

Welcome, we are glad you are here!

Welcome to Sylva First United Methodist Church and the Early Learning Center! We are so happy to have your family be part of our program! This parent handbook was designed to give you the information you will need while your child is attending school. Please take time to read our policies and feel free to let us know if you have additional questions.

Purpose

Sylva First United Methodist Church, Early Learning Center is a ministry of the Church. The mission statement of Sylva FUMC is “Experiencing Christ, Offering Christ to Others”.

Philosophy

We are committed to creating a safe, nurturing, and positive learning environment for our children. We strive to develop social/emotional skills, cognitive skills, and physical needs to build a solid and broad foundation for learning and well-being. Each classroom promotes positive relationships with peers and adults, develop resilience, and cultivate a strong sense of self. We want to build a positive and loving association with learning. We enjoy learning through play, interactions, and experiences. Every child has unique qualities that makes him or her an important part of our center. We hope that you will consider visiting the Early Learning Center.

Fees:

Registration Fee: \$75 per child & per regular school year. \$75 per child for the summer program. This fee is non-refundable.

Monthly Fees: Tuition payment for the academic year consists of 9 equal installments and 1 pro-rated payment in August. Holiday and vacation days

have been considered when setting the annual tuition. There are no deductions made for absences and school closure.

| Per Month | 1yr old-Pre-K Classrooms | Infant 2 month-1 year Classroom |
|---------------------------------|--------------------------|---------------------------------|
| Monday-Friday | 340.00 | 400.00 |
| Mon., Wed., & Fri. | 240.00 | 280.00 |
| Tue., & Thur. | 190.00 | 220.00 |
| <i>One Day a Week if avail.</i> | 130.00 | 140.00 |

Tuition payment is due on or before the 10th of each month. A \$10 late fee will be charged to your payment after that the 10th.

Checks should be made out to Sylva FUMC memo line: E.L.C.

ONLINE PAYMENTS: Go to sylvafumc.org, select “giving/online” payments at the top of the page, from there you can log-in to the system or continue as a guest. Using the “select fund” drop down menu select “ELC” and follow the prompts.

In order to retain your child’s place in the Early Learning Center, tuition must be paid **EACH MONTH**. If a child is, absent for a month, for whatever reason, tuition must be paid in order to hold his/ her place in the class. If the first of a month comes up with no payment for the previous month, the child will not be allowed to return until the payment is up to date. If a child is withdrawn from the program before the end of the month, tuition for the month is forfeited.

- A 5% tuition discount is given to accounts that are paid in advance for the entire school year. If you have questions, please contact the center director
- A 15% sibling discount is given for the second child in the same family.
- A \$25.00 charge is applied to all returned checks and we reserve the right to have future payments made in cash or certified check.
- Very Early Bird 7:30-8:00- \$7.00 per day
- Early Bird 8:01-8:50- \$5.00 per day

- Late fees- \$5.00 per 5 minutes. (starting at 12:10) If an emergency arises and you will be late, please call or contact your child's teacher and the director to make arrangements.

Operating Schedule

The Early Learning Center operates Monday-Friday from 9:00am – 12:00pm. The days your child attends depend on the program schedule you selected on your registration form at the beginning of the year. The ELC offers an early drop off starting at 7:30.

Generally, The Early Learning Center will follow the Jackson County Public Schools- Smoky Mountain District schedule for holidays and closings.

Inclement Weather

In the event of a closing due to inclement weather, your child's teacher will send a text message to inform you of the closure. The Early Learning Center will follow the Jackson County Public School- Smoky Mountain District on a "B" schedule. In the event of a delayed schedule, the ELC will be open at 10am. Please refer to our Facebook page and or WLOS TV closings & delays for notifications:

WLOS 13 - <https://wlos.com/weather/closings>

FACEBOOK

<https://www.facebook.com/groups/434707629936568> or search by *The Early Learning Center of FUMC*

This Facebook account is a closed/private group page that parents and family members can request to join so they can follow the adventures of their preschoolers throughout the year. The teachers and administrators will review requests carefully. If you as the parent/guardian have any concerns please speak with the Director.

