



**EARLY EDUCATION AND SUMMER CAMP
AT**

FISHERSVILLE UNITED METHODIST CHURCH

Mission Statement

Fishersville United Methodist Church Child Development Center (FUMC Child Development Center or “the school and camp”) provides a Christian learning environment that assists children in growing spiritually, socially, emotionally and intellectually. The program is biblically based with the goal of sharing Christ with all of the children we serve. FUMC CHILD DEVELOPMENT CENTER provides a developmentally appropriate program that assists children with the readiness skills needed to meet the academic and social challenges of Kindergarten.

We see serving children as a crucial ministry, as Jesus said, “Whoever welcomes this little child in my name welcomes me; and whoever welcomes me welcomes the one who sent me. For it is the one who is least among you all who is the greatest.” Luke 9:48.

We believe that a developmental approach to learning focuses on the use of learning games and hands-on activities. It is an approach that emphasizes activities that stimulate a child’s imagination, curiosity and action. It presents questions to be thought out and problems to be solved. A developmental approach further suggests that the learning activities are appropriately matched to the child’s developmental abilities and to an acceptable level of challenge.

Major components of the daily program at FUMC CHILD DEVELOPMENT CENTER include the following:

- Learning Center Activities—planned activities offering children a choice of participation designed to help them reach the learning goals of the day;
- Music—a combination of singing, clapping, marching and moving;
- Art—activities which encourage creativity, exploration of ideas, and hands-on action;

- Large Group – teacher-led activities designed to develop language skills, problem solving skills, memory skills, and to increase a child’s general knowledge; and
- Free Play—times of transition from one segment of the day to another and large blocks of outdoor play offer children freedom of choice to pursue many activities of fun and building of friendships.

FUMC Child Development Center believes it is important to introduce preschoolers to the belief that there is a God who loves them and cares about them. Teachers and children are encouraged to express their love and appreciation for God in natural and spontaneous ways as well as at the specific times reserved for the teaching of Bible songs, truths and prayer.

General Information

FUMC Child Development Center is a ministry of Fishersville United Methodist Church. In compliance with code of Virginia, the Program is exempt from being licensed and is classified as an “Exempt” child development center. The Code of Virginia, Section 63.0 – 196.3, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensing by meeting documentation and other requirements specified within the exemption law. A board of Directors composed of staff members and church members oversees and monitors the activities of the School/Camp. The board is open to any questions, concerns, or suggestions of parents and staff. FUMC Child Development Center utilizes the lower level of Fishersville United Methodist Church at 1600 Jefferson Highway, Fishersville, VA, as well as the Fellowship Hall, playground, and Sanctuary. Our facilities include child-sized toilets, a sprinkler system and a secure playground that is entered from inside the building. Each of our teachers has been selected on the basis of his/her educational background and experience, as well as his/her personality, love for children, and ability to work effectively with preschoolers. FUMC Child Development Center is covered by public liability insurance.

FUMC Child Development Center Staff

The Board of Directors uses the following qualifications for hiring staff members:

- a loving, caring individual who has a personal love of God;
- an individual who loves children and cares for their well-being, development, and self-esteem;
- a college degree in the area of Early Childhood Education is preferred; and
- previous preschool experience.

Our staff must be certified annually by a practicing physician to be free from any disability that would prevent them from caring for children. Furthermore, staff members are trained in CPR and first aid through the American Red Cross, and must have passed all state required health exams. All staff members must have completed all state required background checks.

Contacting FUMC Child Development Center

The Office phone number is **540-943-1140**. If unable to reach the director/teacher during the school/camp hours, you will always be able to leave a message and a staff member will check the messages before and after school/camp hours. However, you are always welcome to call the church office at 540-942-9355 and the School/Camp will be paged. You may also reach the director via email at director.naps@gmail.com.

Enrollment and Admission

FUMC Child Development Center admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs, and activities made available to students at the school/camp. FUMC Child Development Center reserves the right to select students and/or maintain their enrollment on the basis of the program's ability to meet each child's needs, and the parent(s) commitment to the program's philosophy, objectives and policies, and their willingness and ability to cooperate with the administration and abide by its policies. The FUMC Child Development Center Board of Directors will make the final decision for accepting and/or dismissing a student from the program.

The School/Camp reserves the right to suspend or dismiss any child who, after entering, demonstrates developmental needs that cannot be met by this facility. The School/Camp also reserves the right to suspend or dismiss any child whose behaviors or needs put other children at risk.

A discount of 5% is given to the tuition of the 2nd or third child for families with multiple children attending the school or camp.

