

# PARENT HANDBOOK

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## School of Early Learning

First United Methodist Church

1203 E. 7th St.

Auburn, IN

(260) 925-2570

Kaitlyn Skinner, Director

Email: [kaitlyn@auburnumc.church](mailto:kaitlyn@auburnumc.church)

Website: [auburnumc.church](http://auburnumc.church)

## CONTACT INFORMATION

First United Methodist Church  
School of Early Learning  
1203 East 7th Street  
Auburn, IN 46706  
(260)925-2570  
[auburnumc.church](http://auburnumc.church)  
Director – Kaitlyn Skinner, [kaitlyn@auburnumc.church](mailto:kaitlyn@auburnumc.church)

## PRESCHOOL OFFICE HOURS

Monday through Friday 8:30am - 3:15pm

## ADDITIONAL CONTACT INFORMATION

DART Transportation Service - *If your child will be using DART, please inform the school so that we are aware.*  
260-925-3311

## TEACHER EMAILS

Ms. Andrea Allen	<a href="mailto:andrea@auburnumc.church">andrea@auburnumc.church</a>
Ms. Ashley Bigelow	<a href="mailto:ashley@auburnumc.church">ashley@auburnumc.church</a>
Ms. Sara Brandon	<a href="mailto:sarabrandon@auburnumc.church">sarabrandon@auburnumc.church</a>
Ms. Allison Hale	<a href="mailto:allisonhale@auburnumc.church">allisonhale@auburnumc.church</a>
Ms. Darla Marshall	<a href="mailto:darla@auburnumc.church">darla@auburnumc.church</a>
Ms. Mary Mondor	<a href="mailto:mary@auburnumc.church">mary@auburnumc.church</a>
Ms. Harmony Witmer	<a href="mailto:harmony@auburnumc.church">harmony@auburnumc.church</a>
Ms. Suzanne Worthen	<a href="mailto:suzanne@auburnumc.church">suzanne@auburnumc.church</a>

Each teacher maintains a Class DoJo page. Please see teacher handouts for more information. There is also a school wide Facebook page.

## VISION and MISSION

Our vision is to prepare students for a life of purpose in a community that nurtures the whole child through a spiritual, developmentally appropriate program. We will foster creativity and build relationships in a supportive, inclusive environment to help all students reach their fullest potential.

We will accomplish our vision with/by:

- Meaningful play
- A curriculum aligned with the Indiana Early Learning Foundations
- A focus on the Arts
- Encouraging curiosity
- Promoting academic preparedness

## FIRST UNITED METHODIST CHURCH

The School of Early Learning is an outreach ministry of the First United Methodist Church located in Auburn, Indiana. The church and the preschool work collaboratively to provide the children with a quality, Christian preschool education. If you have not found a church home, we invite you to try out one of our services. Service times are on Sunday mornings at 8:45 a.m. (traditional) and 10:45 a.m. (modern). Sunday school for all ages is held at 9:45 a.m. If you would like more information regarding opportunities to be involved in the church, please contact the church office at 260- 925-0885.

### Class Information and Curriculum:

#### **Curriculum:**

The school of Early Learning is a best practice, developmentally appropriate program that uses the standards established by the Indiana Early Childhood Foundations to guide our instruction. Throughout the preschool year, all children will learn to maintain an increased attention span, develop self-regulation and independence and develop age appropriate fine and gross motor skills. Children will be introduced to safety rules, good health and nutrition habits, and healthy interpersonal skills. They will learn about sharing, listening and Jesus' love. Each age group has specific learning goals which align with the Indiana Early Childhood Foundations, these are listed below.

#### Classes:

##### **Little Learners Class Description:**

This class meets 2, 3 or 5 times per week for three hours. Students in the Little Learners must be 2 years old by August 1. These students do not have to be potty trained, however, parents are expected to provide diapers, wipes, and diaper cream. This class is designed to aid young children in the development of social and motor skills. This development will be encouraged through exploration of art and the senses, songs, rhymes, and finger plays. Little Learners provides students with the opportunity to become familiar with a school and classroom environment while adjusting to new and unfamiliar surroundings.

