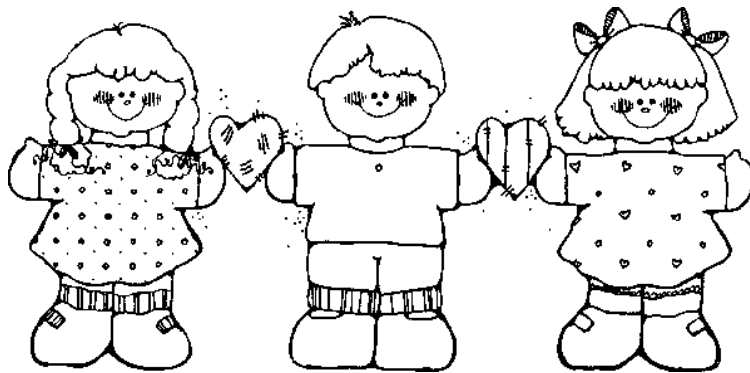


# First United Methodist Church's



**Parent Handbook 2012**

**Cross Light Christian Preschool**

**605 West Sixth Street Mountain Home, AR 72653**

[www.fumcmh.org](http://www.fumcmh.org)

**(870) 424-8149**

**This Handbook Belongs To: \_\_\_\_\_**

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## Directors Message

Welcome!

The staff of Cross Light Christian Preschool is pleased to welcome you to our school and our church. The program is comprised of children 1 to 5 years of age.

This handbook is filled with important information regarding our policies and procedures. It is important that parents read the handbook. If you have unanswered questions after reading the handbook, please call the office at (870) 424-8149.

We are here to help each child succeed and have fun in a loving, Christian environment. Parents, we are excited to be a part of your child's learning experience. Remember, we are in this endeavor together!

Grace & Peace,

*Laura Law*, Director

### NON-DISCRIMINATION STATEMENT

MDO does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment of its programs, activities, or in any aspect of its operation.

### Mission Statement

This program is an extension of the FUMC to provide quality play experiences for children, four days each week using curricula that nurtures the children in a Christian environment. This program is a non-profit organization. We also provide free preschool attendance for children in need called a “Scholarship”.

### Board

Chairperson            Sharla Patrick

Members	John Seifert	Valerie Standridge
	Ashley Dunavan	Kirby Childress
	Kevin Oxford	Bob Harris

### Important Phone Numbers

Church 425-6036

Laura Law, Director 424-8149 [llaw@fumcmh.org](mailto:llaw@fumcmh.org)

### Days & Hours of Operation

Mon-Thurs. 8:00am-2:30pm

### Supplies

Teachers & Director will provide many of the needed supplies. We have a yearly registration fee that covers the majority of these items. However, we also rely on generous donations from church members and parents for many of the needed snack and supply items. If you would like to donate, please see the teachers or director for a list of needed items. Supplies not provided are lunch and naptime items. Lunch details are discussed later in this handbook. Please send a change of clothes with your child in case of an accident. If your child is working on toilet training, be sure to have plenty of changes of clothes. All children will need to have a 2” mat (or two 1” mats), fitted crib sheet (for their mat) and a small thin blanket.

### Registration Fee

As stated above, registration fees are Yearly per child. This amount is \$35.00. This covers the basic cost of supplies for crafts, curriculum, snacks, and cleaning. There may be times during the year when teachers ask for donations of additional items. (Note: Early registration is in the Spring prior to the current school year and the fee is at a discounted rate of \$25.00.)

### Monthly Tuition

Our tuition is posted on the director's door monthly. Tuition is due on the 1<sup>st</sup> of each month. A late fee of \$1.00/day will accrue for payment received after the 7<sup>th</sup> of each month. If payment is not obtained by the 15<sup>th</sup>, then your child maybe suspended until payment is made. The monthly tuition is \$19.00/day. You may make checks payable to "Cross Light Christian Preschool" or "Cross Light". You may also choose to pay tuition per semester or per year.

### Schedule

Our schedule follows the Mountain Home Public Schools calendar with the exception of being closed the entire weeks of Thanksgiving and Christmas and being opened for our Summer Program. You can access the calendar at <http://bombers.k12.ar.us> Anytime Mt. Home Public Schools are closed so is Cross Light, including early dismissal for inclement weather. In the case of cancellations due to inclement weather, Cross light Christian Preschool reserves the right to use their own discretion. Should inclement weather occur, be sure to listen to radio station KTLO 97.9 FM for school closings.

