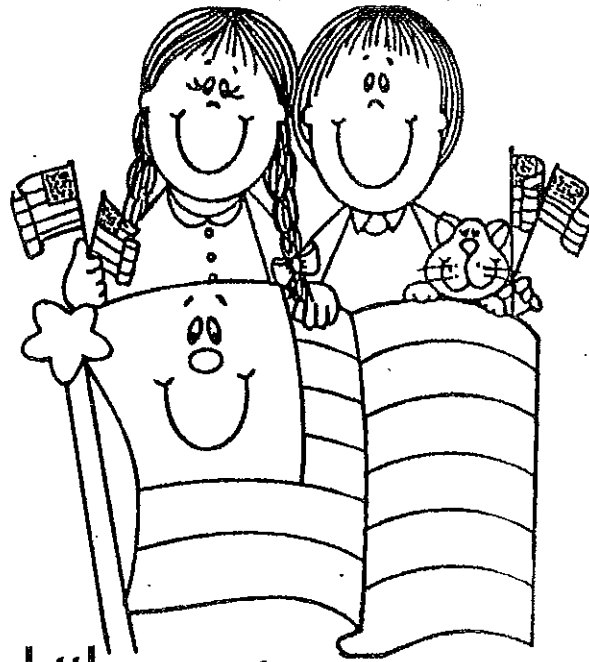


FIRST METHODIST PRESCHOOL

2008-2009



"Let the little children come unto me."

saiith the Lord.

212 3rd Street, North
St. Petersburg, Florida 33701
jshoaf@fumcsp.org
janetshoaf@gmail.com
822-8767 Preschool 894-4661 Church
Director, Janet Shoaf
Pastor, David Miller

License #C3975

PURPOSE OF FIRST METHODIST PRESCHOOL

The purpose is to give the preschool children of First United Methodist Church and the community a solid foundation upon which to build their formal education and spiritual life. The Preschool shall strive to teach the whole child in an accepting, loving Christian environment, and in partnership with the family.

PHILOSOPHY

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The philosophy of First Methodist Preschool is to accept every child at his or her own level and to nurture each child to his or her fullest potential. To fulfill this, we are committed to the following:

- * **the Lord** to conduct ourselves and our program in a Christian manner, so that our example will be a true witness to the children.

- ***the church family** to provide an exciting and respectable program, in exchange for their faith, trust and prayers.

- ***the families of the community** to give their children the necessary social, emotional, physical, intellectual and spiritual growth to enable them to be happy, secure, successful and responsible individuals.

We strive to provide age appropriate curriculum so that the two year olds act like two year olds and likewise for the threes and fours. We are aggressive in identifying any limitations and lack of normal developmental progress so that intervention in the specific growth area can be provided to ensure that the child has an optimum chance of success in the elementary years of school.

OUR GOALS

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Our commitment to you and your child is to provide an environment that will be exciting and rewarding. We will do this with a variety of topics, holiday activities and traditions, a wide selection of art media, field trips, cooking experiences, safety precautions, nursery rhymes and fairy tales, Bible stories and other children's classic literary selections. In addition to the curriculum, the children will grow to love and appreciate adults outside the family, learn to share and play with other children and learn to be attentive to schedules and responsibilities.

After all of that, we do, with the three and four year olds, find time for numbers and letters so they will be well prepared for kindergarten.

We have chapel once a week where they learn to begin a relationship with God and hear the stories of the Bible. Growth in Christian concepts is gradual, but through the association with teachers who are growing in spiritual knowledge, the children will learn to be kind, loving, patient and good.

We also provide an excellent music program where the two, three and four year olds learn basic music concepts: rhythm, loud and soft, fast and slow, instruments. They also develop memorization skills through singing and playing.

2008-2009 CALENDAR

Tuesday, September 2	Preschool begins!
Friday, October 17	Preschool <u>CLOSED</u>
Friday, October 24	Pumpkin carving party 6:30 and Trunk or Treat!
Wednesday, October 29	Halloween Parade and Party 9:30
Thursday, October 30	Halloween Parade and Party 9:30
Thursday, November 20	Thanksgiving Feast 10:30
Monday through Friday November 24-28	Thanksgiving Holidays Preschool <u>CLOSED</u>
Wednesday, December 17	Christmas Program 9:30-10:30
Friday, December 19	Last day before Christmas break
Saturday, December 20-	Christmas Vacation
Sunday, January 4, 2009	Christmas Vacation

Praise Him, Praise Him! Jesus Christ is Born!

