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Mission Statement of Munford First United Methodist Church

That all may come to know Jesus Christ as Savior and Lord and become His disciples through prayer, worship, fellowship, witness and service.

Statement of Ministry

The church has spent considerable time praying and discerning exactly how the Preschool fits into our vision and mission. The Preschool reaches out to many families from our community; it meets a need for these families as well as for some of our own families within the congregation regardless of race, color or national origin.

It is essential that we realize the responsibility we have in operating this Preschool as a ministry for the spreading of the Gospel of Christ. Each tiny life God reaches through our Preschool could yield changed families, fulfilled lives and faith that can move mountains! Many people come into our church and experience the presence of the risen Christ. We cannot even measure the impact God is having on these persons. We must be faithful to our calling and allow the Holy Spirit to create opportunities for ministry such as parental counseling, Bible teaching, prayer, spiritual growth and many others.

Having written this statement, we believe that it is important for our church to provide ministerial leadership for the Preschool in some form. The Director is on-sight during the school hours and available to parents as they have questions and concerns that may need to be addressed. We believe this will allow the Preschool to come more clearly into focus with the vision and mission to which God has called our church.

Program Goals

Our goal is to provide or develop:

- Understanding God’s love
- Positive self-concept
- Problem solving skills
- Working together with others in a group

- Foster growth spiritually, physically, socially, emotionally, and intellectually
- Develop self-help skills
- Positive self-control
- Good health and safety habits
- Creative ability
- Math, reading, and language readiness
- Appreciation for music and art

General Information

Enrollment Requirements

- Schedule pre-enrollment visit
- Complete application plus all other necessary forms
- Pay \$50 *nonrefundable* registration fee.
- Children entering our Toddler’s Class must be off a bottle during the school day and able to drink from a “sippy” cup and eat whole foods independently.
- Children entering our Two’s Class must be pacifier free and able to drink from a regular cup. Potty training is encouraged in this class.
- Children entering our Three’s Class must be potty trained and able to use the restroom independently.
- Children entering our Pre-K Class will be taught using the ABEKA curriculum and a \$35 fee is required.
- Child must be 12 months of age before the first day of enrollment and no older than 5 years of age or unable to attend kindergarten due to a late birthday.
- All students are required to have a Tennessee Day Care Immunization Certificate Form completed by your child’s physician. This form must have a current expiration date. Your child may not attend without this form.
- All students must have a nap mat. It must be a 2-inch-thick nap mat. This item may be ordered through the Preschool Office.

Hours/Schedule

Hours of Operation

Monday – Friday

6:30 a.m. – 6:00 p.m.

Meals

Breakfast 6:30 a.m. – 7:45 a.m.

Morning snack 9:00 a.m.

Lunch 11:00 a.m. – 12:00 p.m. **(parent provided)**

Afternoon Snack 2:45 p.m. – 3:15 p.m.

Preschool Rates

Toddler’s Class.....	\$180.00 per week
Two’s Class	\$170.00 per week
Three’s Class.....	\$160.00 per week
Three’s & Four’s Class	\$160.00per week
Four’s & Five’s Class.....	\$160.00 per week

Smoke-Free Facility

Munford First United Methodist Preschool is a smoke free environment.

Procedures

Arrival/Departure

- Children must arrive between 6:30 a.m. and 9:00 a.m.
- An adult must sign your child in daily by 9:00 a.m. with first and last name.
- An adult must sign your child out when leaving for the day with first and last name.
- Only those listed and authorized by parents, will be permitted to pick up your child.
- Written permission must be given, in order for someone other than those previously authorized to pick up your child.
- Picture ID is required to pick up your child.
- Children not picked up by 6:00 p.m. will be assessed a late fee of \$10 for the first 5 minutes and an additional \$5 for every 5 minutes thereafter.
- **For the safety of all children on the church grounds**, parents must park in a parking space during drop-off and pick-up. Do not park in the loading area, fire lane, or driveway. Perpetual abuse of this may result in fines or dismissal from the program.
- Your child must remain with you after you have signed them out for the day. Children may not wander through the center or enter other classrooms unaccompanied.
- No toys allowed!! Only “lovies” for nap small enough to fit in a cubby.

