



CRESTWOOD UNITED METHODIST CHURCH
PRESCHOOL

2025-2026

Parent Handbook

Mission Statement

To enhance a child's learning and self-confidence through parent/teacher teamwork while providing a safe, loving, nurturing, Christian environment where each individual child grows and develops--physically, spiritually, socially, mentally, and emotionally at his/her own pace.

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Crestwood United Methodist Church Preschool Policies & Procedures

Crestwood United Methodist Church Preschool is a state-licensed preschool program for children two years through five years of age. The program, which began in the spring of 1976, provides a faith-based curriculum, learning experiences, socialization, and fun in a safe and loving atmosphere for children within the church and community. CUMC Preschool offers classes for two to five-year-olds.

Days & hours of operation – Preschool is open Monday – Thursday, 9:15 a.m.-1:15 p.m.

Extended day – Extended hours are from 8:00-9:15 a.m. OR 1:35-3:00 p.m. for twos, and 8:00 a.m.-3:00 p.m. for children in 3-year-old classes and older.

Office hours – Our preschool office is open M-Th when preschool is in session from 7:30 a.m.-3:00 p.m. We are closed on Fridays.

Contact us:

Phone: 502-553-9362

Physical address: 7214 Kavanaugh Rd., Crestwood, KY 40014

Mailing address: P.O. Box 1296, Crestwood, KY 40014

Email: Tina@CrestwoodMethodist.com

ENROLLMENT – CUMC Preschool admits students of any race, color, and national or ethnic origin. To maintain a gender balance in each class, it is sometimes necessary for the director to place a child of one sex or another into a vacancy. For example, three boys in a class and eight girls would necessitate a boy filling the twelfth spot.

Guidelines for children enrolled

- ✓ A child is enrolled on an annual basis unless withdrawn by his/her parent.
- ✓ If you need to withdraw your child, please notify the director in writing 30 days in advance so that we might fill the vacancy.
- ✓ A child withdrawn from the program cannot participate in special parties/activities for the remainder of the school year.
- ✓ The registration fee and all monthly fees paid are non-refundable* regardless of when they are paid.
- ✓ The early tuition payment required of ALL families who register by May 1 applies to their August fees. This payment is non-refundable*.
- ✓ The early tuition payment required of ALL families who register after May 1 applies toward their August fees. This payment can be paid with the registration fee or be paid within 30 days after registering. This payment is non-refundable*.
- ✓ The early tuition payment is a confirmation deposit stating that we are continuing to hold a space for your child.

*Registration fees and tuition may be refunded if one or more of the following occur:

- Serious illness prevents school attendance.
- The director determines CUMC is unable to meet the needs of the child.
- The director determines that it is not in the best interest of CUMC or other children enrolled at CUMC to have the child in attendance.
- The family moves 50 miles or more from CUMC.

*Registration fees and tuition will not be refunded in the following situations:

- Parents or guardians of the child allow their account to become delinquent by 30 days or more.
- Parents or guardians withdraw their child voluntarily.

- ✓ Families whose accounts are delinquent 30 days must meet with the director. Families whose accounts are delinquent 60 days may forfeit their child/children's spot in the preschool.

Registration

- ✓ Registration fee is \$205. Additional children enrolled from the same family receive discounted registration. The second child's registration fee is \$180, third child is \$160, and fourth child is \$140.
- ✓ If one child is enrolled in two classes, you will pay the \$205 registration fee for the 1st class and an additional \$100 for the 2nd class.
- ✓ A registration sheet must be filled out on each child by his/her parent or guardian and returned upon registration.
- ✓ We cannot accommodate requests for specific teachers.
- ✓ For emergency purposes, the parents of each child must keep information (i.e. a new cell number or new address) on this sheet updated throughout the school year. Precious time could be lost while we search for you, when our focus needs to be on your child.
- ✓ Our registration fee covers a lot of expenses during the school year: Certification in CPR & first aid for all of our preschool staff, 15 hours of training for each staff member, insurance premium, background checks for all employees, TB skin tests or TB assessments on all employees, annual custodial fees, party costs, juice, milk, extra food for snacks/lunches, art & craft supplies, and operating costs (cell phone, payroll expenses, equipment, toys, paper products, and classroom funds for our teachers, etc.)

Fees & fee schedule

- ✓ Fees are: \$30 per day for the 1st child
\$29 per day for the 2nd child in the same family.
- ✓ A statement of fees will be emailed to you monthly around the 20th of each month.
- ✓ Please make your check payable to CUMC Preschool and send it back to preschool with your child. Alternately, you may mail your fees to P.O. Box 1296, Crestwood, KY 40014 or put your check in the preschool drop box by the single red door. You can also use the Cheddar Up link that will be included in your emailed invoice.
- ✓ Monthly tuition payments must be received by the first of the month to avoid late fees.
- ✓ The preschool does not hold checks so please do not send a postdated check. Checks are deposited as they are received, and the bank will not accept a postdated check.
- ✓ If a check is returned from the bank as dishonored, the payee will be responsible for paying the service charges the bank charges the preschool. Checks can be returned for a variety of reasons. No matter the reason, the payee is responsible to resolve these charges.
- ✓ After 2 checks returned for non-sufficient funds, the preschool reserves the right to limit payment options.
- ✓ We are happy to complete paperwork for testing or kindergarten placement. We pay teachers for the time spent to complete forms, thus there will be a \$25 charge to complete documents.

Important Reminders

- Payments should be made by check or money order. You can also use the Cheddar Up link if you wish to pay electronically. You can use online bill pay through your bank to send your payments to the P.O. Box. Payments must be received by the 1st of the month.
- If you want to pay in cash, cash payments need to be walked into the preschool office by an adult and counted in your presence. Do not send cash payments in with your child.
- Notes for your child's teacher or the director should not be placed in the fee envelope.
- Fees can be dropped off at the preschool drop box in the alcove near the single red door when we are not in session. We are not in the office on Fridays.