2008-2009 CALENDAR

Monday, January 5	Preschool reopens 2009!
Friday, January 16	Preschool CLOSED
Monday, January 19	Martin Luther King Day <u>CLOSED</u>
Thursday, February 12	Valentine's Day Parties(T, Th)
Friday, February 13	Valentine's Day Parties(5 day, MWF)
Saturday, March 28 - Sunday, April 5	Spring Break Spring Break
Thursday, April 9	Easter Hunt and Picnic 9:45
Friday, April 10	Good Friday Preschool <u>CLOSED</u>
Sunday, April 12	Easter
Monday, April 13	Church and Preschool <u>CLOSED</u>
Tuesday, April 14	Preschool reopens
Friday, May 22	Last day of Preschool
Tuesday, June 2	Public schools out

Have a wonderful Summer with your family!

STAFF MEMBERS

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All staff members are licensed and certified by the Pinellas County License Board.

Our education backgrounds range from Master's Degrees in Early Childhood to Associate of Arts degrees in Early Childhood.

They have worked at this preschool from three years to twenty-two years.

We are certified in First Aid and CPR. In addition, everyone is required to complete a sixty hour preparation course concerning the young child and each year an additional ten hours must be completed by each staff member. Since June, 1995, all caregiver centers for young children must have a CDA (Child Development Equivalency), in the proper ratio, as mandated by the state. The staff involved with the VPK (Voluntary Pre Kindergarten) state program provided here are all VPK certified by the state.

All of our staff members are active in the life of this church or their own family church, and maintain a healthy relationship with the Lord as their provider and mentor.

We are aggressive in recognizing the strengths and weaknesses in each child as they progress at each age level.

The social and emotional needs of each child are a primary focus and interaction with the family is important to us.

We enjoy a fun and positive working environment that permeates our relationship with the children, the families and each other.

If there is anything you need to discuss about your child's progress or performance, please see your child's teacher or the director. If you have bookkeeping questions, please ask in the office or see the director.

Neither office personnel nor classroom aides are qualified to discuss your child's progress. This is the teacher's professional privilege.

STAFF FOR 2008-2009

If you have any questions, we encourage you to call us at home!

Janet Shoaf	director, 4 year olds	522-5617
Dina Succow	4 year olds	522-8026
Grace Watters	4 year olds	527-7935
Eileen Hodges	4 year olds	895-4341
Laura Howry	3 year olds	560-3061
Daniela McCown	3 year olds	420-7818
Pam Hodge	2 year olds	867-4607
Kristin Georgevich	2 year olds	894-3444

Cyndi Huston	office, bookkeeping, children's records
Amy McKalvey	chapel, music
Aimee Ratcliff	office

Meghann Dubiel	VPK certified assistant teacher in the 4s
Krista Donovan	teacher assistant, 3 year olds
Kim Ellison	teacher assistant, 3 year olds, 2 year olds
Renee Reales	teacher assistant, 2 year olds
Debbie Pobzeznik	teacher assistant, 2 year olds

e-mail address janetshoaf@gmail.com jshoaf@fumcsp.org

These assistants are required by the License Board to ensure the required teacher/student ratio.

ENROLLMENT POLICY

e

We offer the following classes:

2 classes of 2 year olds.....M-F, MWF or TR

2 classes of 3 year olds.....M-F, MWF or TR

2 classes of 4 year olds.....M-F, MWF or TR, VPK--5 days only

According to the License Board requirements, the

maximum number of children per day with **one** teacher, is as follows:

2 year olds...10 3 year olds...15 4 year olds...20 VPK...10 (20 with 2 teachers)

*With full time aides in each classroom, we can accomodate more children than the ratio due to the spaciousness of our classrooms.

Children must be the class age at the beginning of the school year to participate.

They will remain in that class for the duration of the year.