### Attendance

When the child arrives, please sign them in @ the classroom door with your signature and arrival time. If your child will be absent, either planned or not, please notify the director as soon as possible. If your child is absent for illness or vacation the tuition will not be refunded. Your monthly tuition holds a place in your child's classroom. Be sure to sign your child out at the end of the day with your signature and departure time.

### Tardiness

We encourage all the children to be dropped off @ 8:00am. We realize there will be times that you can not, however be mindful that the children have routines and tardiness can interrupt these routines, especially in the preschool classes. Also, some children have a great deal of separation anxiety so please, if you are tardy just drop your child(ren) off @ the classroom door. At pickup, 2:30pm please be prompt. If you are late, there will be a \$5.00 late fee for every ten minutes after 2:30pm.

### Children Leaving

If your child is leaving early, please sign them out @ the door. Again, you will not be reimbursed for tuition. Please remember to sign him/her out every day at regular pickup time as well. Children can **only** be picked up by the parent/guardian or individuals listed on the “personal data sheet” (sample is in the back of the handbook.) If an emergency arises and you need someone to pick up your child who is not listed, you must contact the director to give permission as well as your child’s code word and the individual will be required to show identification.

### Access Cards

The entrance to Cross Light Christian Preschool has a security system installed. Each morning the exterior door is unlocked. Upon enrollment, each family will be given an access card which will give you access through the interior security door during the hours of operation. If someone other than individuals who regularly drop off or pick up your child will be doing so. Please do not give them the access card. Have them ring the doorbell so they can be let in and if necessary asked for identification

### Visitors

The children may have visitors only if they are listed on the “personal data sheets”. We do have an open door policy and welcome volunteers and visitors. However, please keep in mind that your child may have a difficult time while you are in the classroom and seeing you go.

### Volunteers

The MDO program encourages volunteers. You may contact the director. We can always use volunteers for cleaning, filing, playing with children, helping with the babies and story time. All volunteers need to be aware that a background check is required by state prior to child interaction & a TB skin test.

### Contacting teachers/students

The best way to contact a teacher or student is by calling the church office (425-6036 ext. 9) and speaking to the director or leaving a detailed voice message. If for some reason, you do not receive confirmation of the call within 1 hour or if it is an emergency, just push “5” and speak to the church secretary.

### Curriculum

The curriculum is entitled “Wonder Filled Weekdays”. This curriculum is for ages 3 and 4 years. We also use some of this curriculum for our 2 year olds when it is age appropriate. It is a non-denominational Christian based curriculum that uses theme-based curricula to increase social and world awareness. The four-year olds will also receive pre-K curriculum to prepare them for Kindergarten. You may discuss the curriculum with the Pre-K teacher or the director, Laura Law.

### Lunches

Your child will need to bring a nutritious sack lunch and milk each day. We will not be able to heat your child’s lunch. State law requires that you provide sack lunches that meet current USDA guideline, including milk & portion size (please see attached sheet). Milk needs to be included with the exception of children who suffer from milk allergies. In this case, Cross Light must have a doctor’s excuse on file and parents will need to bring a substitution such as soy milk.

### Labeling

Please label everything you send with your child, this includes sippy cups and bottles. One year olds and older will need to have a 2” mat (or two 1” mats), a fitted crib sheet, and a small thin blanket. Please label your child’s outwear with their whole name.

### Playtime

State law requires an hour of play therapy daily. State also prefers it outside. On warm, clear days we will play outside on the equipment. Please bring coats, jackets and appropriate outerwear daily. In the event of rain or cold (temperatures below 35°), we will rotate the children through our playroom for riding toys, basketball, drawing and sliding. Please bring a jacket daily so your child is dressed appropriately for outside play.

### Rest time

One hour of quiet time is required. Your child will not have to sleep, however they will be asked to lie quietly. You will be given your crib sheet and blanket at the end of the week and asked to bring it back washed at the beginning of the next week.

