



**CUMMING FIRST UNITED METHODIST CHURCH
PLAYSCHOOL MINISTRY
2020-2021 STUDENT HANDBOOK**

PLAYSCHOOL STAFF MEMBERS:

MELISSA MOORMAN - DIRECTOR OF PLAYSCHOOL - (678) 512-9624 - PLAYSCHOOL@CFUMCGA.COM
JENNY DEATON - ASSISTANT DIRECTOR/OT LEAD TEACHER - (770) 639-0307
ELAINE KEENER - YT LEAD TEACHER - 229-460-0740
JENNY FIELDER - OT ASSISTANT TEACHER - (678) 956-9825
REBECCA MCDONALD- M/W YT ASSISTANT TEACHER- (678) 315--2109
KATHY FLEISSNER - T/TH YT ASSISTANT TEACHER - (404) 771-9574
TREENEE BAIN - T-TH FLOATER- 251-767-1888

PLAYSCHOOL STAFF REQUIREMENTS:

All teachers are required to complete a background and reference check as well as be certified in CPR & First Aid. We abide by the safe sanctuary rule (2 adults/non-related) in each classroom. All Playschool staff members are also required to participate in continuing education training annually.

PLAYSCHOOL CALENDAR:

Our program is from Sept. 1, 2020 - May 18, 2021. We follow Forsyth County School schedule for holidays and inclement weather conditions. If the county closes the schools for weather, we will also be closed. All updates and notifications will be posted on our private Playschool Facebook page. Please remember to check the Forsyth County Schools website and the Playschool Facebook page for updates on school closings. Playschool will NOT personally call or email you if school is closed due to inclement weather. The Playschool calendar will also list the "themes of the week" and events.

REGISTRATION FEE:

(non-refundable annual fee)

1 Day / week - \$80

2 Days / week = \$120

TUITION:

1 Day / week = \$95

2 Days / week = \$175

Supply Fee - \$75 ***Must be paid in full by the first day of school**

10% Sibling Discount - Both children currently enrolled in Playschool

Tuition is due the 1st of the month starting in September 2020 & ending May 2021.

PAYMENT OPTIONS:

- Give payment to your Playschool teachers in the classroom. A receipt is available upon request.
- Leave payment in Playschool Mailbox (Melissa Moorman) in the church office
- Pay online with checking, savings account or credit card & set-up payments electronically use the CFUMC website - *Please know that Playschool is charged a fee when you make a tuition payment electronically. We understand that convenience is a must, but if possible, please make payment by check.*
- Mail payment to:
CFUMC Playschool
P.O. Box 606
Cumming, GA 30028
**Payment must be received in the mail by the 10th.

PARKING:

Parking is located on the south side of the playground, near the modular building. There are 6 reserved parking spaces for Playschool. Feel free to use these for 10 min. drop off & pick up. If spaces are occupied, other spaces are other nearby spaces available. The gates/doors will be locked from 9:00 a.m. - 12:00 noon. You may enter through the CFUMC Preschool reception area located to the left of the main church office during this time.

Please DO NOT leave other children unsupervised in the car during drop off or pick-up.

PLAYSCHOOL ITEMS TO BRING:

Please send the following things with your child (labeled):

- Sippy cup or bottle
- 3 diapers - Pull-ups must have Velcro side attachments
- Jacket - If needed
- Change of clothes - including socks and shoes
- Lunch (self-feeding finger foods that are prepared for those that are old enough to feed themselves.)
- Sunscreen must be applied before coming to Playschool. We are not allowed to apply sunscreen.

GENERAL GUIDELINES:

1. Give any special instructions to the teacher & also write them on the sign in sheet. Please remember that special treats are brought in throughout the year for birthday and holiday celebrations. Please notify staff if your child has specific dietary restrictions, allergies, or if you do not allow them to eat sugary items that are typically provided during special events and holiday celebrations.
2. **PLAYSCHOOL IS A PEANUT FREE PROGRAM.** It is very important to us that all children enrolled in our program are provided a safe and nurturing environment. If your child has a known food allergy, please list condition on your *Medical Information* form.
3. **LABEL ALL PERSONAL BELONGINGS-** Bookbags, Jackets, Cups, and lunch containers. We strongly suggest not bringing a special toy, blanket, or stuffed animal to Playschool.