Parent Teacher Communication

ELC business hours are Monday-Friday 8am to 12pm. If you have reached out after business hours, we will return your call/email/text by the next business day. If this is an urgent matter, please reach out to the executive director.

Health

Entrance Recommendations

Immunizations are recommended to be up-to-date as this is a group setting where illness is easily transferred between students.

Potty Training

Our potty-training policy will be handed out to the 3- and 4-year-old classroom at the beginning of the school year. If your child is in the 2-year-old room you received a policy midway through the school year so you may be prepared for the following school year. If you have questions or concerns, please talk to your child's teacher.

Sick Child Policy

Children should never be sent to the Early Learning Center when the chances are great that they will need to return home before 12:00pm.

When a child becomes ill (feverish, diarrhea, vomiting, rash, etc.) after arrival, it is the responsibility of the parent upon notification, to pick up the child. It is most important that each parent make back-up arrangements in advance if both parents work, or if the parents are going to be away from the home during the day. The Early Learning Center needs valid and active contact numbers.

In an effort to ensure all children and staff remain as healthy as possible the guidelines stated below must be followed.

Children may not be sent to the Early Learning Center until 24 hours after:

- the last episode of vomiting or diarrhea

- evidence of eye discharge has been resolved
- the child is fever free without a reducing medicine
- any contagious rash has been resolved
- the child is symptom free of any contagious illness or condition

**Sometimes however, a child is still not feeling well even after the 24- hours and the child's teacher may call you to come and pick them up if they are not able to participate in activities.*

Medication

The Early Learning Center staff will not administer medication, except urgent conditions and with a written order from a physician.

If your child has emergency medication for allergies or asthma, please provide the Early Learning Center with the medication in its original package and a note from your physician specific to the ELC. You must complete and sign the Allergy Alert for medication to be administered.

Emergencies

Student Accidents: In case of an accident to a child at The Early Learning Center, we will contact the family. If an accident is serious and a child requires immediate medical attention, 911 will be contacted first, then the parent will be notified. If the parent(s) cannot be reached in case of an accident or emergency, the next person on the registration form will be notified. Therefore, it is important that alternate persons be listed as an emergency contact to call in case of an emergency with correct contact information.

Safety/Fire/Disaster Drills

Periodically each class will demonstrate the procedure for an emergency fire, tornado and stranger drill. Please carefully encourage your child to participate in these exercises. Please assure your child that if an actual emergency exists that you will be notified immediately after all involved are

safe. Teachers will talk to the children about safety and practicing for emergencies to help prepare them for these drills.

Visitors and Volunteers

Parents are invited to observe the Early Learning Center at any time. Please call and make arrangements with your child's teacher. Parents are also encouraged and welcomed to sign up as classroom volunteers. Talk with your child's teacher about any classroom needs. In some cases, it is not always beneficial for parents to stay at length within the learning center. Please communicate with your child's teacher about what the specific needs are for your child's development.

For the safety of your child and the program, the entrance door to the church is locked between 9:15 AM and 11:45 PM. To access the ELC during these hours you will need to ring the doorbell at the administrative doors to the right of the ELC entrance where you will pass the Church Offices.

What to Bring To School

A bag or backpack with your child's name (clearly labeled) to take home crafts at the end on the day. If your child is still using diapers or pull-ups, please bring them and wipes for your child to use.

Children are not to bring toys, games or other personal items to the ELC. The only time children may bring something is when the teacher instructs them to do so. The ELC offers children an opportunity to experience new toys and equipment. Guns, bow and arrows, knives or any war toys are not appropriate for children to bring at any time.

Snacks

Parents please send a healthy snack with juice or water for your child to eat & drink at snack time. Please mark the snack & drink with your child's name.

