the child for a brief timeout and discuss more appropriate behaviors with the child. A timeout follows the rule of thumb of one minute per year of age of the child. Timeouts rarely occur as the teachers use conflicts and problems as an opportunity to teach children constructive ways of resolving disputes. Behavioral interventions are always neutral and nonjudgmental and never demeaning to the children.

There will be no discipline that is associated with:

1. Denial of food or a snack
2. Embarrassment
3. Corporal punishment in any form

Inside Behaviors

All children will be expected to comply with the following preschool rules:

1. Running is allowed outside in grassy areas only.
2. Loud voices should only be used outside. When indoors we speak with an “indoor voice”.
3. Close doors quietly and carefully.
4. An adult must accompany children at all times.
5. Children are encouraged to respect themselves and others. They will be taught conflict resolution strategies to enable them to interact well with each other.

In the event that a child consistently displays disruptive or injurious behavior that cannot be modified in the school setting, the Director will be consulted. A parent conference may be arranged to determine a better strategy.

Personal Belongings and Toys

Children are asked not to bring toys to school. There will be certain sharing days when the children may bring in a favorite toy to share with the other children during free-play. We will also have days when we ask the children to bring in something related to our discussion topic at circle time. All personal items should be labeled with your child’s name. **NO TOY WEAPONS!**

Photography Disclosure

CUMC Preschool welcomes parents and other family members during all school activities. During these activities, we know you would like to preserve your child’s preschool memories with photographs and/or video. We would like to ask to please respect the privacy of other children and adults within the classroom when taking pictures. If you plan to post any photos on Facebook or any other social networking website, please obtain permission from the adults and/or parents of the children that are also pictured in your photo. In addition, please do not tag the names of anyone else in the photo other than your child, unless requested by the parents or adults included in the photo. Thank you for your attention in this delicate matter.

Programs

CUMC Preschool will hold several school programs throughout the year for family and friends. These will include Spring Open House, Back To School Night, Mother's Day Tea and our end of the year program to include a graduation ceremony for our graduating 4 year old class. We will have several leaders within our community visit our preschool to inform our students of safety and health issues. Some may include a policeman, fireman, postal worker, department of forestry, dentist, pediatrician, etc.

Registration

Information about your child is required by preschool policy and specific documents must be viewed by State regulation as part of the enrollment process. Please be prepared to provide us with information about your child that will be helpful while he/she is attending our school. Examples would include health, immunization and guardianship information. It will be necessary for you to complete an enrollment contract and provide us with a Health Immunization form (available in the preschool office). The Director **must** view the original or a notarized copy of your child's birth certificate. At the time of registration the annual non-refundable registration fee will be due. The remaining enrollment forms and the book/supply fee will be due no later than May 31. The first month's tuition will be due no later than August 01. Remaining monthly tuition will be due by the first of each month, unless other arrangements are made with the Director.

School Closings

We follow Culpeper County Public Schools inclement weather procedures. We will be closed when CCPS is closed or has a two hour delay. We will open one hour late when CCPS opens one hour late. Monthly tuition remains the same even with closings.

Snack Policy

Snack time is mid-morning. Parents will be assigned a day, each month, to provide snack for his/her child's class, including any necessary paper products needed. A calendar will be sent home each month with your assigned day. If you are not able to provide snack on your assigned day, please try to trade with another parent. If you do trade, please notify the teacher that you have done so. Please avoid sending gum, soda, and/or messy items such as, squeezable yogurt, candy or sticky cookies. Fresh fruit accompanied with prepackaged crackers, cheese or other healthy foods make great snacks. Check with our Director if you have a question about what is appropriate.

If any of our students has a food allergy, we will ask his/her parent to provide their own snack each day; and therefore, will not be placed on the snack schedule.

Tuition and Fees

Registration Fee

(Non Refundable due with Registration Form)

Pre Registration \$60.00

(February 01—16)

(Open to Current Students and CUMC Church Members)

Registration \$75.00

(February 16—May 31)

Late Registration Fee \$80.00

(After May 31)

Book & Supply Fee

(Due no later than May 31 along with remaining enrollment forms)

3 & 4 year old programs \$100.00

Tuition

3 Year Old Program:

Yearly Tuition: \$1,800.00

(based on monthly tuition rate of \$200: Sept— May)

5% Discount—Paid in Full \$1,710.00

(due no later than Aug 31)

9 month payment option \$200.00

(Sept 1—May 1)

4 Year Old Program:

Yearly Tuition: \$2,340.00

(based on monthly tuition rate of \$260: Sept— May)

5% Discount—Paid in Full \$2,223.00

(due no later than Aug 31)

9 month payment option \$260.00

(Sept 1—May 1)

Tuition and Fees (cont.)