Registration

Registration is for one school year or, in the summer for the entire summer or the weeks registered. Our Enrollment Process begins in February of each year and will be publicized. Registration will be open first to reenrolling students and then to Fishersville United Methodist Church members, and then to the public. All registration fees are non-refundable.

The following **ITEMS** are required for enrollment:

- 1. Registration/Enrollment Form** – The form is filled out at the time of registration. This form and the registration fee hold your child's placement in his/her class. It is important that the emergency phone numbers for home and work for parents and other caregivers be ***current at all times***. This also includes cell phone and pager numbers. It is also important to keep ***current*** the names and numbers of your child's doctor and persons authorized to pick-up your child in an emergency.
- 2. Discipline Policy**
- 3. Birth Certificate**– The School/Camp and the State of Virginia require a copy of every child's ***birth certificate*** to be in our files before the first day of school/camp. A complete physical is not required.

4. **Childs immunizations records** - The School/Camp and the State of Virginia require a copy of every child's immunization record be in our files before the first day of school/camp.
5. **Registration Fee**

Tuition and Fees

Annual Tuition is a contracted fee for a full year of enrollment at School. A non-refundable registration fee must be paid at the time your child is enrolled for School. Payments may be made for the full year, by semester, or on a monthly basis. Semester payments can be made at the beginning of school in September and again no later than the first school day in February. Monthly tuition is due by the 5th of each month. Checks should be made to FUMC Child Development Center and payment should be placed in the locked tuition box in the School/Camp hallway. If payments are not received by the 5th of the month, an email will be sent and a late fee of \$25 will be imposed. If no arrangements are made for the remittance of tuition, a letter stating your child's last day will be given.

Withdrawing from FUMC Child Development Center

Because tuition and fees are the sole income of the program, I understand that if I withdraw my child, I am liable for the remainder of the tuition due for either the school year or the summer camp weeks for which you are registered. Appeals for release from this payment may be made and will be decided entirely at the discretion of the FUMC CHILD DEVELOPMENT CENTER Board of Directors. Voluntary or discretionary withdrawals will not be considered by the Board of Directors as representing the grounds for consideration or release from the payment of the annual balance due.

Snack

A snack will be provided each day, and a variety of foods will be served. In your Parents Handbook there is a list of acceptable snacks that you can donate. **Snacks will be done cooperatively this year. Teachers will send home a snack list with the assigned parent weekly. Snack responsibility will rotate through the class.** Please notify the teacher IN WRITING of specific food allergies, needs or prohibitions. If you would like to provide a special snack, please check with your child's teacher in advance for suitability, and please send an adequate amount for the entire class. **Please keep all snacks nut free.**

Children staying for the After School Program should pack an afternoon snack in their backpacks daily. Do not forget to use an icepack if needed.

Lunch

For students who are with us past 12:15p.m., please pack a lunch daily. Lunches should include a drink (water is an appropriate beverage if desired) for your child and consist of

a healthy variety of foods. **Lunches will not be stored in a refrigerator.** Each lunchbox should have an icepack with it daily to keep the lunch cool. Please label your child's name clearly on the outside of your child's lunchbox.

Attendance

Part Time- FUMC Child Development Center's operating hours are 8:45 a.m. – 11:45 a.m. for part time students. Parents are responsible for insuring adequate supervision/discipline of their children during times of drop-of and pick-up. The staff will not be responsible for children other than during program hours. When you arrive each morning, please take your child to his/her classroom. Pick-up will be at the classrooms. Please do not interrupt the final moments of class or enter the rooms. The teachers will finish promptly at 11:45 a.m. All children must be picked up no later than 11:55 a.m. An automatic late fee of \$25.00 will be assessed for children picked up just after 11:55 a.m. This fee will be strictly enforced.

Full Time- FUMC Child Development Center's operating hours are 7:00a.m. – 6:00p.m. for full time students. If the doors are locked when you are dropping off a student, please ring the doorbell. A staff member will then open the door and you may walk your child to their classroom. Please wait with your child outside the door until the teacher welcomes the student into the room. When picking up your child, please ring the doorbell and once again a staff member will let you in. Please wait outside the classroom for your child to be brought to you. The school closes promptly at 6:00p.m. Pick up should be no later than 6:00p.m. An automatic late fee of \$25.00 will be assessed for children picked up after 6pm. This fee will be strictly enforced.