Holiday Closings

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Holiday (Thursday & Friday)

Christmas Holiday (Dec 24, 25 & 26)

2023 CALENDAR OF HOLIDAY CLOSINGS

MARTIN LUTHER KING- MONDAY, JANUARY 16TH

GOOD FRIDAY – FRIDAY, APRIL 7th

MEMORIAL DAY – MONDAY, MAY 29th

INDEPENDENCE DAY-TUESDAY, JULY 4TH

LABOR DAY – MONDAY, SEPTEMBER 4TH

THANKSGIVING – THURSDAY, NOVEMBER 23RD & FRIDAY, NOVEMBER 24TH

CHRISTMAS –MONDAY, DECEMBER 25TH & TUESDAY, DECEMBER 26th &
WEDNESDAY, DECEMBER 27TH

NEW YEAR'S DAY – MONDAY, JANUARY 1ST**2023**

Policy

Behavior

- Constructive and positive techniques are used when disciplining children.
 - Redirection
 - Modeling
 - Conflict Resolution
- If a child demonstrates consistent unprovoked acts (biting, hitting, kicking, etc.) toward another child or staff member a Child Behavior Report or Incident Report will be written and require parent signature. When same behavior happens a second time, the child will be sent home for a day.
- When we feel, we have exhausted all options to control the behavior the child will be sent home. We will require a meeting with the parent, teacher, and director to discuss the situation/behavior before the child may return. There will be a follow-up set for two-weeks to discuss progress.

Disenrollment

- When the preschool feels we have exhausted all our available options a meeting with the parent, teachers and Director will be required.
- Reasons for disenrollment can be but not limited to:
 - Excessive biting
 - Failure to pay
 - Harmful behavior
 - Parent issues (continual late pick up, late payments, hostile interactions, etc...)
- Early Withdrawal of Student
 - To withdraw your child from Munford United Methodist Church Preschool, we require a formal **two weeks written notice**.
- Re-Enrollment
- Re-enrollment will require payment of a new registration/supply fee and will be possible only if openings are available.
- Parties
 - We ask that other children not attend class parties in order for us to meet DHS requirements.
 - Scheduled parties include but are not limited to:
 - Fall
 - Christmas
 - Valentine's Day
 - Easter
 - Grandparent's Day

Emergency

- Emergency Policy is available in the Preschool office.

Inclement Weather

- We follow the Tipton County School inclement weather closings. Please check the Remind 101 and Facebook for updates.

Meals

- We are a **NUT FREE** facility. Nuts, peanut butter, almonds, almond milk, etc. are **not** allowed.
- Breakfast
 - Served from 6:30 – 7:45 a.m. Children cannot eat breakfast after 7:45 a.m.
 - Menu is posted outside of each classroom.
 - You may bring a different breakfast option from home, but it must be already prepared.
- Lunch
 - During the Tipton County School (TCS) summer break we participate in their summer meal program. Breakfast and lunch are provided for each child daily by TCS. This is a free, optional program.
 - Hot lunches must be in a microwave safe container from home.
 - No canned food, still in the can.
 - No frozen dinners/meals.
 - Children's lunches including meat, fruit, cheese, salad, etc. need to be cut into age appropriate bite size pieces at home.
 - No whole apples. The apple must be sliced in age appropriate pieces.
 - Cold items such as yogurt, fruit, deli meat, cheese, milk, etc. must have a cold/ice pack in your child's lunch box.
 - Hotdogs must be finely chopped and quartered lengthwise.
 - Toddler Class – Special Rules
 - No Fruit Snacks (gummies)
 - No Pretzels
 - No Raw Vegetables
 - No Popcorn
 - No Raisins
- Snack
 - Menu is posted outside of each classroom.
 - Will include 2 of the following
 - Milk
 - Vegetables or fruits
 - Bread (crackers, goldfish, veggie straw)
 - Protein (cheese, yogurt, etc.)

Medication

- Parent must fill out a Medication Consent Form (attachment A).

- Original prescription packaging with clear instructions must be provided.
- Unopened over-the-counter medication may be administered at the parent's request.
- All medication will be securely stored away from children.
- The director or designated staff member will administer medication.

GOLD SNEAKER 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

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

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

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, and feed infants according to their individual needs, and store expressed breast milk properly.

Providers shall publicly display their support for breastfeeding infants and mothers by posting signage or other publicly 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: Childcare educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size

Childcare 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

Childcare 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 childcare 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 children are present or not. Childcare 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 childcare provider entrance, as required by state law

School Dress

- Children must wear comfortable, washable clothes. Shorts must be worn under skirts and dresses.
- For playground safety, please wear comfortable non-slick shoes. **Sandals, flip-flops, water shoes and boots are inappropriate.**
- Dress in seasonally appropriate clothing and always send outdoor clothing when necessary.
- Send a change of seasonal clothes including socks and underwear.
- Mark each item of clothing for easy identification.