##### **Learning Goals Include:**

- Social and Emotional Development
- Early Language Skills
- Early Math Skills
- Gross Motor Development
- Fine Motor Development
- Awareness of the 5 Senses

##### **Early Learners Class Description:**

Students in the Early Learners should be 3 years old and potty trained. This class meets 2, 3 or 5 times per week. Early Learners will begin to develop knowledge of basic shapes, colors, letters, and numbers. These students will begin to develop pre-writing and pre-reading skills through exploration of the alphabet.

##### **Learning Goals Include:**

- Social and Emotional Development
- Active Listening and Following Directions

- Perception Skills (Opposites and Matching)
- Gross Motor Development
- Fine Motor Development
- Name Recognition
- Number Recognition

### **Early Pre-K Class Description:**

This class accommodates students who will be 4 years old on or near August 1st but will not be attending kindergarten in the fall of the next school year. This class meets 3 days per week. Students in the Early Pre-K class begin to prepare for the transition into kindergarten. Students in this class should be potty-trained.

### **Learning Goals Include:**

- Motor skill Development
- Language Development
- Letter and Number Recognition
- Age Appropriate Math, Science and Writing Skills
- Pre-Writing and Pre-Reading Skills
- Social Development

### **Pre-K Class Description:**

This class is designed for students who will be 4 by August 1st and who will attend kindergarten in the fall of the next school year. We meet 3 or 5 days per week. This class is designed to help the students become independent and aware of the expectations as they begin the transition into kindergarten.

### **Learning Goals Include:**

- Large and Fine Motor Skill Development
- Phonemic Awareness
- Letter and Number Recognition
- Vocabulary Development
- Number Sense
- Age Appropriate Math, Science and Writing Skills
- Pre-Writing and Pre-Reading Skills

## School Cancellations and Delays:

### Delays:

The School of Early Learning follows DeKalb Central Schools for school closings and delays. Please be sure to check your local TV, or radio station each morning -even if there doesn't appear to be fog, snow or icy conditions in your area.

If DeKalb Central has:

### 2 Hour Weather Related Delay

School of Early Learning Morning Classes	Arrive at 9:30 am	Dismiss at 11:30 am
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### 3 Hour Weather Related Delay

School of Early Learning Morning Classes	Canceled	Canceled
School of Early Learning Afternoon Enrichment and Afterschool Care	Arrive at 12:00 pm (No lunch served at school)	Dismiss at 3:00 pm After-School Care is open until 5:30 as usual

If DeKalb Central Schools closes due to weather, the School of Early Learning will be CLOSED.

Please make sure your email address is up to date in your parent portal and you are receiving notifications via Class DoJo. Delay and cancellation information will be communicated using these two methods.

## Arrival and Dismissal Procedures:

Please remember that at arrival and dismissal times there are many children going to and from cars. **Please reduce your speed and use extreme caution in the parking lot.** If your child is ill or will not be attending school on a scheduled day, please call the school office so that the teacher is aware.

It is also important that everyone use caution when entering the building on extreme weather days. The church makes every effort to keep sidewalks, walkways and the parking lot as clear as possible; however, there are times when the temperature stays at a point where icy spots may be present on days when the potential for ice is greater, please try to avoid sidewalks that are used less often.

### Arrival:

All students should utilize the curbside drop-off car line beginning the 2nd week of school. All students will enter the School of Early Learning Main Entrance on the South side of the school marked Door 4. We will unload 4-5 cars at a time. **DO NOT PASS THE CARS IN FRONT OF YOU IN THE CAR LINE!!! PLEASE PATIENTLY WAIT TO PULL OUT ONCE ALL CARS IN FRONT OF YOU HAVE UNLOADED!!** If you can have your child seated on the rear passenger side in their carseat, this will make unloading much easier. If you choose to park and walk your child to the doors, please utilize the parking spots located on the sides of the church, not the preschool parking lot. Children should not arrive any sooner than ten minutes before class time.