Parking is in the lower parking lot of the church. Enter the School/Camp at the rear of the church (double glass doors), closest to the side parking lot. Please do not park in handicapped marked spaces unless the driver has a handicapped condition. **Please do not park beside the School Camp's entrance.** This will ensure the safety of our children walking in/out of the building.

Our Half Day Students may also sign up for the Drop Off/Pick Up Line. The following is information about how this operates:

We are adding drop off and pick up as a convenience for our families in the half day program. This would mean that you can drive up between 8:45 and 8:55 and drop off your child to a teacher without getting out of your car. Those of you with young children or those of you who have grandparents delivering may find this very helpful. The same will be true from 11:45-11:55. A teacher will bring your child to you. You will need to buckle your child into his/her car seat.

1. First and foremost, traffic will have a one way pattern from 8:45-8:55 and between 11:45-11:55! You will want to be careful and note this if you are entering the school during this time, regardless of your reason.
2. We ask that you sign up if you would like to be in the Drop Off/Pick Up line. You may call or email the office in order to sign up.

3. A diagram of our new traffic pattern is on the website and available at our entrance. Please review it. Feel free to call or email if you have any questions.
4. If you do not want to be in the Drop Off/Pick Up line and plan to continue walking your child in, we ask that you park in the Lower Parking Lot and walk your child across Fishersville Road and enter the preschool as you have always done.
5. If you plan to utilize the drop off and pick up offering you will be asked to follow the arrows on the pattern in the diagram on the next page.
6. It is vitally important that **NO ONE** enter the upper church parking lot between these times from Jefferson Highway. We are concerned that the upper parking lot may get congested and we do not want anyone to get into an awkward situation while attempting to enter from this busy street.

If your child will be absent for one or more days, please call the office or the child's teacher. Remember, if your child is late, activities will have begun.

Please send your child in play clothes and **tennis shoes**. School is a time for outdoor play, exploration and movement. We want your child to be comfortable and able to participate. We play outside every day, weather permitting. On rainy days, or on cold/wintery days (freezing or below), we will play with inside toys in the Fellowship Hall. Please dress your child appropriately and have your children's clothes marked. Please send a complete change of weather-appropriate clothing for your child, each item marked, at the beginning of the program. As seasons change, we will send home the children's clothing bags (gallon sized bags are GREAT!)

Safety/Security

In order to have a safe and secure environment for our children to learn and play we must observe the following policies.

- The exterior entrance doors to the School/Camp will be locked except from 8:40 a.m. to 9:00 a.m. and 11:40 a.m. to 12:00 p.m. each day for half-day parents to drop off and pick up their children. When the School/Camp is in session and when the School/Camp is not being used, the doors will remain locked. This is for the general safety of our students and staff. When the doors are locked, you may enter the building through the church office and the School/Camp will be notified.
- Volunteers are needed and always welcomed for many different reasons. Without you we could not accomplish many things that we do. During school/camp hours, visitors must register with the receptionist at the front, main entrance of the church and the Director or a teacher will be notified.
- Children **will not** be released to any person who is not on the approved list provided by the parents. Photo identification may be required. If you have

special circumstances, for example, custody or guardianship, a copy of the court order must be placed in your child's personal file. If your child is going home with someone other than those listed, please give the information, in writing, to the teacher or call the teacher/counselor.

- If a parent or authorized person is picking up a child during morning school/camp hours, they must go through the church office entrance and the School/Camp will be notified.

Special Activities

Field Trips – Both off and on school/camp property.

Show-n-share – Teachers and Camp Counselors schedule days for Show-n-Share. You will be informed as to when this will occur by your child's teacher or counselor. Items that will provide a learning experience for all the children are encouraged. Guns of any sort and any gear for war play or items that could be considered dangerous need to be left at home.

Chapel – Each week, the children will have scheduled times for Chapel.

Birthdays – Sharing this special day with friends is always fun for the children. You may send a special snack that day for each child in the class, provided you have cleared this with the teacher ahead of time. Please consider the donation of a book or resource to the School/Camp given in your child's name instead of giving individual treat bags to the children in the class. The Board of Directors and staff request that invitations for parties be given outside the classroom and not be distributed through the school/camp or on the church grounds, unless every child in the class is being invited.

Conferences – During the school year, the School will have two days of brief parent/teacher conferences. Please, do not bring your child with you. Conferences are held to discuss your child's development and progress and to address any concerns.

Fundraisers – From time-to-time, we provide you with the opportunity to participate in fundraisers to help defray expenses at the School and Camp. Many of these fundraisers are to support a scholarship fund that will assist parents during hardships. You are not obligated to participate but your help is always appreciated!