Sick

- If your child is physically unable to participate in normal daily activities, they should stay home. If the child's illness or symptoms result in a greater need for care than the childcare center can provide without compromising the level of care provided to the other children, your child should not attend school.
- It is very important to consider all the children, parents, and staff when sending a sick child to school.
- A note from the doctor is required before returning to school after all highly contagious conditions, stating that the child is no longer contagious and able to return to school.
- If is being sent home with a Sick Report a parent signature is required on the report.
- Illness Guide
 - **Fever.** – If your child has a fever of **100.4 degrees or higher**, then you must keep your child at home for 24 hours after the fever goes down to **98.6** degrees without an antipyretic (fever reducer such as Tylenol, Advil, Motrin, acetaminophen, ibuprofen, etc.).
 - **Sore Throat** – Swollen glands, white spots in throat, and hurts when swallows. Child needs to stay home until gone or return with a note from the doctor.
 - **Unexplained Rash** – Child needs to stay home until gone or return with a note from the doctor.
 - **Diarrhea** – Any diarrhea, watery bowel movement. Must be kept home for 24 after last episode.
 - **Conjunctivitis (Pink Eye)** – Suspected redness or discharge from one or both eyes. Your child will need to be on medication for 48 hours and return with a note from the doctor.

- **Head Lice** – If we detect nits or lice you will be required to pick up your child. Child may return after treated with medicated shampoo and ALL nits and lice are gone.
- **Flu** – You must keep your child home for 24 hours after the last symptom and return with a note from the doctor.
- **Vomiting** – You must keep your child home until 24 hours after vomiting stops.

- **Hand Foot and Mouth-** A blister like rash in mouth, hands, bottom, and/or feet. Must be kept home until symptoms are no longer visible. 01

Tuition

- Drop your payment in the tuition drop box in the preschool office door by Monday for the week attending.
- Cash and money order payments please place in the provided envelop, being sure to list both the payer's first and last name and the child's first and last name.
- Make all checks payable to Munford First United Methodist Church and add your child's name on the check's memo line. Families with more than one child may pay with one check be sure to include all children's names on the memo line.
- A \$35 charge will be added to all returned checks. If a check is returned more than once only cash or money order payments will be accepted thereafter.
- A 10% discount is offered for families with two or more children enrolled. The 10% discount will be taken off the older child's tuition.
- Active members of Munford First United Methodist Church will receive a 10% discount.
- We do not offer discounts for family vacation, illness, holidays, or unexpected school closings.
- All payments received later than close of business Monday will be assessed a \$35 late charge.
- If a payment is received late twice payments will be required to be paid two weeks in advance.
- **Your child's teacher is not aware of your payment status.**

Munford United Methodist Preschool Medication Consent Form

Prescription: _____ *Non-Prescription: _____

Child's Name: _____

Date of Birth: _____

I, give permission to Munford United Methodist Preschool to administer _____ (Dose/ Amount) of _____ (name of medication) to my child _____ (Child's first & last name) at approximately _____ (times) on _____ (dates) for _____ (reason/diagnosis for medication).

Signature of Parent or Guardian

For Staff Use:

_____ Is the permission form above completed?

_____ Is the medication in its original container with the original prescription label on the container?

_____ Is the name of the child given above on the container?

Name of Medication: _____			Signature of Person Administering Meds	Name of Medication: _____			Signature of Person Administering Meds
Time: 11 a.m. or 3 p.m. Dosage:				Time: 11 a.m. or 3 p.m. Dosage:			
Date	Time	Amount		Date	Time	Amount	

- The Preschool Must:
- Not administer medication after the expiration date.

- Keep medication out of children's reach or in locked storage.
- Keep medication requiring refrigeration separate from food?
- Return medication to child's parent when no longer needed.
- Dispose of medication when a child withdraws from the preschool.
- Keep record for two weeks.

****Non-prescription medication must be in unopened original container, labeled with child's name and date medication was brought to the preschool.***

Parent Agreement

I have received a copy of the Preschool guidelines for the program. I have read and understand the policies and guidelines. I have also received a copy of the Tennessee Department of Human Services summary of Licensing Requirements for Child Care Centers.

Parent/Guardian Signature

Date

Director Signature

Date