
Davidson United Methodist Church Preschool



Family Handbook 2022-2023

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Davidson, NC 28036
704.896.0082
www.davidsonumc.org/WeekdayPreschool

Mission Statement

The Preschool is an outreach of Davidson United Methodist Church. We serve families and children of the church and the surrounding communities as space permits. We are guided in our work with children by the belief that each child is a unique gift of God, worthy of love, respect, and encouragement.

Educational Philosophy

We believe...

Young children learn the foundations of trust, love, faith, hope, and forgiveness as they interact with caring adults and other children in a nurturing environment.

Children learn best with a low student/teacher ratio. The importance of encouraging the whole child's growth includes physical, emotional, spiritual, social, and cognitive development.

Development is a sequential interrelated process, and that each child has an individual pattern and timing of growth, learning style, and family history.

Children need to identify and communicate their feelings, needs, and desires to function positively in society.

Children have fundamental rights as human beings.

Children must learn respect for others and appreciation of differences. Children must learn problem-solving skills rather than correct answers.

A teacher's job is to prepare the environment with a rich variety of opportunities for concrete "hands-on learning." Our curriculum is based on the belief that "children's work is play." Our program includes art, music, literacy, science, math, physical activity, community experiences, and Chapel.

It is important to have families take an active part in the Preschool.

Learning is a life-long process.

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COVID-19

For the safety and well-being of all, some sections of this Family Handbook have been superseded by the current Preschool COVID Pandemic Policy.

_____ (initial) I acknowledge the COVID Pandemic Policy.



Registration

Registration Information

1. Registration takes place in February for the following preschool year.
2. Class levels will be based solely on a birth date without regard to developmental level, capabilities, or accommodations. A child should be 18 months, 2, 3, or 4 years of age by August 31st to be enrolled in a specific age group. For example, the child must be 3 by August 31st of the new school year to enroll in a 3-year-old class. This reflects the Charlotte-Mecklenburg Schools System guidelines and the North Carolina Public Education guidelines. The Preschool will not make any exceptions to this policy.
3. Registration forms must be filled out completely and submitted by the registration deadline.
4. Preschool space placement is by priority of 1. returning children, 2. church members (by July 1st of the previous year), 3. preschool alumni, and 4. general public.
5. If necessary, a lottery will be utilized.
6. Class placement is done with great care to balance gender and age. Requests from parents for specific teachers or pairing with friends will not be considered.
7. Registration fees will be set for fall at the beginning of the calendar year. **All registration fees are non-refundable.** Registration fees will only be refunded if space limits do not allow acceptance in the preschool.
8. Children who cannot be placed in a class will be placed on a waitlist, and the voided registration check will be returned. Waitlists will fill any vacancies that come open during the school year. Waitlists are dissolved at the end of the school year and do not roll over to the following school year.
9. Registration and acceptance into the program will be based on the space available, as determined by the Davidson United Methodist Church Preschool Board every year.
10. Registration requests received after the deadline will be taken on a “first-come, first-served” basis where space permits or children will be placed on the waiting list.

Registration Check List

All documents are due by August 1st.

<u>Document</u>	<u>Location</u>
<input type="checkbox"/> Medical Health Form	Preschool Website
<input type="checkbox"/> Emergency Cards	Preschool Website
<input type="checkbox"/> Covid Pandemic Policy	Preschool Website
<input type="checkbox"/> Registration Form	Preschool Website
<input type="checkbox"/> Covid Statement	Family Handbook page 3
<input type="checkbox"/> Tuition Statement	Family Handbook page 5
<input type="checkbox"/> Tuition Schedule	Family Handbook page 5
<input type="checkbox"/> Withdrawals & Refunds	Family Handbook page 6
<input type="checkbox"/> Special Events & Trip Release	Family Handbook page 11
<input type="checkbox"/> Class Roster Release	Family Handbook page 11
<input type="checkbox"/> Photo Release	Family Handbook page 12
<input type="checkbox"/> Emergency Treatment Consent Form	Family Handbook page 17
<input type="checkbox"/> Family Handbook Agreement	Family Handbook page 17



Tuition & Fees

Tuition

A bill will not be sent. An invoice will be sent through the HiMama app for tuition. Payment may be made by check made payable to DUMC Preschool; through the HiMama app using a credit card (processing fees apply), or through ACH authorization for automatic withdrawal on the 1st of each month from a checking account.