FEES

Registration - \$100; \$170 family.....returning students - \$60; \$95 family church members - \$75; \$130 family.....returning students - \$50; \$85 family

Tuition (annual) - 2 days...\$1,120 3 days...\$1,560 5 days...\$2160

8 equal payments: 2 days-\$140 3 days-\$195 5 days-\$270

Supply Fee (due in September) - 5 days-\$100 3 days-\$75 2 days-\$50

VPK (provided by the state)

VPK Parents will be charged for approximately ten days that the four year olds will attend; that are not covered by the state. This will keep their number of days the same as the two and three year olds. This can be paid any time during the school year.

****There will be no tuition payment due in December or May****

You will receive a statement monthly reflecting the tuition payment due and the previous month's lunch and extended charges. In May, you will owe

for any extended care use. The payment is due before the 10th of the month;

a \$5 late fee will be charged for payments received after the 15th.

A \$20 fee will be charged if the payment is not paid before the next statement. For any returned checks, you will be charged the bank's rate. If for any reason, you need an extension of the payment date, please see the director.

EARLY DROP-OFF, LUNCH AND EXTENDED CARE

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Early drop-off will begin at 8:00 am. \$5.00 is charged daily until 8:50, regardless of drop-off time. The charges will be on your monthly statement.

The children will all be in one room with a licensed staff member.

We will need you to reserve a space **by Friday** the week before you use the service.

Lunch is offered daily until **1:00**.

Drive-thru pick-up after lunch is available.

Parents provide a lunch and a drink. Please include utensils.

Do not send **sodas, glass containers, gum or candy**.

Please **label** the lunch box and all food storage containers.

A cold pack is encouraged. Please label the cold pack!

Nap time is offered daily until **3:00**. Each child is provided with his or her own cot and sheet. They use their blankets from their cubbies.

***FEES** -daily \$5 early drop-off \$5 lunch \$10 lunch and extended care

***VPK** children are responsible for any of the aforementioned fees.

Parents **MUST** sign their child's name in the appropriate place on the **LUNCH CLIPBOARD** to indicate lunch only (L) or lunch and nap (E).

If you use the drive-thru, please tell the staff member at the door.

Your child often can't remember; (or doesn't want to!)

DRIVE-THRU SERVICE is offered at 1:00 after lunch and at 3:00 after nap time. After 1:10 and 3:10, you will be charged a \$5 late pick-up fee.

If you are running late, call us at (727)822-8767; then no charge!

If you pick them up inside, please inform the staff member with the clipboard that your child is leaving. Please remind your caregivers to notify us, also.

You will be billed the following month for any early drop-off, lunch or extended care usage. *At any time, difficulty with any payment can be discussed and/or negotiated with the director. Please ask.

DROP-OFF AND PICK-UP PROCEDURE

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ARRIVAL

Driving EAST in the alley, entering from 4th street, the line for drop-off and pick up forms. **Please do not cut into the line from the parking lot.** Pass the parking lots until you arrive at the covered doorway. A staff member will be there from 8:50 until 9:10. After the child is a safe distance from the car, continue through the alley to 3rd Street, which is one way to the left. Please be aware that the alley is **now a one-way street** entering from 4th Street. If no one is at the door, please do not honk, get out of your car or send your child in unattended; someone will be there momentarily to assist you.

If you are walking your child in, you may ONLY park in spaces marked CHURCH. **STAFF PARKING LOT IS OFF LIMITS AT ALL TIMES, ALL YEAR**

This request will be strictly enforced.

Children will be permitted in the classrooms at 8:50.

Up until that time, the teachers are still making preparations, and are often not in their classrooms to supervise. If you arrive before then, your child can be supervised by a licensed staff member for a small daily fee. You may remain with your child on the playground or in the foyer. Please do not offer to watch other children or take them to the playground after they have arrived and are in our care. Please be mindful that the teachers and aides are planning for the day and need their morning time to prepare.

At NO time shall your child be allowed to enter or leave the building, without an adult. Some may ask to be allowed to come in on their own; this is not the place to exercise independence.

VPK Children Drop-off

These children can be dropped off at 8:35, with any siblings in the program.

No other children can be dropped off at this time. If you do not have a VPK child in your car, **DO NOT** get in the car line before 8:50. The state requires promptness and regular attendance in exchange for the provision of all fees for your child to attend.

Please ensure they are in the classroom at 8:45. At the end of each month, it is mandatory for you to sign a certification of attendance provided by the school.