### Dismissal:

Upon enrollment, families are to provide the School of Early Learning with a list of persons who are permitted to pick up their child(ren). Children will only be permitted to be dismissed to pre-approved persons. If you need to make arrangements for a different person to pick up your child(ren), you must call or communicate this in writing to the School of Early Learning.

Each family has been assigned a dismissal number, which is documented by the School of Early Learning staff. **Please bring this number each time you pick up your child(ren).** At the time of dismissal, a staff member will send each student to the authorized adult. The School of Early Learning reserves the right to not dismiss a child(ren) to any adult without an assigned dismissal number until adequate permission has been given by the child's parent/guardian.

### Late Pick-Up Policy:

All children need to be picked up promptly at the scheduled dismissal time. If your child is not picked up within 10 minutes of the scheduled dismissal time, a phone call will be placed and a \$10.00 fee will be assessed. In the event that you are going to be late, the School of Early Learning asks that the office is alerted as soon as possible.

### Safety Procedures and Locked Doors:

The First United Methodist Church and School of Early Learning has adopted a child protection policy to help ensure the safety of the children. As part of the Child Protection Policy, all teachers, aides and volunteers, age 18 and over, must pass a criminal background check.

To ensure the safety of the students of the School of Early Learning, ALL doors leading into the preschool wings will remain locked at ALL times during the school day. If you need entry into the School of Early Learning, please ring the bell at the main entrance of the preschool and you will be buzzed into the office area.

In addition to the above safety precautions, the School of Early Learning will practice fire, tornado and lock down drills several times throughout the school year. These procedures are posted in each classroom and throughout the building. In the event of an actual emergency, parents would be contacted by using our one call system (forms are available in the office), or phoned individually by a preschool employee at the number on their emergency card.

### Fire:

Monthly fire drills will be conducted. Children will be evacuated out the nearest exit. They will make their way to the designated areas in the parking lot on either the South Side of the church or the North Side depending on which exit they used. In the event of an actual fire, parents will be notified immediately and will pick their children up from Hope's Landing Assisted Living Facility across the street on Duesenburg Dr.

### Lockdown/Shelter in place:

In the event there is a threat within the community by a person or persons to commit harm, the Preschool will go into lockdown. All entrances to the church will be locked. Children will only be released to parents or authorized adults when it is safe to leave the building.

### Tornado/Severe Weather:

In the event of a tornado warning during school hours, all children will be evacuated from the classroom and proceed to their designated areas away from windows. Children will remain in these areas until the director has given an all clear that the weather has improved. All children must immediately return indoors when lightning is observed.

### Emergency Back Up Plan:

In the event that the school should need to close due to weather, or other emergency, families will be notified via one call, social media and email. The preschool does not have an alternate plan for childcare and parents will need to have a back up plan for their child's care during the closure.

### Required Paperwork for Enrollment:

All enrollment is completed online through the church website at auburnmc.church under the "preschool" section. A non-refundable registration fee of \$50 is required to hold a student's spot in a class. Parents are responsible for providing the preschool with an accurate record of their child's health including vaccinations, allergies, diet restrictions, medications, illnesses and disabilities. Upon enrollment, a current physical, record of vaccinations, discipline policy, parent notice, and safe food transportation agreement will need to be completed. The preschool is not responsible for any incorrect information it may receive concerning a child's health.

If you have a need to restrict the distribution of information about your child to another family member for any reason, you must communicate this to the preschool in writing to the preschool in advance.

### Child/Staff Classroom Ratios

Age and Name of Class	Max # of children with 1 caregiver	Max # of children in the group
Little Learners 2 year olds turning 3	5	10
Early Learners 3 year olds turning 4	7 (10 when all are 3 yrs old)	15
Early Pre-K 4 year olds	12	15
Pre-K 4 year olds turning 5 and will attend kindergarten the following year	12 (15 when all are 5 yrs old)	15

## TUITION

Tuition payments are due by the 15th of each month. Any payment not in the payment box on or before the 15th may be assessed a \$25 late fee. All late fee notices and statements will be sent home with the student and also sent to the email address that is provided on the registration paperwork. The School of Early Learning reserves the right to withdraw any student who is behind on tuition and has failed to contact the School of Early Learning office to make arrangements. Once tuition is current, the student may be re-enrolled; however, the \$50 registration fee may be required. Payments can be made using the parent portal:

<https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=514035> (link also available on the church website) or by check/cash in the preschool dropbox.