Annual Activity Fee (all ages)		\$ TBD
		<u>Monthly Tuition</u>
2-day	Toddlers	\$ 250
2-day	2-year-olds	\$ 227
3-day	2-year-olds	\$ 277
3-day	3-year-olds	\$ 269
4-day	4-year-olds	\$ 316
	Monday Funday	\$ 50
5-day	4-year-olds	\$ 364
5-day	Transitional Kindergarten	\$ 374

The activity fee is based upon age group, and activities brought into the Preschool. The price is determined during the summer once the schedule is confirmed. Notification will be sent through the HiMama app and is due in September.

Monday Funday is an option for 4-day 4-year-olds to attend preschool on Mondays. The extra day follows the standard preschool schedule of 9:00 a.m. – 12:30 p.m. The class size is limited to 10 students, and the children will explore the world around them through art projects, cooking projects, and other hands-on experiences.

A late payment charge of \$10.00 per child will be added for all tuition fees received after the 5th of each month. There will be a \$25.00 fee for checks returned for insufficient funds. Teachers are not allowed to accept tuition checks. If payment cannot be made for some reason, please contact the Director. If an account is overdue for more than a month, contact the Preschool Office to make payment arrangements. An account over three months overdue could result in dismissal from the program.

_____ (initial) I acknowledge the cost of tuition and fees.



Tuition Schedule

Tuition may be paid monthly or yearly and is paid in advance. The monthly tuition amount is based on the total number of preschool days for each age group and divided by nine, the number of months preschool is in session.

Registration Fee	Due at time of registration
Payment #1	Due May 1, 2022
Payment #2	Due September 1, 2022
Payment #3	Due October 1, 2022
Payment #4	Due November 1 2022
Payment #5	Due December 1, 2022
Payment #6	Due January 1, 2023
Payment #7	Due February 1, 2023
Payment #8	Due March 1, 2023
Payment #9	Due April 1, 2023

_____ (initial) I acknowledge the Tuition schedule.



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Withdrawals/Refunds

If a child must be withdrawn from the program, contact the Preschool Director as soon as possible.

1. Registration fees will not be refunded under any circumstances. Registration fees include the flat registration fee and Payment #1 that covers May tuition.
2. If a family moves to another city from the Lake Norman area after registration, one month of the pre-paid tuitions will be refunded by the school if a 30-day notice is given.
3. **If a family withdraws a child from the Preschool after registration without moving from the Lake Norman area, tuition and registration will be not be refunded.**
4. Any attendance during the month constitutes an entire month's tuition.
5. All withdrawals must be in writing.

_____ (initial) I acknowledge the Withdrawals/Refunds policy.



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Scholarships

Funds are available for student scholarships. If tuition assistance is needed to keep a child in the program, please complete an application available from the Preschool Director. Applications are reviewed by the Scholarship Committee and are kept strictly confidential.

Program Overview

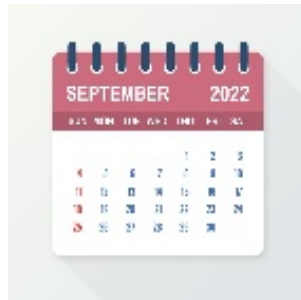
Teacher/Child Ratios

- 2:8 Toddler room
- 2:11 2-year-olds
- 2:12 3-year-olds
- 2:16 4-year-olds
- 2:16 5-year-olds

Some exceptions may be made where circumstances are deemed necessary by the Preschool Director.

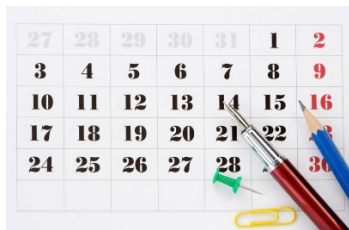
Easing In

Easing in will take place in all classrooms. The goal of easing in is to give children and teachers the gift of small groups and regular but short periods to adjust to leaving and becoming accustomed to preschool, teachers, and friends. Easing in means that children will be at preschool for only 1.5 hours rather than 3.5 hours for a few days. Half the class will attend from 9:00 a.m. - 10:35 a.m. and the other half from 10:55 a.m. - 12:30 p.m. Each age group will have a different number of days of easing in due to maturity levels. If a child requires additional time to ease in, please talk to the Preschool Director. During the easing in period, parents will escort children to their classroom.