### Emergencies & Severe Weather

In the event of severe weather, we will follow the school closings given on KTLO early in the a.m. (97.9 or [www.baxterbulletin.com](http://www.baxterbulletin.com).) If the public schools are closed so is Cross Light. Also, for inclement weather that begins during the school day, the program has the right to close down when they feel prudent to secure the safety of the children and parents.

### Fire, Tornado, & Safety Drills

We will perform fire, and tornado safety drills each month during the school year. This is to ensure your child's safety in the event of a natural disaster.

### Parent/Teacher Conferences

If you would like to discuss your child's progress or experiences, you may schedule a conference for before or after regular hours. We do not have regular Parent/Teacher conferences.

### Immunizations

All children attending Cross Light Christian Preschool must be immunized. You will be required to produce a copy of the immunization record at the time of registration and after each additional shot. If you can not produce this record, we cannot accept your child into our program. Please bring in an updated copy each time your child receives shots.

### State Requirements

Most of our policies are based on state requirements. We do have a copy of the state regulations, which you are free to look at in the Director's office. The state visits often and we are cited for any non-compliance issues. Please notify the Director of any concerns you may have. All our teachers are mandated reporters under the Child Maltreatment Reporting Act to be close observers of the children daily. All children enrolled may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes.

### Scholarship Program

If you meet the requirements, you may be eligible for the “Scholarship” program. This program is designed for parents that cannot afford a “Day Out” from their child. Scholarship applications are available upon request from the Director or through the Health Dept. We have a non-mandatory fundraiser yearly for this program. The fundraiser also pays for additional expenses like CPR classes & licensures.

### Discipline

When a child misbehaves, such as biting & hitting, etc. the teacher will re-direct the child toward appropriate behavior. This applies to children younger than 2 years of age. For children 2-5 years of age the teacher will try to re-direct and if this doesn't work the teacher will place them in time-out for 1 minute per year of their age for a maximum of 3 minutes. (See discipline sheet.)

### Parties/Birthdays/Field Trips

Your child's classroom will have parties on occasion. We encourage Birthday parties since this is a very important time in your child's life. Parents are encouraged to work with the teacher in bringing snacks, cake or favors. In the event of a party/field trip, the teacher will provide information prior to the event. You may or may not allow your child to participate. You are welcome to attend any or all events, especially field trip where you would be greatly needed. For children 3 & 4 years of age, a field trip may be planned. A field trip form must be completed prior to the event or your child will not be able to attend. Please know that if you do not wish your child to attend he/she will be placed in another class with a different teacher.

### Video taping/Photography

Video taping and photography for promotional purposes is permissible only if the parents have signed consent. This does not apply to pictures taken and put up in the classroom or given to the parents during the year or at the end of the year. (See consent form)

### Illness

If your child becomes ill at school, you will be notified to come and pick them up. Here is a list of illness we consider to be infectious and your child should stay home until well or otherwise stated by a physician in a letter:

Temperature greater than 100° F  
Diarrhea/Vomiting  
An undiagnosed rash  
Pink eye (conjunctivitis)

Chicken pox  
Head lice  
Strep throat

We will not and do not dispense medication of any kind on the premises unless it is an emergency or it is not possible to administer the prescribed medication outside of Preschool hours. In this event, we require a doctor's prescription and a completed medication form. We will give Tylenol with your approval for newly found temperatures greater than 100 degrees F while we are waiting for you to arrive to pick up your child. (see Personal data sheet)

### Insurance/Liability

Our program is covered with liability insurance for all children, volunteers, and educators.

### Incidents/Accidents

Incidents & accidents will be reported on the sample sheet below. You may be called if necessary and you may be asked to sign the form after the form is reviewed.