- Fees cannot be dropped off at the church or church mailbox at any time.
 - All extended day, as well as other afternoon activity fees, will be billed separately and must be paid separately.
 - A fee of \$5 per calendar day will be charged after the due date (1st of month for tuition; 15th of month for extended day) until fees are paid.
 - Any unpaid fees and/or late fees accumulated August - December must be paid in order for a child to register in January.
 - Any unpaid fees and/or late fees accumulated January - May must be paid in order for a child to participate in activities occurring after May 1 of the current year.
 - Any unpaid fees and/or late fees accumulated January - May must be paid in order for a child to return the following year.
 - If you do not receive your monthly billing e-mail by the last week of each month, please contact us immediately.
 - Fee adjustments are not made for snow/emergency days, vacations, illness, or extended missed days.
 - If you will need a statement of fees paid for health savings accounts or tax purposes, please submit a request in writing (e-mail is fine). We need at least 48 hours to fulfill this request as the bookkeeper is not at preschool every day.
 - If you will need a statement of money paid for extended day or after school activities for tax purposes, please make copies of your canceled checks for the preschool so we may verify the amounts. We will need 48 hours to fulfill this request as the bookkeeper is not at preschool every day.
- If you have questions about monthly fees or charges you received for extended day, please call or email the preschool with a detailed explanation of your question/s. Please give us 48 hours to get back to you with a full explanation. Understand we may need time to research an issue.

Fee Structure

- ✓ Each child's monthly tuition has been figured using the following formula:
The number of in-session school days for the year multiplied by the daily rate of \$30 (\$29 for the second child), plus the additional days listed below, then divided by 9 months.
- ✓ Families pay for 7 extra days annually. These additional fees are used to help pay our staff for:
Parent/Teacher Conference day, toy washing day, Winter Wonderland, family picnic, 15 hours of in-service per staff member, parent back to school night, and building/classroom preparation.
- ✓ In some cases, to simplify bookkeeping, we rounded the change up to the next dollar. This refund will be reflected in your April bill.

Snow/Emergency Days

- ✓ Credits and refunds are not given for snow/emergency days.
- ✓ Emergency days constitute anything deemed unsafe (by the Preschool Board and Church Trustees) for the children to occupy the church building or grounds. Ex: the water or electricity off in the church, a water main break, the furnace out, viral pandemic, etc.
- ✓ Snow/emergency days will be made up on select Fridays, if the missed days fall on your child/children's school days. Other days, i.e. President's Day, may also be used if Oldham County schools use that day as a makeup day.
- ✓ **New this year:** Snow day policy: We will make up the first 2 snow/emergency days, we will not make up the next 2 snow/emergency days. Then the 4-day cycle will repeat.
- ✓ A snow/emergency day may be made up on the next scheduled snow/emergency day on the preschool calendar. **Check the preschool calendar on the church website—<https://www.crestwoodmethodist.com/preschool/>.**
- ✓ When snow/emergency days occur for our preschool during the school year, parents will continue paying fees. There will be no additional charge when the days are made up.

Custody Policy

To ensure that CUMC Preschool is in compliance with any court orders pertaining to the custody of your child, we require a copy of a current custody order. This information remains confidential and solely for the safety of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will need that information on file. It is our policy to remain neutral in all custody matters and we may not serve as a visitation site.

Immunization Certificates

- ✓ A signed and updated, Commonwealth of KY Immunization Certificate must be on file before a child can attend CUMC Preschool.
- ✓ All certificates must be kept in our file for 5 years and will not be returned.
- ✓ Outdated immunization certificates for all children enrolled must be updated throughout the school year.
- ✓ A notice will be e-mailed to remind the parent that the certificate is about to expire.
- ✓ It is the parent's responsibility to obtain a new certificate and send it to the preschool by the due date or their child cannot attend preschool.

Health

- ✓ For each child's well-being, no child shall come to school visibly ill with fever or symptoms of illness (this includes diarrhea, chronic cough, runny nose, severe diaper rash, pink eye, asthma, etc.)
- ✓ No child should come to school unless they have been fever-free without medication for 24 hours.
- ✓ If a child becomes ill at school, we will contact you or an emergency contact so that your child can be picked up. **Be sure to list that person(s) in the drop off/pick up section of the registration form as someone to whom you give permission to pick up your child.**
- ✓ Sick children need to be picked up within 30 minutes after the parent or emergency contact is notified as we do not have a suitable place for your child to rest long-term.
- ✓ Be sure that your emergency contact person is someone in the area who can arrive to pick up your child within a 30-minute time frame.
- ✓ **Please do not allow your child to decide whether or not they are well enough to come to preschool. We love that they want to come; however, we will call you to come and pick him or her up if we feel he or she is too sick/too tired to participate in the day's activities.**
 - ✓ If your child did not sleep well or did not get at least 8 - 10 hours of sleep the night before, please do not send him or her to preschool the following day.
 - ✓ If your child falls asleep during preschool, we will contact the parent or emergency person to come and pick them up. In order to maintain the staff/child ratio, we cannot allow one staff member to sit and hold or sit with a sleeping child for an extended period. This could put the other children in the classroom at risk.
 - ✓ All communicable diseases must be reported to the director immediately (for example: measles, chicken pox, head lice, COVID-19, etc.) in order for the preschool to notify parents of other children in the class.
 - ✓ If a child is sick the morning of a party, they cannot attend a party or special activity in the afternoon. They must feel well enough to attend the full day of preschool.
 - ✓ If there is an emergency situation, we will make every effort to reach you or one of the emergency persons on your registration form. If necessary, we will utilize the emergency medical release you provided.
 - ✓ If you do not plan to be at home during the day, please call the office or send an e-mail to Tina telling us where you can be reached. If an emergency does arise, then we will be able to find you quickly.
 - ✓ **Please make sure that your phone is turned on, charged, and in working order at all times.**

- ✓ **If you get a new cell phone number, please make sure that we have your new number.**
- ✓ We make every effort to observe good health practices at school. We like to spend part of each day outside whenever possible. Our policy is, if a child is too sick to go outdoors, then the child is too sick to attend school. One staff member cannot sit with a child while the rest of the class goes outdoors.