4. Parents should send a lunch consisting of self-feeding finger foods & a drink. Please label all items. A microwave is available in each classroom if needed. Playschool classrooms do not have refrigerators. Lunch should be packed for the day with an ice pack. Snack is served daily and will be Goldfish or Cheerio's.
5. Crying children - Playschool guidelines are after a child has cried non-stop for 30 minutes a parent is contacted. We are a mother's morning out program and will work on increasing the time each week to help your child adjust. The lead teacher, parents, and Playschool management will collaborate regularly to create a plan of action to make your child's transition as loving and smooth as possible.
6. Potty training - for sanitary purposes, a child must wear a diaper/pull up during the potty-training process. Once a child can keep their diaper/pull up dry for two weeks they can switch over to underwear. Please communicate with our staff when you are beginning this process, so we can assist the best way possible.
7. Bottle and Feeding Plan - All children that are currently taking a bottle and need assistance feeding themselves must have an updated Bottle and Feeding Plan form on file.
8. Naptime - Playschool is a 4-hour mothers morning out program that does not offer a scheduled nap time. State policy will not allow pack-n-play's, cribs, or the use of nap mats in the classrooms. Please understand that your child's daily routine might differ on the days attending Playschool. We promise you that they will nap great when they get home.
9. Dress Code - Please wear play condition clothes! We stay busy and do not want to stain any dress clothes. Please wear closed toed shoes.
10. Babysitting - Playschool staff members are not allowed to babysit children that are currently enrolled in the Playschool program.
11. Playschool Substitute List - If you or a grandparent and are interested in being a substitute for Playschool please contact Melissa Moorman at playschool@cfumc.ga.com. A criminal background and reference check, and safe sanctuary training are required.
12. Birthday and Holiday Celebrations - We would love to celebrate birthdays and holidays together! If you would like us to celebrate your child's birthday in their classroom, please talk to their teachers. Parents are more than welcome to bring special treats and cupcakes. Treats can be dropped off in the morning for the class to enjoy after lunch for a birthday party and sing-along.

SICK POLICY:

Please make sure you follow these guidelines. Do not send your child to our programs if he/she has:

- Fever (within 24 hours)
- Vomiting or Diarrhea of any kind (within the 24 hours)
- Any childhood disease (measles, mumps, chicken pox, whooping cough)
- Sore Throat
- Croup
- Unexplained rash (Hand-Foot-Mouth Disease)
- Skin infections
- Eye infections (Pink, Red, or Goopy)

This is upon recommendation of the Committee on Control of Infectious Disease of American Academy of Pediatrics.

We are all aware that one dose of any fever reducer will mask the symptoms long enough for your child to attend and he/she may feel o.k. for the entire length of class. However, if a child has had a fever, been vomiting, or had diarrhea within 24 hours of class starting they are still contagious and could pass on whatever virus he/she has at that time. **Do not put medication in child's bottles or cups.** Medication in the classroom is against GA state policies and is a safety concern for everyone.

We would like to keep each of our children and their families as healthy as possible. Please do your part and be responsible when it comes to deciding whether they are well enough to attend class. We love all our children and want to make sure everyone is as happy and healthy as they can be! Please notify our staff if your child has a confirmed diagnosis as soon as possible, so we can confidentially notify the parents of the children exposed.

MEDICAL INFORMATION:

If your child has any existing medical information that teachers need to be aware of, please include information on the Medical Information Form. All children must have this form on file even if they do not have any known issues. Clear communication between Playschool staff and parents is the key to everyone having a successful year!

MEDICAL DOCUMENTATION REQUIREMENTS:

If your child has been seen by a medical professional for any type of emergency, please provide us with documentation stating that they can return to Playschool and resume normal activities.

IMMUNIZATION FORM: Please provide us with a current immunization form GA Form 3231 as it is updated. We must have a current immunization form on file. Please feel to bring a copy at drop off/ pick-up or email. Feel free to have your pediatrician fax directly to Playschool at 770-887-1417.