Any absence must be documented with a note explaining the absence.

Both of these things are required for payment from the state.

PICK-UP

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The children will be dismissed at the covered drop-off area at 12 noon. While lining up, please keep the alley free for traffic, and remain in your car. A staff member will put your child in the car, in a child-restraint seat. The seat must be in the back seat on the right side of the car, **not** behind the driver. The pick-up area will remain open until 12:10, 1:10 after lunch and 3:10 after nap.

VPK Children PICK-UP

These children will be dismissed at 12:15 along with any siblings. The siblings will play in a classroom with a staff member while they wait for VPK dismissal time at 12:15. They can be picked up at car line.

You may also come in to pick up your child. Please remain in the main hall, adjacent to the preschool hall, until the children have been dismissed.

Always be sure the child's teacher is aware that you are taking your child. Please inform other adults who may be picking up your child of the proper procedure.

After 12:10, 1:10 for lunch and 3:10 for nap, a late pick-up fee will be charged, unless previous arrangements have been made, or you have called indicating that you will be late. Please ask!

Regular attendance and punctuality are obligations that build responsibility and a strong sense of belonging. At the same time, being picked up promptly builds trust and fosters spontaneous conversation about the day's activities. Respect your child's excitement about the school day by not being on the mobile phone when they get in the car.

If your child arrives after the art activity has begun or is completed, the teacher is not expected to make that activity up with your child.

*Carpool arrangements should be given to the director.

*Notify us when other people will be picking up your child.

*We must have a NOTE from BOTH parents if a child is going home with a friend.

*We MUST have car seats for 2 and 3 year olds on FIELD TRIPS.

PARENT PARTICIPATION

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Our program welcomes and encourages parent participation. Due to the many field trips, plays, cooking activities and class antics, we are always in need of willing and helpful parents. When you see activities in the newsletter that seem fun or busy, please offer to help. We love the extra help and usually your child will feel pretty special!

Allowing time for adjustment and routine, parents and visitors may observe after October 15. Please make arrangements with the teacher.

We would like someone from each class to volunteer to be a HOMEROOM MOM! This parent will help get field trip drivers, and secure volunteers for special events. At Christmas, we need several volunteers from each class to work at Santa's Gift Shop.

Please check the newsletters.

There are several events throughout the year that you will want to include on your calendar. They are the Halloween Parade, our Thanksgiving celebration, our Christmas program and the annual Easter Egg Hunt and Picnic.

Please join us for a few of the year's activities.
We look forward to sharing our fun with you!

BIRTHDAY CELEBRATIONS

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We encourage birthday celebrations at school! Everyone likes to have a special day and bring in treats to share. If your child has a summer birthday, the teachers make arrangements to celebrate these at the end of the year. Please give your child's teacher a week's notice when you are planning to celebrate, so she can be prepared.

Cupcakes are very popular with the children. They also enjoy snack trays, ice cream treats and fruit. We invite you to join us for the celebration.

Please do not send in party favors, and please do not send in or pass out party invitations at school unless you are including the whole class.

The children who do get invited talk about it for days and the children who aren't invited are very disappointed.

SNACKS

We are required by the License Board to include two food groups in each daily snack. We have 100% juice, milk or water and a wide variety of fun snacks each week. Many of you like to send in snacks that you and your child may have prepared together...please do! It's a lot of fun to send something for the letter of the week or for the theme or topic that the children are working on.

FIRST METHODIST PRESCHOOL DISCIPLINE POLICY

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The 1985 Florida Legislature adopted a law to further protect children in child care. The law addresses child discipline in child care, and states:

1. Child care facilities must ensure that age appropriate, constructive disciplinary practices are used for children in care.

a) Children shall not be subjected to discipline which is severe, humiliating or frightening.

b) Discipline shall not be associated with food, rest or toileting.

c) Spanking or any other form of physical punishment is prohibited.

2. Prior to admission of a child to a child care facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility. The specific types of discipline used for each age group must be included in the written material provided to parents. Verification that each child care facility has provided parents in writing the disciplinary practices used by the facility shall be documented on the enrollment form or an equivalent form with the signatures of the parent.