Easing In Schedule

T/Th	Toddlers	September 8,13,15, 20
M/W/F	2-year-olds	September 7,19,12
T/Th	2-year-olds	September 8,13,15
M/W/F	3-year-olds	September 7,9
M/T/Th	3-year-olds	September 8,13
T/Th	3-year-olds	September 8,13
T/W/Th/F	4-year-olds	September 7
M/T/W/Th/F	Transitional Kindergarten	September 7



2022-2023 Preschool Calendar

The Preschool is closed for students and teachers on Charlotte-Mecklenburg Schools (CMS) Teacher Workdays. This includes CMS Teacher Workdays scheduled after the school year has begun. CMS Early Release Days do not affect the Preschool calendar.

September 7	First Day of classes
September 7 & 8	Student Orientation at 9 a.m. & 10:55 a.m.
September 7 & 8	Parent Night at 7:30 p.m.
September 26	CMS Teacher Workday (Preschool Closed)
October TBD	Preschool Pictures
October 5	CMS Teacher Workday (Preschool Closed)
October 31	CMS Teacher Workday (Preschool Closed)
November TBD	Hearing and Speech Tests
November 8	CMS Teacher Workday (Preschool Closed)
November 11	Veteran's Day Holiday (Preschool Closed)
November 23-25	Thanksgiving Holiday (Preschool Closed)
December 19 - January 3	Christmas Break (Preschool Closed)
January 4	Classes Resume
January 16	Martin Luther King Holiday (Preschool Closed)
January 24 & 25	CMS Teacher Workdays (Preschool Closed)
February 20	CMS Teacher Workday (Preschool Closed)
March TBD	Preschool Pictures
March 24	CMS Teacher Workday (Preschool Closed)
March 27	CMS Teacher Workday (Preschool Closed)
April 7-14	Easter Break (Preschool Closed)
May 28	Last day of classes



Communication

HiMama App

A parent using HiMama has access to real-time updates about the child's day, a messaging center for easy communication with the child's teacher, and information about the child's daily schedule. It is also used to view or pay invoices and manage attendance.

The Preschool utilizes the HiMama App for communication between Parents, Teachers, and the Preschool Director. Upon registering for preschool, please accept the emailed invitation to join HiMama, then download the app. Multiple emails may use the app, allowing spouses and nannies to have the same information.

Teachers will utilize the HiMama app to send photos of the child and their classmates throughout the day. Only their child's class will be visible in the app.

Parents will utilize the HiMama app to mark their child as absent and the reason for their absence (illness, vacation, etc.).

Any communication concerning the child must be sent through the HiMama app. Teachers will respond to communications until 6:30 p.m. Any messages received after 6:30 p.m. will be handled the following preschool day.

A monthly paper newsletter will be sent home and posted on the web page to keep parents updated on upcoming events.

Conferences

Conferences will be held once a year for all children after the winter holidays and before spring. If needed, the teachers of 4 and 5-year-olds may hold conferences in late fall. If a parent feels the need for a meeting at any time, please notify the child's teacher. Communication is critical to serving the child's needs.

The Preschool Day

Preschool Hours

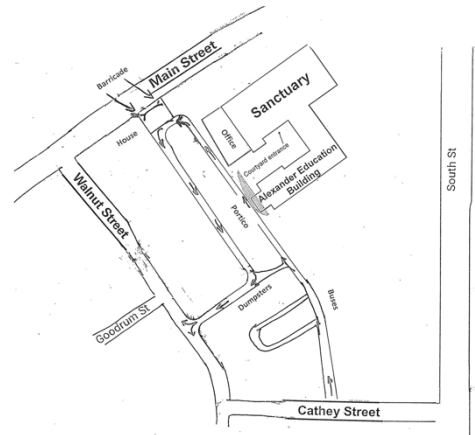
After easing in, all children will **arrive at 9:00 a.m. and leave at 12:30 p.m.** Children will not be allowed in classrooms before 9:00 a.m., as this is the teachers' time to prepare for the day.