Injuries

If a child is injured (i.e. cut requiring stitches, sprain, fracture, etc.) outside of preschool, please let the director know, in writing, by the child's next school day. Due to the possibility of additional injury while your child is in our care, we must have a signed form from the doctor stating that your child is able to return to preschool and noting the child's limitations. With each injury we will evaluate the situation and decide what we feel are safe/unsafe activities during preschool hours.

Until we have a second release note from the doctor stating that the child can resume all normal activities (free of wraps, casts, braces, gauze, and bandages, etc.), your child cannot participate in outdoor play, gym, or other physical activities.

Medications

- ✓ Pain relief medication, antibiotics, etc. cannot be given by our preschool staff. Please do not send medications (this includes cough drops, vitamins, ointments) to preschool with your child.
- ✓ Breathing treatments for children with asthma and Epi-pens/Benadryl for children with severe food allergies must be kept at school in the director's care. Other necessary medications for persistent chronic illness may be kept at preschool on a case by case basis.
- ✓ Children will not be permitted to attend preschool if their life-saving medications have expired or are not present at preschool. It is the parent's responsibility to give medications to the preschool and keep all medications up to date. Children may return to preschool once their medications are updated and in possession of the preschool staff.
- ✓ Parents of children with serious allergies and asthma must complete an additional medical form before their child can begin preschool each year.

CUMC Preschool Toilet Training Policy

Children enrolled in threes, pre-k and junior kindergarten classes must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that a child wearing pull ups is not considered toilet trained.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children change their clothes, encouraging independence as much as possible.

Why do children need to be toilet trained before they begin preschool (except two-year-old classes)?

- ✓ There are strict regulations for changing and disposing of wet or soiled diapers/pull ups and only our two-year-old classrooms are equipped for this.
- ✓ When a teacher must leave the group/classroom and is busy changing a child's soiled clothing, it is taking away from learning time for all students, and it removes one adult from the direct supervision of and interaction with the rest of the class.

A toilet trained child can do the following:

- ✓ Communicate to the teachers that he/she needs to go to the restroom before they need to go
- ✓ Alert him/herself to stop what he/she is doing, to go and use the bathroom
- ✓ Pull down his/her clothes and get them back up (with minimal assistance)
- ✓ Wipe him/herself after using the toilet (with minimal assistance)
- ✓ Get on/off the toilet by him/herself (with minimal assistance)
- ✓ Wash and dry hands
- ✓ Postpone going for a short time if they must wait for someone who is in the bathroom or if we are away from the classroom

We will ask your child many times throughout the day if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season daily in your child's backpack. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time. A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.

After the first 4 weeks of school, the following policies will be in place for children who have accidents:

- ✓ If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be worked on.
- ✓ If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week, the child will have to stay home for one week or longer until he/she is completely toilet trained. As an alternative, the child could attend preschool, but a parent would be required to stay in the preschool parking lot to be called in to assist with toileting if the child refuses to use the toilet at preschool/changing of clothes if there is an accident.
- ✓ If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home for one week or longer until he/she is completely toilet trained. As an alternative, the child could attend preschool, but a parent would be required to stay in the preschool parking lot to be called in to assist with toileting if the child refuses to use the toilet at preschool/changing of clothes if there is an accident.
- ✓ No refunds are given for missed days.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and the time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at CUMC Preschool.

This policy will apply to children in two-year-old classes when they become toilet trained and come to school in underwear.

Summer is a great time to work on toilet training. We encourage families to have their training children use potties outside of their own home, so children have less anxiety about using an unfamiliar potty at preschool.

Thank you for your cooperation and understanding.

Families will sign a form at Parent Back to School Night stating that they have read and understand this policy.

Potty Training in two-year-old classes – a team effort

- ✓ Communication between parents and teachers is important—especially throughout the potty-training process.
 - During training a child should continue wearing diapers or Pull-ups with re-sealable tabs.
 - The teachers and parents should discuss when to allow the child to wear underwear to school. In a group/play setting that may take a little bit longer than at home.

2-way Journals

- ✓ Two-year old teachers will complete a sheet daily in the journal that you will receive at Parent Back to School night.

ClassDojo

- ✓ The emergency regulations during the pandemic required us to limit the back and forth of paper. We started using ClassDojo and love it.
- ✓ Please download the app for your phone.
- ✓ Parents are asked to send a message to their teacher/s at least once a week and help keep communication open. Teachers will also write weekly.
- ✓ The staff will respond daily if a situation occurs that we feel the parent needs to know about—an injury, a bite, a discipline problem, hurt feelings, or a concern.
- ✓ The teachers welcome input from parents about their child's morning, night, or anything that a parent feels might be important in their child's school day/week.
- ✓ Teachers will not send messages on party days, unless they are responding to a question, feel there is something important that the parent needs to know, or the child is injured during school hours.
- ✓ Teachers will also have a class group to communicate with the whole class.
- ✓ A School Story within ClassDojo will communicate with all parents in the program.

Conferences/Progress Reports –

- ✓ Parent/teacher conferences for parents of all students will be conducted in **(new dates this year)** late November. **Please check the preschool calendar on the website for these important dates. There is no preschool on these dates.**
- ✓ Sorry, as our calendar is set for the year, we cannot reschedule conference dates.
- ✓ As these are adult conferences, your preschooler should not attend with you.
- ✓ In May, as a follow-up to the Parent/Teacher Conference, an updated progress report on each child will be sent home.