In compliance with this law, First Methodist Preschool has prepared the following, regarding our child discipline policy, for parents. The Preschool believes in, and abides by the above Florida law when discipline is necessary.

FIRST METHODIST PRESCHOOL DISCIPLINE POLICY

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Our policy prohibits children from being subjected to discipline which is severe, humiliating, frightening or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel.

We believe that many discipline problems can be prevented. To that end, we recognize the necessity for and value of:

- *careful scheduling of the day
- *carefully explained expectations
- *appropriate expectations of individual children
- *positive communication techniques
- *positive reinforcement
- *a partnership with parents
- *consistency

In spite of all we do, sometimes inappropriate behavior does happen.

It will be discouraged by:

- *immediate response to behavior (eye to eye contact with child, discussion about behavior)
- *redirecting the child
- *appropriate and positive time out management (child separated from others, within view of caregiver: to give child time to collect himself and think about the infraction) not as punishment and not to exceed 5 minutes
- *conference with parents to ensure reinforcement at home

Should severe or continued disruptive behavior which threatens the well-being of other children or disrupts the daily routine, the Preschool may:

- *communicate orally or in writing with the parents about behavior
- *require written assurance from parents that such behavior will not occur; including, if appropriate, an agreement to indemnify the Preschool and hold the Preschool harmless from any damage that the Preschool, its Board of Directors or employers may incur or as a result of any such behavior.

*the Preschool Board may review such behavior and make recommendations on action deemed appropriate

*the Preschool may take any other action deemed appropriate by the Director and/or the Board.

We shall avoid the use of negative discipline practices such as yelling or embarrassing the child. These practices do not teach the child what to do, do not change behavior in the long term, and may harm the relationship between the teacher and child.

We use the following age-appropriate guidelines:

AGES 2 and 3

- *Prevention
- *Diversion
- *Use of clear, simple language
- *Age-appropriate choices given
- *Removal from situation

AGES 4 and 5

Same as 2 and 3 year olds, and including:

- *Have child explain consequences of behavior and take responsibility for his actions
- *Provisions of challenging activities

CLOTHING

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Clothing needs to be do-it-yourself, primarily. It needs to be easily managed for toileting and diapering, as well as durable for playground activities and painting.

We provide paint smocks for the children, but accidents do happen!

We are mindful of protecting the clothing; we do our best choosing washable paint products.

LABEL! LABEL! LABEL!

*jackets, sweaters, raincoats

*small blanket for rest time and naps

*small box of tissue

*change of clothing, all pieces, in large zip-lock bag

We go outside daily, except for rain, and depend on you to provide adequate outer garments. Our playground is shaded most of the morning.

DIAPERS** must be provided by you! **Pull-ups** are not convenient or sanitary when tending to an entire class. **Please use regular disposables.** We want the 2 year olds in diapers until they are **fully** trained. We do not have time to assist in the process... **We expect 3 year olds to be trained...if you have a medical exception, please see the director.**

SHOES** we strongly discourage **sandals, flip-flops, shoes with no socks and boots.** These types of shoes often get caught in the equipment on the playground.

Blankets will be sent home periodically, for laundering.
Don't forget to send them back!

HEALTH POLICY

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It is the policy of this school to maintain good health practices. Florida law requires each child to have a two-year current physical and immunization record. It is mandatory that these forms are on file at the Preschool when the child enters school. **You will be notified in advance when either the immunization record or physical form expires as indicated on the form by the child's physician.**

To keep the children as healthy as possible, please do not bring your child if he or she:

1. is in the first 3 days of a cold
2. has had a fever within the last 24 hours
3. has had vomiting or diarrhea in the last 24 hours
4. has a sore throat
5. has an unidentified rash

These are strictly enforced.

No medication is to be sent to school and no teacher will dispense medication for illnesses. With the consent of the Director and in the original vial or bottle, medication can be dispensed for maintenance of medical conditions.

You will be notified if any communicable diseases are active in the Preschool.

RULES FOR USE OF THE PLAYGROUND

1. An adult must supervise any child using the playground.
2. No climbing on top of any equipment.
3. The equipment is for preschool age children only. No older siblings, please.
4. Please keep children from climbing the fence.
5. Bottoms only, feet first going down the slides.
No climbing on the slide surface.
6. Shoes must be worn at all times.
7. Shirts must be worn at all times.
8. If the Preschool is in session, an adult needs to accompany a child inside for bathroom use.
9. While the Preschool is in session, only children enrolled in preschool may be on the playground.