### Preschool:

<u>Preschool (8:30-11:30 am):</u>	Monthly Payment	2 Payments (Aug. and Jan.)	1 Payment (Aug.) 5% discount
2 mornings per week	\$100.00	Aug. \$485, Jan. \$388	\$855.00
3 mornings per week	\$150.00	Aug. \$728, Jan. \$582	\$1283.00
5 mornings per week	\$200.00	Aug. \$970, Jan. \$776	\$1710.00
Afternoon Enrichment (11:30-3 pm):	Monthly Payment:	2 Payments (Aug. & Jan.)	1 Payment (Aug.) 5% discount
2 days (T/R only)	\$55.00	\$247.50	\$470.00
3 days (M/W/F only)	\$80.00	\$360.00	\$684.00
5 days (M-F)	\$130.00	\$585.00	\$1112.00
Before Care (7-8:30 am only):	Monthly Payment:	2 Payments (Aug. & Jan.)	1 Payment (Aug.) 5% discount
2 days (T/R only)	\$25.00	\$112.50	\$214.00
3 days (M/W/F only)	\$35.00	\$157.50	\$300.00
5 days (M-F)	\$55.00	\$247.50	\$470.00
After Care (3-5:30 pm):	Monthly Payment:	2 Payments (Aug. & Jan.)	1 Payment (Aug.) 5% discount
2 days (T/R only)	\$55.00	\$247.50	\$470.00
3 days (M/W/F only)	\$80.00	\$360.00	\$684.00
5 days (M-F)	\$130.00	\$585.00	\$1112.00

### Elementary:

Aftercare Options:	Monthly Payment:	2 Payments (Aug. & Jan.)	1 Payment (Aug.) 5% discount
1 day	\$50.00	\$225.00	\$428.00
2 days	\$75.00	\$337.50	\$642.00
3 days	\$100.00	\$450.00	\$855.00
4 days	\$125.00	\$562.50	\$1069.00
5 days	\$150.00	\$675.00	\$1283.00
Before Care (Wednesday ONLY)	Monthly Payment:	2 Payments (Aug. & Jan.)	1 Payment (Aug.) 5% discount
Wednesday	\$15.00	\$67.50	\$128.00



### Payment Schedule:

There will be a total of 9 tuition payments for the school year. Each payment is due by the 15th of each month. If payment is made after the due date, a \$25.00 late fee will be assessed. All payments must be placed in the tuition box located inside the main door or paid online using the parent portal. Please do not place any money in your child's folder. Teachers will NOT remove any payments from your child's folder. If you are having difficulty making a payment, please contact the School of Early Learning to make arrangements 260-925-2570.

Payment	Due Date
Payment #1	August 15th
Payment #2	September 15th
Payment #3	October 15th
Payment #4	November 15th
Payment #5	December 15th
Payment #6	January 15th
Payment #7	February 15th
Payment #8	March 15th
Payment #9	April 15th

**\*\*Scholarship applications are available upon request\***

**\*\*Please note that the monthly payment amount reflects the total broken down into 9 monthly payments. This was done to avoid having to make 2 payments in one month.**

### LATE FEES

If a tuition payment is not made by the date due, a \$25 late fee may be assessed and must be paid when the tuition payment is made.

Once an account is 1 month past due, the student may not attend class without paying the past due amount or making payment arrangements with the office.

If an account is not brought up to date within 1 month after the first late tuition payment, the student will be withdrawn and the spot will become open for registration until payment is made in full or payment arrangements are made with the office.