Volunteering – We encourage all parents to become involved in volunteering, to help plan, organize and implement fundraisers and special activities.

Illness Policy

For the health and safety of other students and teachers, please DO NOT bring your child to school/camp if he/she exhibits any of the following symptoms:

- Fever (a temperature of 100° or higher without medication). A child's temperature *must* be at normal temperature, without fever-reducing medication, for 24 hours before returning to school/camp.
 - *Note:* Even if the temperature is caused by a non-contagious illness, the child *cannot* attend school/camp as fever indicates that the body is under

stress or is fighting an infection. In this condition, complications can easily arise; therefore, the school cannot assume the responsibility of monitoring sick children/camp.

- Vomiting within the last 24 hours
- Diarrhea two or more times in a 24 hour period
- Complaints of headache, abdominal, or ear pain
- Unexplained rash
- Pink eye, until 24 hours after treatment has been initiated
- Chickenpox, until all sores have dried and crusted
- Scabies or head lice. In case of an infection of head lice, children need to be nit free before returning to school/camp and all parents will be informed that a case of head lice has been reported at school/camp.
- Severe coughing
- Signs of illness such as irritability, unusual tiredness, or neediness that compromises the teacher's ability to care for other children.

If a child has been contagious, he/she must be non-contagious and have a normal temperature for 24 hours before returning. If your child becomes sick during the program, we will contact you immediately to come and pick him/her up. Simple external first aid will be administered when necessary.

Closings

The School will follow the Augusta County School calendar WITH a few exceptions. Please listen to radio stations WTON (94.3 FM or 1240 AM), WKDW (93.1 FM), WNLB (1150 AM), TV Ch 3 and 4 morning news.

******If Augusta County Schools are operating on a one-hour-delay, FUMC CHILD DEVELOPMENT CENTER will also operate on a one-hour-delay.**

If Augusta County schools are operating on a two-hour-delay, FUMC CHILD DEVELOPMENT CENTER will open our full day program at 9:00 am. The Preschool Half Day Program will open at 10:15 with drop off from 10:15-10:25. Preschool will end at 12:15 with the pick-up line being offered from 12:15-12:25. We will not have you send your child with a lunch. Children who attend our all day program should send a lunch. Our all day program will be open until 6pm as usual.

If Augusta County schools are closed, FUMC CHILD DEVELOPMENT CENTER will be closed. ****

We will follow Augusta County School's Christmas, Thanksgiving and Easter holidays. Please refer to the school calendar for any other days in question.

Emergency Response Plan

For the safety of our children, we have put the following emergency procedures in place:

- Evacuation of building due to fire

- Evacuation of building for bomb threat
- Severe Storm/Civil Defense Drill
- Stranger on campus threat
- Shelter in place emergency

The children will be practicing these drills at announced and unannounced times. Their participation will give them valuable information about what to do in the event of an emergency and their fears will be reduced because of this knowledge.

Curriculum – Academic Program

Each week classes will have a specific theme and related bible verse. Teachers have been trained on the **Blueprint curriculum**. Each unit will contain concepts that apply to **Virginia’s Foundation Blocks for Early Learning**. Your child will explore literacy concepts, mathematics concepts, science concepts, history and social science concepts, physical and motor development, and personal and social development. The Foundation Blocks for Early Learning are standards of learning that help prepare four-year-old children for kindergarten. Many of the activities will be modified for the younger children to meet appropriate developmental levels. Teachers choose activities to help children achieve learning goals within these themes. Depending on the age of the children, the goals and activities will vary.

There will also be units that simultaneously focus on numbers, letters, shapes and colors. Each unit will have a particular number and letter that will be emphasized, along with concepts about the theme. Some units will be related to science, history, season, weather, holidays, etc.

Each day offers the children opportunities for the use of work center activities, including art, puzzles and manipulatives, science and nature, and dramatic play area (blocks and home living). Mini center materials, which foster skills and concepts in the area of language development, math and basic concepts, and perceptual skills, may be used to provide additional mental stimulation.

The provision of a rich environment, coupled with teachers who facilitate the work of the children through guidance and direction, provides valuable learning experiences for young children.

Financial Assistance

Some Financial Assistance is available each year. Families must apply and provide a copy of their most recent 1040 to be considered. Applications are available through the Child Development Center Office. Awards are made by the Financial Assistance Committee. Applications need to be received by April 15 each year. Awards are only for one year or one summer. You must reapply each year. If a child is absent more than 10 times in a semester the family must reapply for financial assistance. Awards need to be used by families who have an actively attending student.