**Please confirm with your child's teacher at the beginning of the year if there are any food allergies in the classroom.*

Classroom Parties

Each time that a party is planned for the month; a sign-up sheet will be posted outside the classroom, so that parents may sign up to bring in items. Children are invited to celebrate their birthdays with their friends at the ELC. Feel free to supply treats to be shared within the class. Please contact your child's teacher ahead of time and arrange the date to avoid conflicts and confirm the number of students.

Clothing

Please label all items sent to school including clothing. Outdoor play is an integral part of the program. As the weather gets cooler, please make sure your child has a jacket, hat and gloves. We go outside most days weather permitting. Please dress your child seasonally appropriate. You will also be asked to send in a seasonally appropriate set of clothing in case of an accident.

Shoes

Children must wear rubber-soled shoes or bring an extra pair of acceptable shoes to wear during free play. **Flip-flops, work boots and cowboy boots are not acceptable.**

Discipline

Classroom rules are established for the safety of every child. The Early Learning Center follows the "Assertive Discipline" policy. This policy gives short and simple rules, rewards and consequences. "Assertive Discipline" is used nationwide in public schools, churches and other organizations where a positive means of discipline is needed. Disobedient behavior is something we take seriously due to the chance of injuring other children.

Steps of action:

1st time: Warning with timeout and parents will be notified of serious inappropriate behavior.

2nd time: Parent/teacher conference to determine plan of action

3rd time: Director will be involved in the parent/teacher conference.

4th time: Involve the Senior Pastor and/or ELC board member to determine what action will need to happen.

If your child is out of control or cannot be consoled or corrected, the teacher will call you to pick up your child.

Dismissal

For the safety and continuity of the classes, we reserve the right to ask students not to return to the ELC. Dismissal may result if a student faces circumstances such as biting others, hurting themselves, peers, teachers, or a behavior that causes a continuous disruption of the class.

Children Facing Challenges

If a child's behavior or physical challenge is beyond the teacher's abilities and/or the physical limitations of the church program, please be open to our recommendations. We are limited in our facility and teacher expertise in dealing with children facing significant challenges. ELC teachers may recommend further evaluations and outside resources.

**CONSENTS
AND
INFORMATION
TO BE COMPLETED AND**



RETURNED TO THE SCHOOL ANNUALLY

CONSENTS

Please read the forms and complete thoroughly. These forms must be done annually for each child attending. Return the entire Consent & Info Packet to the Director or your child's teacher.

Read and Initial each item you give permission for your child. Sign and date at the bottom.

Child's Full Name:

_____ I have read the entire Parent Handbook and any extra material included. I understand the contents and agree to follow the rules and regulations for the Early Learning Center as outlined.

_____ I give permission for my child to go on short walks with the preschool staff during school time.

_____ I give permission for ELC staff to put sunblock lotion on my child when they will be outside.

PHOTO RELEASE

_____ I grant to Early Learning Center/SFUMC, its representatives and employees the right to take photographs of my child in connection with the preschool and Church activities. I authorize the ELC, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that they may use such photographs of my child with or without their first name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and social media content. *Children will not be identified by their full legal names for privacy and security reasons.*

_____ I DO NOT authorize any use of photography where my child can be identified. Group pictures will have my child's face blurred or blocked out.

****If at anytime you would like to make changes to this policy, please submit a new form to the director.***

ARRIVAL & LATE POLICY and Fees

_____ I understand the start time and early bird fees

_____ I understand pick-up time and the late fee

Parent/Guardian Name: _____ Date _____

Signature: _____

CHILD PICK-UP CONSENT

Child's Name: _____ DOB: _____ Gender: _____

The following people HAVE MY PERMISSION to pick up my Child from the Early Learning Center.