Lunch

Lunch will be a part of our daily schedule. Please pack nutritious food and no candy. Lunch boxes will be kept at room temperature with no access to a refrigerator or microwave. The Preschool is a peanut-free facility.

Arrival & Departure

The Preschool utilizes a drop-off and pick-up procedure. For drop-off, parents will enter through the entrance on Cathey Street, drop off their child(ren) under the portico, and exit through Walnut Street. For pick-up, the route is the same. The only difference is that after picking up, pull forward to secure seat belts on car seats. The Preschool staff will not secure car seats. The entrance on Main Street will be closed from 8:30 a.m. until 9:15 a.m. and again from noon until 12:45 p.m.



During the easing in period, parents will escort children to their classroom. Parents of toddlers will be issued a key fob to access the Preschool building during operating hours. Toddlers will be escorted to their classrooms the entire preschool year.

Cell phones must not be used in the church parking lot.

Late Arrivals

A parent arriving after the drop-off has ended should park their car in the parking lot and walk the child to the door by the Preschool Director's Office. Upon ringing the bell, a staff member will deliver the child to their classroom. Please make every effort to arrive during drop-off as late arrivals can be disruptive when the teacher has to stop Circle Time and welcome the child to the classroom.

Late Pick-ups

For non-emergency situations, parents who are more than five minutes late picking up their child will be subject to our late pick-up policy. Under extreme circumstances, please notify the Preschool Director through the HiMama app so the child can be reassured and the teacher will have the expected arrival time.

First occurrence: The parent will receive a written warning.

Second and subsequent occurrences: After the five-minute grace period, a late fee of \$5.00 will be assessed. An additional \$5.00 will be added for each five-minute interval after that. The fine will be assessed for each child in the family or carpool.

Parking Safety

To assure the safety of our children and staff, extreme caution must be used in the parking lot.

1. At no time should children be left unattended on the church grounds.
2. **Cell phones must not be used in the church parking lot.**
3. Children are to remain in their car seats until removed by a teacher.
4. Animals in the vehicle must be restrained.
5. Parking under the covered driveway or at the curb nearest the building is prohibited at all times. Emergency vehicles must have clear access to the facilities.

Preschool Cancellation

Cancellation

The Preschool will generally follow the Charlotte-Mecklenburg Schools (CMS) course of action for closing schools in inclement weather. If CMS chooses to use a two-hour delay, the Preschool will make an effort to operate on an abbreviated schedule of 11:00 a.m. – 1:00 p.m. There are a few times when conditions may allow the preschool to open. There are also times when Charlotte-Mecklenburg Schools are open, and conditions here are not safe to open. Parents will be notified when the Preschool does not follow the CMS course of action through the HiMama app. Parents will receive a notification only if the Preschool decision differs from the CMS decision.

Makeup Days

The first two days missed by any individual class due to inclement weather will not be made up. If additional days are missed, the Preschool Board will consider each case-by-case basis to determine if those other days will be made up.

Safety & Welfare

Appropriate Dress and Change of Clothes

Children should wear comfortable, washable play clothing. **All children must wear closed-toe, rubber sole shoes such as tennis shoes or sneakers to school each day.** Children wearing rain boots, cowboy boots, slippers, sandals, dress shoes, clogs, etc., will not be allowed to play on the playground or in the rainy-day room. This rule is for the safety of the child.

Due to safety, the following items are not allowed:

- umbrellas
- sunglasses
- trinkets
- long dresses
- jewelry
- costumes

FOR YOUNGER CHILDREN: A change of clothes, including socks and three diapers or training pants, will be sent with the child every preschool day in the issued tote bag. Pacifiers are not allowed.

FOR OLDER CHILDREN: Sometimes clothing becomes dirty or wet during snack time or using the restroom. Please send extra clothes for older children in a large plastic zip bag that stays at the school and is changed seasonally. These clothes should include underwear, socks, a shirt, pants, and, if possible, a pair of old shoes.

FOR ALL CHILDREN: Please label **jackets, sweaters, a lunch box, and a water thermos.** Pack a sweat-proof, sealable water bottle or thermos filled with water for drinking after coming in from outside.

Toys from Home

Please do not bring toys from home to preschool as toys can be lost or cause friction among children. A younger child may bring a small “cuddly” for comfort purposes.