5% discount given to 2nd & subsequent children enrolled concurrently in the program.

Tuition payment is due the first of the month. A late fee of \$10.00 will be charged after the 10th of the month. A child will not be allowed to continue attending if payment has not been received by the 15th. There is a \$25 returned check fee. There is no deduction in tuition for absences, holidays or snow days. Checks should be made payable to Culpeper United Methodist Church with tuition noted on the memo line. In the case of extenuating circumstances, please speak with the Director.

In order to enroll, your child must be three by September 30th. All students must be potty trained before admission. Students turning three later within the year, may join the class at that time pending enrollment space and on a case by case basis.

Children, who will be turning age five after September 30, thus ineligible for Kindergarten in public schools, may be registered within the 4 year old program.

Volunteers, Visitation and Conferences

Parents are encouraged to be a part of their child's school experience. You are encouraged to visit the preschool while it is in session. Ask the director which time of day is best.

Parents and Teachers will have periodic conferences. Parents should initiate a conference whenever they have any concerns. Progress reports are sent home in January and May.

Disclosure

Public Disclosure Statement 2011 - 2012

The Code of Virginia, Section 63.2—1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. The statements below have been prepared and distributed to meet requirements of the exemption law.

Exemption

In compliance with the Code of Virginia, Culpeper United Methodist Preschool is exempt from licensure and is classified as an “exempt” child day center.

Qualifications of Personnel

Each staff member:

has accepted Jesus Christ as his/her Lord and Savior.

is called by God to teach at Culpeper UMC Preschool.

has a high school diploma and/or a college degree.

has a daily routine of personal prayer and Bible study.

participates in Teacher training.

is CPR trained, has passed a tuberculosis test and has been screened through the Virginia Department of State Police for any convictions for “barrier crimes”. All of our employees are committed to making your child’s preschool years at CUMC a positive start to his/her education.

Description of Facilities

Culpeper UMC Preschool is located within the Nursery Department of Culpeper United Methodist Church in Culpeper, VA. There are three rooms being used for the preschool. The square footage for each of the rooms are 510 square feet, 391 square feet, and 357 square feet. These classrooms will be used for education classrooms and play centers. Kitchen facilities are not available for use by Culpeper UMC Preschool.

The play equipment consists of a fenced in area for children Kindergarten age and younger. Included in the fenced in area is an outdoor climber, fun center, and slide.

All indoor play equipment, center activities and toys are age appropriate.

Enrollment Capacity

The maximum number of children for each classroom, is 14, 11, and 10. Therefore, no more than 35 students are permitted in the preschool area at any given time. This number was given by the building inspector of Culpeper County.

Food Service

Culpeper UMC Preschool does not offer food services. Parents must provide snacks.

Health Requirement for Staff

The staff must be certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. Each staff member must have a TB test annually. Documentation is on file at the school.

Public Liability Insurance

Culpeper UMC Preschool, through Culpeper United Methodist Church, is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the school as a result of negligence.

Hand Washing Procedures

Culpeper UMC Preschool has established and implements procedures for hand washing by staff and children before eating and after toileting.

Appropriate Supervision of Children

Culpeper UMC Preschool has implemented procedures for appropriate supervision of all children in its care, including daily intake and dismissal procedures to ensure the safety of the children. The school abides by the staff/child ratios as set forth in the Code of Virginia.

Health Screening

Culpeper UMC Preschool has implemented procedures for a daily simple health screening and exclusion of sick children by staff members trained to do so. (See Section called Daily Health Screening).

First Aid Certification

Culpeper UMC Preschool has at least one person trained in CPR and First Aid present whenever children are present.

Immunizations

Culpeper UMC Preschool will ensure that all children are in compliance with the provisions of section 32.1-46 regarding immunization of children against diseases.

Premises Free from Hazards

All areas of the premises accessible to children are free of obvious injury hazards, including providing and maintaining safe footing under the playground equipment. Our playground area is currently on top of approximately 12 inches of small gravel, appropriate cushion material for playgrounds.

Recognizing the Signs of Child Abuse and Neglect and Reporting

Staff members participate in a 3 hour Child Abuse and Neglect Seminar at Culpeper UMC to be able to recognize the signs of child abuse and neglect. The staff, if having reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local Department of Social Services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred.

A Final Word

This booklet was designed to give you as much information about our preschool as possible. Please refer to this printed information often, as questions arise throughout the year. If you have any questions or comments, please contact the director or the other staff members listed in our welcome section printed at the front of the booklet.