### Sample Forms

Incident/Accident form  
Daily report form  
Field trip form  
Sample sign in sheet  
USDA Form  
EIDS (Sign & return please)

### Forms returned for enrollment

Verification of Handbook receipt  
(The forms below are located in the enrollment packet)  
Child Data Sheet  
Discipline policy  
Photograph consent



Daily Sheet for \_\_\_\_\_

Child's name \_\_\_\_\_



Today I was: happy content sad tired fussy  
(circle one)

**At lunchtime I ate:**

- \_\_\_ some of my food
- \_\_\_ most of my food
- \_\_\_ all of my food

**Naptime**

\_\_\_\_\_ to \_\_\_\_\_

**Potty**

Time	result	Time	result
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Supplies your child needs:**  
(circle)

diapers   wipers   extra clothes

A = attempt  
P = went in potty  
BM = BM in potty

**Diaper changes**

**Teacher comments:**

\_\_\_\_\_ 10:00    \_\_\_\_\_ 12:00    \_\_\_\_\_ 2:00

(W = wet | BM = bowel movement | D = dry)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daily Sheet for \_\_\_\_\_

Child's name \_\_\_\_\_



Today I was: happy content sad tired fussy  
(circle one)

**At lunchtime I ate:**

- \_\_\_ some of my food
- \_\_\_ most of my food
- \_\_\_ all of my food

**Naptime**

\_\_\_\_\_ to \_\_\_\_\_

**Potty**

Time	result	Time	result
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Supplies your child needs:**  
(circle)

diapers   wipers   extra clothes

A = attempt  
P = went in potty  
BM = BM in potty

**Diaper changes**

**Teacher comments:**

\_\_\_\_\_ 10:00    \_\_\_\_\_ 12:00    \_\_\_\_\_ 2:00

(W = wet | BM = bowel movement | D = dry)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Field Trip & Consent Form

I, \_\_\_\_\_ give permission for my child  
(Print Parent/guardian's name)  
\_\_\_\_\_ to attend the following fieldtrip.  
(Print Child's name)

I further give the staff of Cross Light Christian Preschool permission to transport my child to said fieldtrip. If an emergency arises while on this fieldtrip, I give permission for my child to receive any necessary medical treatment.

\_\_\_\_\_  
Location of Fieldtrip

\_\_\_\_\_  
Date of Trip

\_\_\_\_\_  
Time of trip

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Emergency Contact Information

Person(s) to be contacted in an emergency:

1. \_\_\_\_\_  
Name

2. \_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

## USDA Child Meal Pattern

### Lunch or Supper for Children

Select All Four Components for a balanced meal

<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>
<b>1 milk</b> fluid milk	1/2 cup	3/4 cup
<b>2 fruits/vegetables</b> juice, <sup>2</sup> fruit and/or vegetable	1/4 cup	1/2 cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or  cold dry cereal or  hot cooked cereal or  pasta or noodles or grains	1/2 slice 1/2 serving  1/4 cup  1/4 cup  1/4 cup	1/2 slice 1/2 serving  1/3 cup  1/4 cup  1/4 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or  cheese or  egg or  cooked dry beans or peas or  peanut or other nut or seed butters or  nuts and/or seeds <sup>5</sup> or  yogurt <sup>6</sup>	1 oz. 1 oz.  1 oz.  1/2  1/4 cup  2 Tbsp.  1/2 oz.  4 oz.	1½ oz. 1½ oz.  1½ oz.  3/4  3/8 cup  3 Tbsp.  3/4 oz.  6 oz.

School year \_\_\_\_\_

Please clip a current picture of the child on this page

**EIDS**  
**Emergency Information Data Sheet**

**Childs name:** \_\_\_\_\_

**Childs teacher:** \_\_\_\_\_

**Childs disease or allergy:** \_\_\_\_\_

**Symptoms w/disease or allergy:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Daily tasks w/above (example: ACCU's & how often, scale to give insulin, glucose or extra food):**

\_\_\_\_\_  
\_\_\_\_\_

**On file medications: (Including emergency meds)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Family MD:** \_\_\_\_\_

**Steps to take for Emergency:**

- 1) Call 911
- 2) Administer medication (Epipen, Dextrose, Valium & etc)
- 3) Call parents
- 4) Maintain ABC's at all times
- 5) Document

**Parents/guardians signature** \_\_\_\_\_

**Director's signature** \_\_\_\_\_

*Please post in child's classroom & in directors office*

## Verification of Receipt

After receiving and reading the Cross Light Christian Preschool Handbook, please fill out the portion below and return this form to the office.

I, \_\_\_\_\_ the parent  
(Parents Name)

of \_\_\_\_\_ verify that  
(Child(ren)'s Name(s))

I have received a copy of the Parent Handbook for FUMC Cross Light Christian Preschool and have read its contents.

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date