If a child is withdrawn, in order to begin school again, the past due amount must be paid, as well as the next month of tuition due. Please note, a new registration fee may be assessed.

If you are experiencing financial difficulty, please contact the school office, 260-925- 2570, so that we can help by making payment arrangements with you to help avoid additional fees.

### Clothing:

Play clothes and gym shoes with rubber, slip-resistant soles are most appropriate for preschool. Children should dress to play outside in the spring and fall, weather permitting. Dress clothes, long dresses and shoes without tread or with slippery soles are discouraged. Please no shoes with elevated heels or flip flops.

Please send in an extra set of clothes for your child. Preschool children may need a change of clothes for a variety of reasons. The School of Early Learning does not always have extra clothes. In the event that a child needs to change clothes and an extra set is not available, parents may be called to bring a change of clothes in for the child.

### Snack and Food Service:

Snack calendars will be provided by each teacher for morning snack and each child will have a turn to bring in a healthy snack for the entire class. Water is provided by the school, or a child can bring their own water bottle to use. Simple birthday and holiday treats may be sent for the child's classroom. Communication about this will come from your child's teacher. All families will be required to sign a Safe Food Transportation policy. Food can not be homemade. All fruit and vegetables must be prewashed and pre-cut/ready to serve. **Please note, we are a nut free school and snacks should not contain any type of nut or nut products.** Any juice that is sent in should be 100% juice. Drinks are not necessary for snack. If snack is forgotten the preschool does keep extra on hand and we ask that you send in your snack on the next school day to be kept as an "extra" when someone else forgets. If your child has a specific allergy, you may be asked to send in extra items to be kept in the event that they are not able to eat the shared snack on a particular day.

If your child is staying for Afternoon Enrichment, they will be required to bring a packed lunch in a lunchbox each day. This will be kept in our refrigerator until lunch time. We are not able to reheat any food, so only cold food should be brought. If a child forgets their lunch we will contact parents and ask that a lunch be brought to the preschool.

## Discipline Procedures:

The School of Early Learning fosters a caring environment in the classroom that is conducive to the education of all children. Our teachers do this by providing care, patience and understanding to all students. However, while caring for your children, we may have to respond to your child's misbehavior. Behaviors which will hurt another child are not permitted.

In response to misbehavior, we will:

- Use respect and establish clear rules and consistency
- Remove the child from the situation and talk with them about the behavior in a calm respectful way
- Offer the child a chance to apologize if another student was involved
- Give clear choices when redirecting
- If behavior continues, the director may need to get involved and the child may be removed from the classroom to have a chance to calm down.
- If calming down is unsuccessful, parents will be called.

We will not:

- Use threats or bribes
- Use physical punishment
- Use deprivation of food or other basic needs
- Use humiliation or isolation

In extreme cases, a child who is habitually harmful or disruptive to the class and whose behavior has not been improved satisfactorily may be dismissed from the school for the remainder of the school year.

## Field Trips:

Field trips are a planned activity throughout the year and are an important part of the children's education. Parents will be required to give their permission for their child(ren)'s participation in these trips by signing permission slip at the beginning of the school year. Parents will be notified about any necessary changes in plans regarding field trips. Children who arrive at school on the day of a field trip without having turned in a signed permission slip will not be allowed to stay and will be sent back home with their caretaker or parent. Parents will not be allowed to drive a field trip without having completed ALL of the steps in the child protection policy and have an active background check on file with the First United Methodist Church.

## Transportation:

Transportation for field trips is provided via the private cars of teachers and parent volunteers. All children are required to be securely fastened into a certified car seat for the travel portion of the trip. If a parent volunteers to transport children other than his/her own child, the First United Methodist Church will require (and pay for) a background check. Forms are available in the preschool office.

## Car Seat Policy:

All children will be placed in car seats for all field trips. Parents are responsible for providing a certified car seat for their child(ren) for field trips. Smaller, booster style car seats are preferred as they fit better in the vehicles and are easier to insert and remove.