USE AT YOUR OWN RISK

****In case of weather emergency, we will follow the public school decision to close. Our church building is a designated shelter for emergencies, so in the case of a storm occurring midday, we are secure if the weather conditions prevent you from coming for your child. The church number is 894-4661, the preschool is 822-8767.**

DAILY CLASS SCHEDULES

2 YEAR OLDS

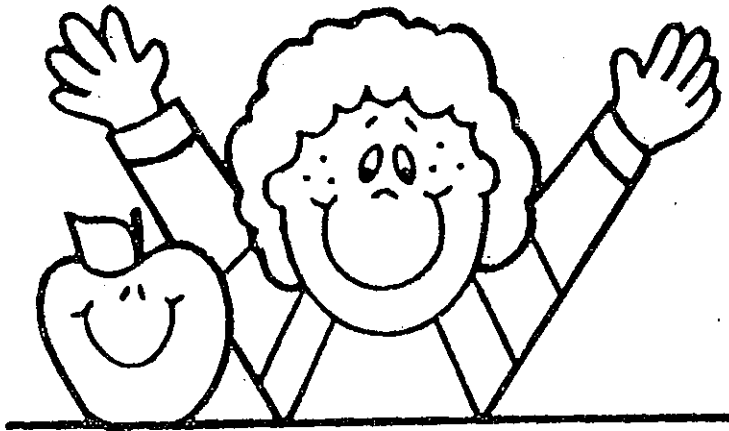
- 9:00 - 9:15 CIRCLE TIME, GET ACQUAINTED
- 9:15 - 9:45 ART PROJECT OR OTHER TEACHER DIRECTED GROUP ACTIVITY
- 9:45 - 10:15 OUTDOOR ACTIVITIES
- 10:15 - 10:40 WASH HANDS, SNACK, BATHROOM AND DIAPER CHANGING
- 10:40 - 10:50 REST (MAY INCLUDE STORY)
- 10:50 - 11:10 MUSIC EXPLORATION (SONG & DANCE, RHYTHM INSTRUMENTS, ETC.)
- 11:15 - 11:45 FREE PLAY AT INTEREST AND ACTIVITY CENTERS
WITH TEACHER INTERACTION
- 11:45 - 12:00 CLEAN UP, PREPARE FOR DISMISSAL

3 YEAR OLDS

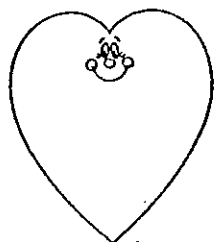
- 9:00 - 9:30 LEARNING TOYS AT TABLES (MANIPULATIVES)
- 9:30 - 9:45 CIRCLE TIME (SONGS, FINGER PLAYS, GAMES)
- 9:45 - 10:15 ART PROJECT OR OTHER TEACHER DIRECTED GROUP ACTIVITY
- 10:15 - 10:40 BATHROOM, WASH HANDS, SNACK
- 10:45 - 11:15 OUTDOOR ACTIVITIES
- 11:15 - 11:25 REST (MAY INCLUDE STORY)
- 11:25 - 11:45 FREE PLAY AT INTEREST AND ACTIVITY CENTERS
WITH TEACHER INTERACTION
- 11:45 - 12:00 CLEAN UP, PREPARE FOR DISMISSAL

4 YEAR OLDS

- 8:45 - 9:00 CIRCLE TIME, SHOW AND TELL, OPENING EXERCISES
- 9:00 - 10:15 LANGUAGE, ART, MUSIC
- 10:15 - 10:45 OUTDOOR ACTIVITIES
- 10:45 - 11:15 BATHROOM, WASH HANDS, SNACK
- 11:15 - 11:30 MATH CONCEPTS, MANIPULATIVES
- 11:30 - 12:00 FREE PLAY BETWEEN CLASSROOMS
- 12:00 - 12:15 CLEAN UP, DISMISSAL



FIRST UNITED METHODIST CHURCH PRESCHOOL



"IN THE HEART OF ST. PETERSBURG"
SINCE 1986