Clothing & Possessions – The following guidelines apply at our preschool for all age children:

- ✓ Please mark personal items (coats, jackets, sweatshirts, sweaters, books, toys, lunch boxes, cups) with your child's name.
- ✓ Comfort toys for two year olds--a bear, blanket, etc.--may be brought if needed. Please be sure the item has your child's name attached. For safety reasons we do not allow children to carry these items around during the day.
- ✓ Please do not let your child bring food, toys, cough drops, gum, mints, or money in his or her pockets.
- ✓ **Electronic devices such as phones and tablets should be left at home. If sent to preschool, the employees, preschool and church are not liable if the item is lost, stolen, or broken.**

- ✓ Clothing should be durable and comfortable. Since we go outside whenever possible, please dress children accordingly.
- ✓ Girls 3, 4 & 5 years old need to wear tights, leggings, or shorts under their dresses at all times.
- ✓ Your child needs to wear tennis or rubber-soled sport shoes to preschool. Children not wearing tennis or sports shoes cannot participate in gym, which is such an important part of their day. They will have to sit with the Administrative Staff while their class goes to the gym.
- ✓ All shoes must tie or Velcro across the bridge of the foot.

✓ **Due to safety issues throughout the day, children should not wear the following types of shoes to preschool:**
Open-toed sandals
Crocs/Clogs
Slip-on shoes with no back
Plastic beach shoes

- ✓ **Children in two-year-old classes should not wear small clips, barrettes, or hair accessories under 2 inches in size, due to the choking risks involved.**
- ✓ Each child needs to bring/wear a labeled coat or jacket every day except in 60 degree and above weather. If a child doesn't bring a coat or jacket and the temperature drops below 60 degrees, then he/she may have to miss going outdoors with their class.
- ✓ Guns, ropes, knives, swords, Power Rangers, light sabers, and other toys which encourage rough and violent play, must be left at home. If a child brings one of the above, the item will be given to the director for safekeeping for the duration of the day and will be released to the parent or adult guardian at the end of the school day.

Show & Tell

Teachers will cover information regarding special show & tell items at Parent Back to School night in August.

- ✓ Special books may be brought for show & tell anytime during the year.
- ✓ Pets are encouraged and welcomed but please check with your child's teacher before bringing animals.
- ✓ State licensing regulations require that all animals brought for show & tell must have an updated immunization record submitted to the director at least 24 hours beforehand.
- ✓ Show & tell items should be labeled with the child's name.
- ✓ Children should not bring show & tell items on special activity days (special parties, entertainers, etc.)
- ✓ Children should not bring electronic devices for show & tell—iPads, iPhones, computers, etc.—due to the chance that they might get broken.

Backpacks

- ✓ All items enclosed in a backpack should be labeled with the child's first and last name.
- ✓ **All school backpacks must be labeled on the outside with the child's name or initials.**
- ✓ School backpacks should be packed with necessary preschool items only.
- ✓ Please check your child's backpack daily for possible items that might not belong there. EX: medication you might have tucked in when your child visited grandparents overnight, soiled items that need washing, small toys or books accidentally carried home from preschool, etc.
- ✓ School backpacks should be large enough to hold a change of clothes in case of an accident, your child's lunch box, a take-home craft, and also a show & tell item.
- ✓ Please do not attach hand sanitizer to your child's backpack. It cannot be within a child's reach at preschool.
- ✓ As the seasons change, please change the clothes kept in the bottom of the backpack for emergencies.

- ✓ We recommend that you send at least one extra, preferably two, pair of underwear, in case of an accident.

Snacks & Meals

- ✓ **We are a peanut/peanut product-free school. Please keep this in mind when bringing any foods into the school from home, a restaurant, or a fast food restaurant.**
- ✓ **Families of children with food allergies must adhere to these guidelines as well, so that we can keep all of our children safe.**
- ✓ Each child should bring his/her own lunch and snacks (for extended day and two-year-old classes only), while adhering to the following state regulations for each.
- ✓ **State licensing regulations dictate that a snack shall include 2 age-appropriate servings of the following:**
 milk, (offered by the preschool)
 bread or grain,
 meat or meat alternative,
 fruit,
 vegetable,
 or 100 percent juice (offered by the preschool).
 If your child will drink milk or juice at snack, you need to send in just one other item.
- ✓ **State licensing regulations dictate that a lunch shall include age-appropriate servings of:**
 milk, (offered by the preschool)
 bread or grain,
 meat or meat alternative, AND
 2 different vegetables, or
 1 fruit and 1 vegetable
- ✓ **Preschool will offer 100 percent juice, milk, or water at snack (for two-year-old classes and extended day only). Milk and water are offered at lunch.**
- ✓ **If a child's snack or lunch do not meet the nutritional requirements listed, we will provide additional food necessary at an additional charge of \$5 (each time) to meet those requirements.**
- ✓ Please do not send food that needs microwaving or refrigeration.
- ✓ Individual ice packs or a child size thermos in the lunch box will keep foods at a safe temperature.
- ✓ All lunches should be packed in a lunch box.
- ✓ Lunchables are fine, but parents must check the dessert ingredients closely as most have peanuts in them or could be cross-contaminated, so they must be removed and kept at home.
- ✓ Grapes and hot dogs for children in two-year-old classes need to be cut in half lengthwise, as whole, these foods are a choking hazard.
- ✓ Two-year-olds should not have popcorn due to it being a choking hazard.
- ✓ On a daily basis, each child's lunch box should contain a plain, plastic drinking cup, labeled with his/her name, and a wet washcloth or baby wipe in a baggie for face washing. Pre-k and jr. k students may be eating in their classrooms this year. Your individual teacher will let you know. If they are eating in their classroom, their cup should have a lid.
- ✓ All children should also bring a filled water bottle that will be kept close to ensure the children are well hydrated.
- ✓ Gerber, Welch's, and the Members Mark Brand of Fruit Snacks are the only acceptable fruit chews for children in two-year-old classes.
- ✓ The lunch box must be able to fit into the child's backpack or diaper bag with room to spare.
- ✓ Children should not bring their breakfast to preschool with them.

Allergy Information - For all parents

CUMC Preschool and the Preschool Board feel that food allergies are serious, and our guidelines must be adhered to. Please help us provide an environment safe for all of our children.