### Health Requirements:

All children enrolled in the School of Early Learning are required to have a current and accurate emergency card on file with the School of Early Learning detailing their personal health information including allergies, diet restrictions, medications, illnesses, and disabilities. Emergency cards are distributed to all parents of children enrolled in the School of Early Learning, one is a copy for the office and the other goes into the teacher's emergency kits. The School of Early Learning is not responsible for any incorrect information it may receive concerning a child's health.

The School of Early Learning also requires a physical form signed by a physician and a copy of every child's immunization/shot records. We are an unlicensed, registered ministry and we are inspected by the state of Indiana two times per year and by the state fire marshal one time per year. Throughout the inspection process, the state will check to ensure that all children's shots are up to date.

### Medications:

If your child must receive prescription medication, including inhalers, while at the School of Early Learning, the parent must drop the medication off with the teacher in its original container. Original containers should be placed in zip lock bags with the child's name, dosage, and times of medication. Medication forms **MUST** be completed by a parent/guardian and on file in the office in order for the medication to be given. Medication will not be administered by any School of Early Learning staff member without a medication form on file.

### Head Lice:

Children who are found to have head lice will be sent home immediately for proper treatment. The child will not be readmitted until the condition has been properly treated by a family doctor or by over-the-counter remedies. Once the child's scalp and hair follicles are free of all lice and nits, the child may be re-admitted with a note from a parent stating what treatment was used to remedy the situation. A child who is sent home a second time with nits, nymphs, or lice will not be re-admitted to the School of Early Learning without a doctor's statement indicating that the child has been properly treated. For more information about head lice, please contact your family physician.

Prior to re-admittance, the School of Early Learning will do a head check on any child who has been out of school due to lice.

### Sick Policy:

Your child should stay home from school when they have any of the following symptoms:

- green or yellow drainage/mucus from their eyes/nose/ears
- a persistent cough
- fever (100 F or above)
- Diarrhea
- Vomiting
- Rash
- open sores
- Lice
- loss of taste or smell
- If your child has any other questionable symptoms they should be kept home from school

If your child has a communicable disease (such as chicken pox), he/she will need a doctor's permission slip to return to school.

Keeping your child home when they are not feeling well helps us stop the spread of germs at the preschool.

We will also send your child home early from school if they develop any of the above symptoms or exhibit any additional illness type symptoms while at school.

\*\*\*\*\*Remember, your child must be fever/diarrhea/vomiting free for 24 hours without medication prior to returning to school\*\*\*\*\*

## COVID-19:

The School of Early Learning will follow all IDOH (Indiana Department of Health) guidelines related to Covid-19 and childcare facilities. Currently, as of July 2022, IDOH guidelines are as follows:

- If your child tests positive for COVID-19:
  - Children testing positive for COVID-19 should isolate at home for 5 days
  - Children who are fever free for at least 24 hours without the use of fever reducing medications and show improvement in symptoms may return on day 6 if they can correctly and consistently mask
  - Children who cannot correctly and consistently mask should isolate at home for 7 days and may return on day 8. The decision to return should be made by the child's parent and in conjunction with the childcare program.
- If your child is identified as a close contact (home or school):
  - Children exposed to COVID-19, but without symptoms, no longer need to quarantine
  - Families will be notified if their child is considered a close contact. This notification will allow families to be diligent in looking for symptoms such as fever, cough, nasal congestion, etc., indicating that the child should stay home.

**\*\*This information is constantly changing with new guidance from the CDC and the Indiana Department of Health. This information is most up to date as of July 2022.**

Tuition rates will not be reduced due to a student or family member testing positive for Covid-19 or if a student is identified as a close contact and needs to quarantine for the current IDOH guidelines. Families should communicate with school staff in the event of a child testing positive for Covid-19 or anyone in the household testing positive for Covid-19.

## Tobacco, alcohol, illegal substances and weapons:

The School of Early Learning strictly prohibits the use or possession of tobacco, alcohol, illegal substances, and weapons inside the school building at all times.

## **Non-Discrimination Policy**

The School of Early Learning of the First United Methodist Church of Auburn, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.