Birthdays

Each child’s birthday is special and should be acknowledged. The Preschool encourages parents to plan a simple party with their teacher. Please contact the child’s teacher through the HiMama app to coordinate.

1. Discuss a special treat with teachers. Special treats, such as cupcakes, must be store-bought and in their original container. The Preschool cannot serve home-baked treats. **The Preschool is a peanut-free facility.**
2. **Balloons or favors are not allowed.**
3. **No invitations for home parties are to be given out at Preschool.** At the beginning of the preschool year, a class roster will be provided to mail invitations and thank you notes for a private party.

Child Safety

1. Bathrooms are located in every classroom.
2. When children are moved through the building, one teacher walks at the beginning of the line, and the other walks at the end, ensuring everyone stays together.
3. There are always two teachers or staff members with each class. If a child becomes ill, the Preschool Director or Administrative Assistant will remove the child from the classroom, and two staff will stay with the child until they are picked up.
4. All staff must attend Safe Sanctuary training and First Aid/AED/CPR training during teacher workdays before the start of the preschool year.
5. Background checks are done on all staff before hire and periodically updated for returning staff members.

Building Security

Parents of toddlers are issued one fob that allows access to the Preschool building during operating hours. A second fob can be issued for a \$25 refundable security deposit. Lost fobs will be replaced for a \$25 fee.

Incident Reports

Incident Reports are sent home with the child on the day the event occurs. If a child has an injury, such as a bite from another child, the parent is contacted by phone before pick-up time.

Posting of Notices of Services

Notices or fundraising flyers are not to be posted on the Preschool walls or in children's school bags other than those sponsored by the Preschool or Davidson United Methodist Church.

General Information

Toilet Training

All children in the 3 and 4-year-old classes are expected to be fully potty trained. If there are developmental issues regarding toilet training, please discuss them with the Preschool Director.

Opportunities for Parent Involvement

Parents are encouraged to:

1. Participate in their children's birthday celebration at Preschool.
2. Share special talents or materials related to a career or profession.
3. Serve as Room Parent.
4. Serve on Preschool Board.
5. Attend parent seminars and other Preschool sponsored events.
6. Attend scheduled parent/teacher informational meetings.
7. Help with minor repairs and other service opportunities.
8. Purchase classroom items from the teacher's Amazon wish list.

Special Events & Trips

All classes participate in a monthly music class provided by an outside instructor.

The 2- and 3-year-old classes will only take walking trips.

Four-year-old and Transitional Kindergarten classes will have the opportunity to participate in activities brought into the Preschool, such as presentations by museums and centers or other presenters in science, social studies, etc. The activity fee collected at the beginning of the school year covers these costs.



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_____ (initial) My child has permission to go on walks with his/her preschool class to the Pumpkin Patch, the Public Library, or on nature walks.

Chapel

Chapel will be held each month with the younger classes (ages 2&3s) and every other week with 4 and 5-year-olds beginning in October. Chapel will include a Bible story, songs, prayer, and movement.

Tote Bag

Every child will use a Preschool issued tote bag as backpacks do not fit in the cubbies. A tote bag is \$10 and may be used for additional years.

Class Roster

A Class Roster will be distributed to the parents of each class.

_____ (initial) The Preschool has permission to share my child's name, address, parent's names, phone number, and email address on the Class Roster.

Fundraising

Money raised through Harris Teeter's "Together In Education" program and professional preschool photos provide additional funds for the scholarship program.

Even if registered with another school, Davidson United Methodist Church Preschool can be added to a VIC card (school #4783). The Preschool earns a portion on the purchase of Harris Teeter branded products. All parents, staff, and Preschool Board members are encouraged to participate in these endeavors.

Donations are welcome. Please note that the Preschool is a non-profit entity, and your donation may be tax-deductible.

Child & Class Photos

Preschool pictures will be taken each year, subject to negotiation with photographers. Individual portraits will be taken in the fall. In the spring, the photographer will return for individual and class photos. Preschool pictures are a fundraiser for the Preschool.

_____ (initial) I grant Davidson United Methodist Church (DUMC) and the DUMC Preschool, its representatives, and employees the right to take photographs of my child during DUMC Preschool activities. I authorize DUMC to use the images in print and electronic communications for any lawful purpose, including publicity, illustration, advertising, and WEB Content (DUMC Website, DUMC Preschool Website, Facebook, Twitter, Instagram).