- ✓ Due to the severe allergies of some of our children, food items containing peanuts, traces of peanuts, peanut oil, or peanut products should not be sent or brought in lunches or snacks.
- ✓ We do have 2 ALLERGY ALERT DAYS: Picnic with Pop and Mamas in Pajamas. On these special days, our parents may bring in food from fast food restaurants that may not be peanut free.
- ✓ Please be sure to let us know during the school year if your child develops any allergies.

Allergy Information - For parents of children with allergies

- ✓ Please notify the preschool in detail concerning allergies, food allergies or special diets on the allergy sheet you received in your packet.
- ✓ In order for each family affected by food allergies to be better informed of our policies concerning food allergies, we ask that one parent of a child with food allergies please call the preschool and speak with the Administrative Staff before your child begins preschool.
- ✓ We will provide children with food allergies with juice or water during snack (extended day and two-year-old classes only) and milk or water during lunch, unless they are allergic to juice or milk.
- ✓ We will serve a peanut-free cupcake at all preschool parties. If your child has any food allergy other than or in addition to a peanut allergy, we require that your child bring their own special treats for all school parties. Each child with allergies may store their own special treats in the preschool's freezer.
- ✓ Please notify the preschool during the year if your child develops any additional allergies, so that we can update our records.
- ✓ Please notify the preschool in writing if your child no longer has a food allergy. You must obtain a note signed and dated by your child's doctor to verify that your child no longer has an allergy and send a copy for our files.
- ✓ Please be sure to discuss your child's allergies with your child's teachers during Parent Back to School night or children's playtime.

Special Parties

- ✓ Parents are asked to sign up to help with at least one preschool party and to send something for one preschool party throughout the year. Your help is greatly appreciated, and your preschool child/children love when you come to be part of their day.
- ✓ Siblings should not accompany you when you help with a classroom party, unless they are small enough to be in a stroller or baby carrier or you bring another adult along to care for them while you spend special time with your preschool child.
- ✓ If you have two children in the preschool, please do not sign up to help with both children's parties on the same day. Your teachers will need your help for the entire party.
- ✓ **For our Harvest Party as well as individual birthday parties, the following costumes or accessories (paper products and party favors) are inappropriate due to being unsuitable for preschoolers, or due to the evil or violence they portray/participate in:**

Adult theme costume	Monster
Anything dead	Monster High
Anything scary	Mummy
Anything violent	Ninja
Bratz	Power Ranger
Costume with Blood	Sponge Bob

Darth Vader
Demon/Devil
Frankenstein
Freddy Krueger
Ghoul/Ghost/Goblin
Grim Reaper
Jason
Knife
Knight with Sword

Sword
Vampire/Vampire Bride
Villain
Weapon
Werewolf
Witch
Wizard
Zombie
Zorro

- ✓ We ask that once you make a commitment to help with a party or bring something, you comply. If for some reason you cannot, we ask that you call another parent as your replacement. Please contact your teacher once you have your replacement and let her know of the change.
- ✓ Please do not park in the back lot near the dumpster when you come to help with a party, or you will get blocked in at pick up time. Parking in the gravel lot may be best.

Birthday Parties

- ✓ You may wish to celebrate your child's birthday or un-birthday if it occurs in the summer when we are out of preschool. Please sign up at Parent Back to School night.
- ✓ If your child's birthday conflicts with one of our special school activities, we may ask you for a more suitable date.
- ✓ If for any reason you are unable to celebrate on the set date, please contact your child's teacher and let her know. A new date can be rescheduled.
- ✓ Personal party invitations may be passed out at preschool only if all children in the class receive an invitation. Please understand that sometimes things get overlooked in backpacks. We recommend that you use your class list and mail or email all invitations.
- ✓ We ask that families not bring in outside entertainment.

Food to share with classmates is not permitted at preschool birthday celebrations. You may choose to send in a small party favor for each child in your child's class, but this is not required.

Suitable Birthday or Special Party Favors at School:

A can of Play-Doh for each child
A coloring book and crayons for each child
An art pad and individual paint box for each child
A puzzle for each child (make sure the puzzle pieces are suitable for children under 3, if applicable)
A storybook for each child
A 3-inch or larger ball for each child (Please check the packaging and be sure it is suitable for children under three, if applicable.)
Bubbles for children in 3 year-old classes and older
A classroom gift of your choice (a nice storybook, a game, or special toy, individual paint boxes for use in the classroom)

All party favors not on the list must come in their original packaging and be checked by the administrative staff before being given to the children. Food is not permitted as party favors.

Reminder:

Throughout the year all birthday paper products, party favors for the children, and all party related items should be child-friendly. Please avoid paper products, favors for the children, and all party related items with "inappropriate themes" listed on page 11.

Arrival/Departure Times -The following important guidelines apply:

- ✓ Children should not arrive before 9:15 unless they are enrolled in the morning session of extended day.
- ✓ If a child arrives after 9:40, he/she misses half of their special playtime in the classroom with his or her peers. Playtime is so important in each little person's life and starts their day in a positive way.
- ✓ By 10:00 a.m. or before, toys are being picked up and 40 minutes of our day is gone. Each class begins their schedule for the day.
- ✓ A child arriving after 10:00 a.m. is considered late. Please call the preschool and let us know if your child will arrive late so we can let his/her teacher know when to expect your child.
- ✓ Fees for missed days are not refunded.
- ✓ In case of a doctor or dentist's appointment or other family situation, parents should send in a written note or call us ahead of time (at least 24 hours in advance and not the morning of) advising us that their child will be late.
- ✓ In case of an afternoon appointment or other family situation, parents may pick up their child before dismissal time. However, in order for us to have them ready upon your arrival, you need to call ahead at least thirty minutes in advance.
- ✓ All children must be signed in by their parent or other adult if they walk them in. If a teacher walks the child in/out, then their classroom teacher will sign them in/out.
- ✓ The parent or adult driver must be in the pick-up line no later than 1:35 p.m. Cars not in line by 1:35 p.m. must park and walk in to pick up their child after that.
- ✓ All parents must arrive by 1:40 p.m., or they are considered late and will be charged a late fee.
- ✓ If you are running late in the afternoon, you are welcome to call and ease our concern; however, a late pickup fee will be charged. You will be charged \$5 if you are 1-5 minutes late and \$10 if you are 6-10 minutes late. Your child will be cared for until you arrive. If you are more than 10 minutes late, your child will go to extended day, and you will be billed the emergency fee.
- ✓ Please make every effort to be on time as most teachers only have twenty minutes to clean up before they need to leave to pick up their own children at other schools.
- ✓ If someone other than the parent is walking in to pick up your child, please advise him/her that they must bring their driver's license with them when they walk in.
- ✓ If you walk in to drop off your child in the morning or walk in to pick up your child in the afternoon and the classroom door is closed, please wait patiently as we are trying to organize and prepare for the day or finish up our day.
- ✓ Children enrolled in afternoon activities get picked up at 2:10. Drivers need to walk in to pick up children at that time. Staff will direct you where to meet your child.