LICE:

If lice are detected, parents will be called immediately to pick up child. Child must be treated and combed before returning. A 2nd store bought treatment must be applied within 7 days. Teachers will recheck child to verify lice has been successfully treated. If lice are still detected after the 7-day treatment, you will be required to see a professional.

DROP OFF AND PICK UP:

When dropping off your child, we require that you sign in and leave your contact phone number. If a family member or friend is picking up your child, we must be notified. Playschool staff will require that person to show I.D. at time of pick up. Parents must sign out their child at pick-up per GA state policies.

DROP OFF:

Our doors will open @ 8:30 a.m. We do not offer early drop off. Please drop off through the playschool playground side door between 8:30 - 9:00. The playground gates are locked daily at 9 until pick-up at noon. If you arrive late, you **MUST** enter and sign in with the receptionist at the Preschool Main Office.

PICK UP:

Pick up time begins at noon and ends promptly at 12:30. Please be respectful. Playschool staff members have other responsibilities after their shift ends. Only people listed on the pick-up list are permitted to pick up your child(ren). If you have any changes, please notify the director or teachers by an email, phone call or note. **New**

persons picking up will need to show their driver's license before the child(ren) will be released. If there are any restrictions, legal documentation must be provided.

LATE PICK UP:

- 1st time - Warning
- 2nd time - \$1.00 / minute
- 3rd time - \$2.00 / minute
- 4th time - Dismissal

Please call your teachers and notify them if you will be late. Please be prepared to pay cash (exact amount - no change kept on site) at your next scheduled school day.

EARLY RELEASE:

We follow Forsyth County school calendar for early release days. Pickup time for these days will be 11:30 a.m.

BITING AND BEHAVIORAL ISSUES:

- 1st Offense** - Child will be placed in time out and explained why his/her behavior was inappropriate. Parent will be called/notified at pick-up and informed of situation. An incident report will be given to the parent.
- 2nd Offense** - Child will be placed in time out and explained why his/her behavior was inappropriate. Parent will be called to pickup child. An incident report will be given to the parent.
- 3rd Offense** - Child will be placed in time out and explained why his/her behavior was inappropriate. Parent will be called to pick up child. An incident report will be given to the parent & the parent will need to keep child at home for a week.
- 4th Offense** - Child will be placed in time out and explained why his/her behavior was inappropriate. Parent will be called to pick up child. An incident report will be given to the parent and child will be removed from the program.

EARLY WITHDRAWAL POLICY:

If you should need to withdraw your child from the program, you must pay an additional one month of tuition at the time of the notice. **Playschool tuition accounts must be in good standing to participate in the early registration process for CFUMC Preschool in January. Playschool is a non-profit program and we depend on your monthly tuition payment to pay our staff members and cover operating expenses. Please be a good steward with your position in our program and follow this policy.**

CFUMC PRESCHOOL EVENTS:

CFUMC Preschool (Mrs. Juanita Brown and Mrs. Doris Fields) will invite our Playschool friends to attend various Preschool events throughout the year. We will transport our Playschool friends to these Preschool events in our (2) red 6-seater strollers. The Playschool staff will not have any control on the days that CFUMC Preschool schedules their events but are so happy and proud that we are invited to attend. When we are on an adventure in our 6-seater strollers staff members are not allowed to release a child to his/her parents, a family member, or special friends. All children must return to their Playschool classroom to be officially checked out. Please understand that our main goal is safety and security. Please be sure and tell Mrs. Juanita and Mrs. Doris thank you for loving our program!

We thank you and appreciate your cooperation. We do our best to make this a wonderful experience for your family. Please know that excellent communication between the Playschool staff and you as a parent will be the key to making this a successful year! If you have any concerns, questions, or suggestions please feel free to contact me.

Thank you,

Melissa Moorman

CFUMC Playschool and Nursery Director
770 Canton Highway
Cumming, Georgia 30040
Cell Number 678-512-9624
Fax Number 770-887-1417
playschool@cfumcga.com