Inclusion

If a child with special needs should require additional resources for care during the preschool day, it will be the parent's responsibility to pay for and provide professional care. The Preschool Director will decide the need for additional resources in consultation with the Preschool staff involved and Preschool Board. To help the child develop age-appropriately, anyone related to the child may not be the shadow, aid, therapist, etc.

Preschool Board

The Preschool Board governs the Preschool. Its purpose is to oversee the Preschool operations and serve as a liaison between the school and the church. It establishes and monitors school policy regarding student enrollment, staff compensation, health and legal requirements, school calendar, tuition, budget matters, special situations, and grievances.







Our board is comprised of the following: Chairperson (Church Member), Secretary (Church Member), Treasurer (Church Member), Parent Representatives (Church and Non-Church Members), DUMC Staff Liaison, a Preschool Teacher, and the Preschool Director.

If interested in participating as a member of the Preschool Board, please contact the committee chair at dumcp.chairperson@gmail.com.

Health & Medical

Sick Kids:

When to Stay Home from School:

FEVER A temperature of 100.4° or higher	COUGHING THAT WON'T STOP Or other problems with breathing	DIARRHEA OR VOMITING Within the past 24 hours	RASH Body rash with itching and/or fever	HEAD LICE Itchy head, active head lice	EYE INFECTION Eye is red and oozing a yellow or green discharge
					
When to Return to School:					
Fever free for 24 hours without the use of fever reducing medication such as ibuprofen or acetaminophen	Cough is mild and infrequent and evaluated by doctor if needed	Free from diarrhea and/or vomiting for at least 24 hours and evaluated by doctor if needed	Free from rash, itching or fever and evaluated by doctor if needed	After first head lice treatment	24 hours after starting antibiotic eye drops or ointment

Health Guidelines

If a child has a cold, fever, or feels sick, they should not attend Preschool to protect the other children. Any illnesses should be reported to the teacher through the HiMama app. This will keep the preschool informed of any childhood diseases, viruses, etc., and allow teachers to monitor signs of potential illness in other children. **If a child is not well enough to go outside, do not send them to preschool and request they are kept inside while the class goes outside.** The Preschool does not have the staff to stay inside with one child. There will be no refund for preschool days missed due to illness.

1. Any child with a fever (over 100.4°F) should not attend preschool until they have been free of fever for at least 24 hours.
2. Any child with vomiting should be kept at home until the child has been free of vomiting for 24 hours.
3. Any child with diarrhea (loose, watery bowel movements of increased volume and frequency) should be kept home until the problem has been resolved and until the child has had no diarrhea for 24 hours.
4. Cold symptoms such as a runny nose and cough are highly contagious to preschoolers. Please keep a child home when:

- a. Chronic Cough
 - b. Nasal Discharge
 - c. Fever over 100.4°F
 - d. Sore Throat
 - e. Rash
5. Any child with pink eye (red eyes with drainage) should be kept at home until their healthcare provider has cleared them for return to Preschool.
 6. Any child with lice or nits may return after completing treatment.

Our best measure to control the spread of infection is frequent hand washing. Soap, water, and paper towels are readily available to all staff.

The symptoms of seasonal allergies or asthma are similar to viruses and other illnesses. A child may attend Preschool with a letter from their doctor.

Medication

Staff is not allowed to give medication. If a child has a life-threatening health concern, please make arrangements with the Preschool Director. The Preschool must have written verification of the condition and a medical authorization form completed by a doctor and parent to administer the medication. The medicine must be in the original labeled container. All medicine will be kept locked up in the Preschool Director's office.

Staff can not apply sunscreen, bug spray, ointments, or lotions.

Medical Health Form

A Medical Health Form will be emailed to parents in April. Please print this form, or email it to the child's physician. The Preschool must receive a paper copy signed by the physician for a child to start school in September. Please note that a child will not be able to start school until the form is received. **Medical Health Forms are due to the Preschool Office by August 1st.** North Carolina law requires children in preschool programs to submit proof of current immunizations. Any religious exemptions must be presented in writing to the school. Medical exemptions must be completed by a physician and state the basis for the exemption.