Carpools

- ✓ All parents interested in riding together should arrange their own carpools ahead of time and complete the pick-up section of the registration form.
- ✓ Persons named on the pick-up section of the registration form are the only ones who can pick up your child, unless you send a separate note, e-mail or ClassDojo message on a specific day. This goes into effect on the first day of preschool and continues until the end of school. If this person does not have your number card, they must park by the gym, walk in, and sign your child out before 1:40 p.m. Also, they must show their driver's license.
- ✓ All children must be signed in and out by their parent, adult picking them up, or the teacher.

Drop Off/Pick Up

- ✓ Drop off/pick up through the car line begins on the first day of preschool. You should receive your carpool tags and instructions at Parent Back to School night in August.
 - ✓ Drop off for 2- & 3-year-olds is 9:15 - 9:25
 - ✓ Drop off for Pre-K & JK is 9:25 - 9:35

- ✓ Siblings in different classes can come either time. If you miss your time, please come at 9:35.
- ✓ Pick up for 2- & 3-year-olds is 1:15 – 1:25
- ✓ Pick up for Pre-K & JK is 1:25 – 1:35
- ✓ Siblings in different classes can come either time. If you miss your time, please come at 1:35.
- ✓ Since the children adjust to preschool so much better when they are dropped off us, being walked in by a parent, we ask that all children are dropped off in the car line for the first 2 weeks of preschool. If you choose to walk in after that time, it is fine.
- ✓ Please be consistent with the children in two-year-old classes. It's very confusing for them if one day you walk them in and the next day you drop them off through the line. Please do the same thing each day as they thrive on consistency.
- ✓ Families walking their child to class should park by the gym and walk along the sidewalk to the preschool walkway sign. Follow the colored cones to the single red glass door. Please supervise your child washing their hands before you walk them to their classroom.
- ✓ We ask that you not linger near your child's classroom door or around their tables after dropping them off, as this only lengthens the good-byes and can start their day off feeling insecure.
- ✓ For safety reasons, those using the pick-up line in the afternoon must have our printed drop off/pick up number hanging in their front window when they come through the line. If our printed number card is not displayed in your front window, please don't get in the line. You will need to park by the gym, come past the walkway sign, past the colored cones, and come in through the single red glass door. Please be sure and advise anyone picking up your child of this guideline.
- ✓ If your number is misplaced, we can replace it if you let us know and give us 3 days to replace it. You will need to walk in and out via the single red glass door until the number is replaced.

Safety During Drop Off/Pick Up

- ✓ We ask that you not use your cell phone while in the drop off/pick up line.
- ✓ Please remind anyone who will be dropping off/picking up your child/children of this guideline.
- ✓ To avoid congestion and accidents each day, we ask that you follow the drop off/pick up route guidelines. The guidelines will be enclosed with your number cards.
- ✓ To allow emergency vehicles to pass by our drop off/pick up line if needed, we have been told by the police that the cars in our line cannot block Kavanaugh Road at any time. Therefore, please stay over to the right at all times to permit vehicles to pass around your vehicle on the left.
- ✓ Please pull up as close as possible to the car in front of you to allow as many vehicles as possible in the parking lot so that we don't block traffic on LaGrange Road.
- ✓ For safety reasons, we must walk in front of your car to load and unload your child. Please meet us there rather than in the back of your vehicle.

Walk-In Families

- ✓ Since the children adjust to preschool so much better when they are dropped off us, being walked in by a parent, we ask that all children are dropped off in the car line for the first 2 weeks of preschool. If you choose to walk in after that time, it is fine.
- ✓ Even if you walk your child in, for safety reasons we must still have the pick-up section of the registration form on file on every child from the first day of school.
- ✓ You need to use the walkway and single red glass door during drop off/pick up 9:15 am – 9:35 am and again from 1:15 pm – 1:35 pm. Your child's teacher will show you these doors during Parent Back to School night.
- ✓ We encourage using drop off/pick up. We find it helps those children who experience separation anxiety and helps to build their confidence and independence.

Door Safety

For safety reasons the following rules apply:

- ✓ All exterior doors are locked from the outside throughout the school year from 9:45 a.m. – 3:00 p.m., except on special party days when the double red doors near the office are unlocked for parents arriving to help.
- ✓ When entering and leaving the building from 9:45 a.m. – 3:00 p.m., please use the double red doors by the office. Ring the doorbell for entry.
- ✓ When entering and exiting the building for morning and afternoon activities, please use the double red doors by the office or the gym doors if going to morning extended day. To keep the children safe, we like to know who is coming and going.

Inclement Weather Schedule

- ✓ If Oldham County Schools are closed due to weather, CUMC Preschool will be closed as well.
- ✓ If Oldham County schools close early, then so does CUMC Preschool. We start dismissing right after the announcement. However, a staff member will remain with your child until you arrive to pick him/her up.
- ✓ If Oldham County Schools begin on a delayed schedule, CUMC Preschool will open at normal time.