- Name: _____ Relationship: _____
Address: _____ Phone: _____
- Name: _____ Relationship: _____
Address: _____ Phone: _____
- Name: _____ Relationship: _____

Address: _____ Phone: _____

The Following People MAY NOT pick-up my Child

- Name: _____ Relationship: _____
Address: _____ Phone: _____
- Name: _____ Relationship: _____
Address: _____ Phone: _____
- Name: _____ Relationship: _____
Address: _____ Phone: _____

Any person unfamiliar to the ELC or Church Staff will be required to show proof of identification in the form a valid photo ID. (Driver's License or State or Tribal ID Card, A current Passport). Under no circumstances will your child be released to anyone other than those listed as approved above. *This form can be updated by the parent as often as necessary.*

Father/Guardian Signature: _____ Date: _____

Mother/Guardian Signature: _____ Date: _____

Other Day Care Providers Name: _____

INDIVIDUAL CHILD'S INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____

Likes to be called: _____ Date of Birth: _____

Street Address: _____

City, Sate & Zip code: _____

Mailing Address (if different): _____

In an emergency, we will try to contact the people you list below and in the order listed. Please be sure to list yourself (Parents/Guardians) FIRST, followed by relatives or friends/neighbors you trust.

- Name: _____ Relationship to Child: _____
Phone: _____ Alt Phone: _____
- Name: _____ Relationship to Child: _____
Phone: _____ Alt Phone: _____
- Name: _____ Relationship to Child: _____
Phone: _____ Alt Phone: _____
- Name: _____ Relationship to Child: _____
Phone: _____ Alt Phone: _____
- Name: _____ Relationship to Child: _____
Phone: _____ Alt Phone: _____

Child's Physician: _____ Phone: _____

Child's Dentist: _____ Phone: _____

Any Allergies? If so explain?: _____

Is your child on any routine medications? _____

Any recent hospitalizations or illnesses? _____

Medical Insurance Carrier: _____ Policy No. _____

I agree that the Director or her agent, acting on her behalf, may authorize the Emergency/Urgent care Physician available to provide urgent/emergency care in the event that I or the physician listed above cannot be reached immediately.

Parent/Guardian: _____ Date: _____

ALLERGY ALERT FORM WITH PHYSICIAN SIGNATURE (As needed)

Child's Full Name _____ DOB _____

ASTHMA: No Yes

Food Allergy: No Yes if Yes What: _____

Environmental Allergy: No Yes if Yes What: _____

Symptoms: *check all that apply*

- Itching, & Swelling of lips, tongue or mouth
- Itching and or sense of tightness in the throat, hoarseness & cough
- Hives, itchy rash and or swelling about the face or extremities
- Nausea, abdominal cramps, vomiting, diarrhea
- Shortness of breath, repetitive coughing and/or wheezing
- "Thready" pulse, loss of consciousness
- Other:

Action Plan: (*PRINT LEGIBLY*) Medication: _____ Dose _____

Directions: _____

Physician's Name: _____ Phone Number: _____

Physician's Signature: _____ Date: _____

Parent Consent: I give my permission for the Church and/or Early Learning Center Staff to administer the above medication, and follow the course of action as directed by the above named/signed physician. Staff will notify parent as soon as possible.

Parent/Guardian: _____ Date: _____

ALL ABOUT ME

All the information provided on this form is requested so we can get to know your child and to help them adjust to preschool. It will be kept confidential.

Date: _____

Childs Name: _____ Prefer to be called: _____

Describe your child:

Please circle all the words that best describe your child: *add any description we missed.*

| | | | |
|------------|-------------|-----------------|-----------------|
| Calm | Shy | Excitable | Sensitive |
| Cheerful | Loud | Quiet | Easily Angered |
| Stubborn | Destructive | Gives in Easily | Temper Tantrums |
| Jealous | Shares Well | Shares Poorly | Hyperactive |
| Hypoactive | Bright | Busy | Contented |
| Cautious | | | |

Does your child learn best by: Seeing Hearing Doing

• How well does your child get along with other children? _____

• What are some of your child's favorite activities, games, interests, etc., _____

• Does your child have a favorite person or pet? _____

• What makes your child mad or upset? _____

• What do you find is the best way of calming your child when they are mad or upset? _____

• Should we be aware of any "Family" rules? _____

• Any special concerns or comments? _____

THANK YOU FOR SHARING YOUR CHILD WITH US! We are honored!