Immunizations

Children attending the Preschool must provide proof of completion of age-appropriate vaccines as specified in NC law. Please have a physician provide a copy of the child's immunization record by August 1st. **Children missing an immunization record will not be permitted to attend preschool.**

Emergency Cards

The Preschool must have this information before the start of preschool. If a child becomes ill, the information is needed to locate a parent or individual authorized to pick up the child.

There are two copies of this card. One will be kept in the child's classroom and the other in the Preschool Office. If this information should change at any time during the school year, please ensure the changes are made to both cards.

Emergency Evacuation Procedures

Fire

Emergency evacuation policies are posted on the back of each classroom door. All teachers are trained in the evacuation plan, and routine fire drills are practiced. Alternate plans are also posted if the initial plan cannot be carried out.

Tornado

The Preschool is equipped with a National Weather Service radio with an audible alarm monitored during threatening weather conditions. If a tornado warning is issued during school hours, children will be moved to interior rooms and hallways within the building. All teachers are trained in these emergency procedures as adopted from the American Red Cross and the National Weather Service.

Lockdown Policy

In conjunction with the Davidson Police Department, the Preschool has adopted an emergency procedure for the lockdown of our facility. This procedure will be used if an emergency necessitates a lockdown of the Preschool. Teachers, staff, and children will practice this procedure during the school year.

Nuclear Power Plant Emergency Plan

The Preschool lies within a ten-mile radius of the McGuire Nuclear Station; therefore, emergency policies/evacuation procedures have been adopted. The Preschool is registered with county emergency management officials. In an alert, sirens are sounded, and local radio stations inform the public of what to do. The Preschool is in Zone H; the reception center is Troutman Middle School off I-77 at Exit 45 in Iredell County. If an evacuation is ordered, all attempts will be made to transport children to the reception center by individual cars and church van. Local county emergency vehicles will be contacted if enough transportation cannot be secured. These policies have been adopted to assure the safety of all the children. Families are encouraged to also have emergency plans at home and practice them often.

Behavior & Grievance

Behavior & Discipline

The Preschool staff is trained to set appropriate limits and boundaries to provide for the safety and well-being of every child. Positive discipline measures will be used to redirect and guide a child's behavior.

Director Discretion

The Preschool Director reserves the right to dismiss a child from the preschool program for behavior deemed detrimental to the safety of others, for conduct that is detrimental to the learning of others, or for the inability of family members to comply with policies set forth by the Preschool.

If at any time, the Preschool Director feels that the health or safety of the child, their classmates, or the staff is in danger, immediate withdrawal of the child from the program will be required. There will be no refund of tuition monies paid.

Grievance Policy

If a parent has concerns regarding various aspects of the program, staff, policies, or operating procedures, a system has been established to allow this communication to occur.

If a parent has an individual teacher/class-related concern, they should seek a resolution by contacting:

First, the teacher

Second, the Preschool Director

Third, the chairperson of the Preschool Board

If a parent has a concern related to the Preschool policies, the administration of the program, and the operating procedures, they should seek a resolution by contacting:

First, the Preschool Director

Second, the chairperson of the Preschool Board

Emergency Treatment Consent Form

I _____ (parent/legal guardian full name) of _____ (child's full name) born on _____ (month/day/year) do hereby consent to any medical care determined by a physician to be necessary for the welfare of my child while under the caretaking of Davidson United Methodist Preschool of Davidson, NC when I am not reasonably available by telephone to give consent.

This authorization is effective from _____ (month/day/year) to _____ (month/day/year).

_____ Signature of Parent or Legal Guardian

_____ Witness Signature

This consent form should be taken with the child to the hospital or physician's office when the child is taken for treatment. The additional information will assist in treatment if it can be furnished with consent but is not required.

Parent/Legal Guardian Name & Telephone _____

Emergency Contact Name & Telephone _____

Last Tetanus _____

Allergies _____

Special Medications, Blood Type or Pertinent Information _____

Child's Physician & Phone Number _____

Insurance/Policy # _____

Preferred Hospital _____

Family Handbook Agreement

Child's Name: _____

Class/Teacher: _____

I have read and understood the Family Handbook and intend to follow the guidelines and policies.

Parent/Guardian Signature: _____



Date: _____