Newsletter

- ✓ All families will receive a paper copy of their monthly newsletter. It will be posted on ClassDojo as well.
- ✓ Please read through the material carefully and put important dates in your planner or on your calendar at home. You don't want to miss a special day in the life of your child.

Calendar

To view our preschool calendar and other information, please go to www.crestwoodmethodist.com/preschool.

Emergency/Disaster Evacuation Plan – Mandated by Licensing

- ✓ Each child in the program must have on file a permission form (included in your packet) giving the director and staff permission to remove the child from the preschool premises by car in case of an emergency.
- ✓ Your child cannot attend CUMC Preschool without this signed form on file.
- ✓ The children would not be evacuated unless we felt they were in immediate danger.
- ✓ In an emergency if we cannot wait for emergency personnel, then teachers and staff will transport the children in their cars.
- ✓ If we have to evacuate, we will contact you by phone, ClassDojo, email, or text once we relocate, if possible.
- ✓ If phone service is interrupted, then we will make every effort to put an announcement on local media. We will also send an email, if possible.
- ✓ Come to pick up your child/children at one of our 3 emergency/disaster sites.

If we cannot put an announcement on the radio/television or send an email or text message, then parents should pick up their child/children in this manner:

Our children and staff will remain onsite, if they are not in danger, at:

Crestwood United Methodist Church
7214 Kavanaugh Rd.
Crestwood, KY 40014
502-241-8984

If an emergency occurs and it becomes necessary for us to leave the premises, they will be transported to:

Site #1 – Oldham County Schools Arts Center
7105 Floydsburg Rd.
Crestwood, KY 40014

502-241-6108 extension 355

OR

Site #2 - Mt. Tabor United Methodist Church
3301 West Highway 22
Crestwood, KY, 40014
502-241-8705 or 525-0534

- ✓ In the event that either of the above emergency/disaster relocation sites is deemed unsafe, then we will take the children to a safer location and contact you as soon as we can.
- ✓ We will remain with your child/children until you or your emergency contact comes to pick up your child.

Drills

- ✓ The preschool conducts at least one fire drill per month.
- ✓ The staff and children participate in tornado, earthquake and intruder drills on a quarterly basis.
- ✓ Emergency/disaster evacuation drills are conducted at least once per school year.

Hand Washing

Licensing requires that our staff and children wash their hands upon arrival in the morning, before snack, after snack, before lunch, after lunch, when coming in from outdoors, and after toileting. If a parent walks their child in to preschool, that parent is asked to wash their child's hands before taking their child to class.

Discipline

At no time at our school is physical discipline used regardless of the situation. When a child misbehaves the following method of discipline is used:

- ✓ The first time he/she is corrected by the teacher the child is instructed not to repeat the behavior.
- ✓ If the behavior is repeated, the child is placed in time-out for a brief period. The time spent in time-out is determined by the age of the child. At our school we use one minute for each year of age.
- ✓ If the child repeats the behavior or if a child repeatedly misbehaves, then the child will miss classroom/outside time and will sit with the Administrative Staff. Before the child re-enters the group, the director, teacher, and child talk about the behavior. The parents of the child may receive a phone call from the teacher or a note at this point.
- ✓ If inappropriate behavior (hitting, kicking, punching, biting, a tantrum or meltdown) occurs and none of the above methods work, then a parent will be called to come and pick up their child within 30 minutes.
- ✓ If inappropriate behavior, which affects the entire class, continues then the director and teachers will meet with the parents concerning their child's behavior. Often it takes all of us working together to correct a negative behavior.

Procedure for Suspected Abuse

If at any time a staff member suspects that a child has been abused in any way (physically, sexually, or neglect) she must report the abuse by contacting Social Services. Social Services will assume responsibility from there. As part of our in-service all teachers are required to participate in an Orientation Class that covers child abuse.

Fundraisers

Each year CUMC Preschool hosts fundraisers during the school year. Monies raised are used to make improvements in our school for the benefit of the children and staff. Our Preschool Board sets the fundraisers and decides how the funds earned will be spent.

Each family in our preschool is asked to support our fundraisers.

Technology -

1. Children in our 3-5 year old classes may have hands-on experience with our iPads as their classroom schedule allows their teacher to schedule iPad time. This is at the teacher's discretion.
2. Children in 2-year-old classes will not have scheduled time on iPads.

Music - All of the children participate in a 15-20 minute special music class every week during the school year. They will also have music time in their classrooms.

Art - Approximately once per quarter, the children will participate in a special art class. Teachers plan creative art projects in their classroom—a mural, a special craft for mom or dad, an alphabet page, etc. The children's artwork is displayed throughout our school. Each child eventually brings his or her art projects home for parents to enjoy.

Chapel - Approximately once per quarter, the children will take part in a special service held in the church chapel. The service is conducted by our children's minister and will consist of singing praise songs, a special lesson, and prayer time.

Additional Afternoon Activities:

Following are afternoon enrichment classes that may be offered for the coming school year. Classes are an additional 30 minutes after school (with pick up at 2:10) and available to children in 3s, Pre-K or Junior Kindergarten classes. All fees for enrichment activities must be paid by check or Cheddar Up and kept separate from your monthly fees. We do not accept cash payments.

If you are running late in the afternoon to pick up from an activity, you are welcome to call and ease our concern; however, a late pickup fee will be charged. You will be charged \$5 if you are 1-5 minutes late and \$10 if you are 6-10 minutes late. Your child will be cared for until you arrive. If you are more than 10 minutes late, your child will go to extended day and you will be billed the emergency fee.

Children in 3, 4 and 5-year old classes may participate in an after-school program from 1:35 - 2:10 p.m

- ✓ **Sign-ups will take place through a Google form made available on ClassDojo only to parents at 8:00 p.m. on Wednesday, August 20. Payment is due when preschool starts. Payments/Signups for the winter/spring session will take place in December/January.**
- ✓ Afternoon activities begin in September and end in April. See the online preschool calendar for starting and ending dates for each session.
- ✓ Maximum class size is 12 for all afternoon activities except Art & Music, which is 6.
- ✓ Minimum class size is 6 for all afternoon activities except Art & Music, which is 4.
- ✓ Refunds are not given for missed days or a change in plans.

Afternoon Art - Tuesdays in the fall, Mondays in the winter.

- ✓ Cost is \$10 per class.

Pre-Jazz & Movement - Monday or Thursday all year

- ✓ Signing up commits your child to the class for the year.
- ✓ Cost is \$10 per class.
- ✓ Dress for this class is comfortable, stretchy clothes. No dresses or skirts. Sneakers are fine.

Cooking - Wednesdays in the fall, Thursdays in the winter

- ✓ Cost is \$10 per class.

Tumbling - Tuesdays all year

- ✓ Signing up commits your child to the class for the year.
- ✓ Cost is \$10 per class.

Music – Mondays in the fall, Tuesdays in the winter.

- ✓ Cost is \$9 per class.

Sports & Minds in Motion – Wednesdays in the fall, Thursdays in the winter.

- ✓ Cost will be \$9 per class.

S.T.E.M. CLUB – Thursdays in the fall, Wednesdays in the winter.

- ✓ Cost is \$10 per class.

Extended Day – All children enrolled in our program may participate in extended day, which is offered Monday – Thursday. It is a multi-age group where the children will play and have a snack (that you provide). Staff/child ratio is 1:10.

- ✓ Parents may select the morning session of extended day from 8:00 – 9:15 a.m.
- ✓ Parents may select the afternoon session of extended day from 1:35 – 3:00 p.m.
- ✓ Families of twos may choose morning or afternoon sessions, but not both on the same day.
- ✓ **A child in a two-year-old class that has both turned 3 and is fully potty-trained may attend both extended day sessions.**
- ✓ **Parents of 3-, 4-, or 5-year-old children may choose morning and afternoon sessions of extended day. Please note--no child under three years of age can be left from 8:00 a.m. until 3:00 p.m. It is just too long for our littlest people.**
- ✓ Parents must provide a licensing approved snack (see page 11) for their child to eat during each session of extended day their child will attend. Preschool will provide apple juice or water.

The method of sign up is as follows:

1. Sign up for the year, month, or week by filling out the extended day sheet included in your packet, and turn it in at the extended day table on the evening of Parent Back to School night.
2. **Please do not return the extended day sheet and check ahead of time.**
3. During the rest of the year, to sign up for extended day, as long as space is available, you need to:
 - A. Complete an extended day sheet and turn it in to the administrative staff during preschool hours.
 - B. Complete an extended day sheet and send it in with your child.
 - C. In an emergency, you may contact the preschool at (502) 553-9362 between 6:45 – 8:00 a.m. and, **if space is available** without going over the staff/child ratio, your child will be permitted to stay in our care for the morning session. You will be charged at the emergency rate.
 - D. In an emergency, you may contact the preschool until 1:00 p.m. the day of services needed and, if space is available, your child will be permitted to stay in the afternoon session. You will be charged at the emergency rate.
4. A portion of the completed extended day sheet will be returned to you confirming the availability of space. Please check it carefully when it is returned to you making sure there is room for your child.
5. **Regular sign up** must be done the day or night before--not the day of services. In order to maintain our staff/child ratio, we have to plan ahead for the number of staff needed to care for the children.

The cost is as follows:

- ✓ **The emergency cost (calling in on the day of services) is \$14 per child, per session.**

- ✓ **The daily cost (emailing the night before up until 7:30 p.m.) for the next day or days that week is \$11 per child, per session.**
- ✓ **The monthly cost (submitting the extended day sheet to the administrative staff before the first day of preschool in a new month) is \$10 per child, per session.**
- ✓ **The yearly cost for those children who sign up for September - May (submitting the extended day sheet at Parent Back to School night or during the child's first 2 weeks of preschool) is \$9 per child, per session.**

The following guidelines apply:

- | |
|--|
| <ul style="list-style-type: none"> ✓ Once you sign up or call in for a certain day, payment will be expected whether your child/children attend or not. ✓ Credits for cancellations due to missed days or a change in plans are not given. ✓ Extended day fees for the previous month are billed on the 1st of the month following and are due by the 15th of each month. We will bill you. ✓ Payments must be made with a check payable to the preschool or via the Cheddar Up link and not be included with your monthly fees. ✓ A late fee of \$5 per day will be charged for each calendar day your extended day fees are late. ✓ We must have a minimum of 4 children enrolled to continue conducting a session on a regular basis. ✓ Children who are signed up for extended day for the entire year, September - May, can switch from a morning session to an afternoon session and vice versa on a particular day by contacting the director 24 hours ahead of time. Space must be available in that session; however, as enrollment is limited. |
|--|
- ✓ **Extended day will be available on regular preschool days and make up days.**
 - ✓ **Extended day meets in the classroom of the extended day teacher in charge, or it may be in the gym. To determine the location, please check with the director or a staff member upon your arrival.**
 - ✓ **If your child/children are enrolled in an afternoon activity, and you want them in extended day afterward, they may attend both, as long as space is available. The cost for children going to extended day after an afternoon activity is the same as other sessions. See above for extended day fee schedule.**

Parent’s notes and questions to ask during Parent Back to School night:

I VOLUNTEERED FOR:

PARTY I signed up to help with	Date	ITEM/JOB
PARTY I signed up to send something for	Date	ITEM

FUNDRAISERS I COMMITTED TO:

- Bake 4 - 5 dozen cookies & volunteer to help with the Cookie Walk.
- Bake 4 - 5 dozen cookies & shop at the Cookie Walk.
- Volunteer 2 hours of my time & shop at the Cookie Walk.

CHILDREN AND PARENTS RIGHTS

Pursuant to KRS 199.898 Rights for children in child-care programs and their parents, custodians, or guardians -- Posting and distribution requirements.

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Effective: July 15, 1998

History: Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. -- Created 1992 Ky. Acts ch. 57, sec. 1, effective July 14, 1992.

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