



# Handbook



# Nashville UMC Weekday School

209 E. Washington Street  
PO Box 86  
Nashville, NC 27856

(252) 459-7636

Operated by  
NASHVILLE UNITED METHODIST CHURCH  
Through the Commission on Education  
and the  
Weekday School Board

And they were bringing young children to Him that He might touch them; and the disciples rebuked them for it. But when Jesus saw it, He was indignant and pained, and said to them, Let the children come to Me, do not hinder them, for to such belongs the Kingdom of God.....And he took the children up one by one in His arms and fervently invoked a blessing, placing his hands upon them”.  
Mark 10:13-14, 16\*

“I came that they may have and enjoy life and have it in abundance – to the full, till it overflows.”  
John 10:10\*

Almighty God Heavenly Father, who has blessed us with joy and care of children; give us light and strength so to train them, that they may love whatsoever things are true and pure and lovely and of good report following the example of their Savior Jesus Christ. Amen.  
Family Prayer, The Book of Common Prayer

\*The Amplified New Testament

### **Administration:**

Weekday School Board is made up of church members, parent representatives and Church Staff. Contact the church office at 252-459-7178 if you need to contact a board member,

Weekday School Staff:

Director:	Mrs. Denise Calloway	252-459-7636
Teacher:	Mrs. Cindy Puckett	Mrs. Lori Rollins
Teacher:	Mrs. Vicki Evans	Mrs. Kathy Allen
Teacher:	Mrs. Brooks Gelo	Mrs. Amy Danforth
Teacher:	Mrs. Kathy Allen	Mrs. Krisi House
Teacher:	Mrs. Melissa Lumpp	Ms. Hannah Tollesfen
Teacher	Mrs. Kira Lanfranchi	Mrs. Krisi House

School Hours are 9:00 a.m. to 12:00 noon.

Please note we are not staffed to care for children before 8:50 a.m. or after 12:15 p.m. We open our doors at 8:50 every morning for drop-off; please make every attempt to have your child here no later than 9:15. We start our circle time by 9:15 and it disrupts the whole class when your child enters after this time. We have pick-up between 11:50-12:15. We understand there may be times when you are late. However, after the third occurrence you will be charged a \$5.00 fee for each additional day that you are late.

## **General Notes and Information**

### **Fee Schedule:**

2-days a week:	\$145.00 per month
3-days a week:	\$155.00 per month
4-days a week:	\$175.00 per month
5-days a week:	\$205.00 per month

The Nashville United Methodist Church Weekday School Board financial payment policy stipulates that parents may pay tuition for the month due on or before the tenth day of the month. If the scheduled payment is not received by the 10th of the month, a reminder will be issued. If payment is not made by the 15th of each month, a twenty-five-dollar late fee will be charged. If the scheduled payment is not received by the last day of the month or an alternate arrangement has not been approved, the child must be withdrawn from the school. Checks should be made out to: **NUMC Weekday School with the child's name and class noted for the memo.**

A nonrefundable registration fee in the amount of \$125.00 is required at the time of registration. If the child is placed on a waiting list and class space is not available, the registration fee will be refunded at that time.

If due to inclement weather the school is closed for over one half of the month, tuition will be reduced by one half.

### **Inclement Weather:**

The Weekday School will close for inclement weather and road conditions as The Weekday School Board and Law Enforcement Advisors deem necessary. You can always use your judgement based on road conditions near you as well. Look for closings on WRAL and sign up for remind 101. These will be the ways we will inform you if we are closed or delayed. If more than half of the days scheduled to meet are missed in one month, the tuition will be decreased by one half the following month.

### **Child Withdrawal Procedure:**

If it becomes necessary to withdraw a child for any reason before the end of the school year, a four-week notice must be submitted in writing to the director. Tuition will be prorated on a daily basis in the event the notice creates a partial month attendance for the child. This advance notice is necessary to provide the school an opportunity to fill the vacancy. If the required four-week notice is not given, the parent(s) will be billed for a total of four weeks' tuition from the date of the notice.

### **Teacher Consultation Procedure:**

When consultation is requested by the parent(s) an appointment is required with the teacher and/or director and can be scheduled after school hours at the convenience of both parties. It is suggested that phone conversations or consultations concerning a child not take place in the presence of the child.

### **Correspondence Procedures:**

If messages or correspondence between teacher and parent(s) cannot occur in person it is suggested that you place a note in the child's folder in their book bag. This is to ensure that communication between the teacher and parent(s) is not misconstrued by the child.

### **Supplies:**

We are requesting children to bring a book bag that can accommodate a 9x11 folder. The children will need a change of clothes to leave in their book bags in case of an accident. Please make sure all items are clearly marked with the child's name. This includes all sweaters, jackets, hats, and mittens.

### **Snacks:**

Due to food allergies we will ask the children to bring their own snack and a juice box. Please make sure the teacher is aware of any allergies so when there are celebrations we will know what your child can have.

### **Curriculum:**

There will be pledges, prayer and Bible stories to begin each child's morning. Rich and varied experiences to expand the child's life will be presented. An age appropriate program will introduce the child to: Math – counting, recognition of numbers, relative sizes, quantity, weights and measurement, shapes and colors; Science – growth of plants, animal life, weather; Social Studies – families, school & community; Language Arts – vocabulary and communication skills, recognition and identification of letters and sounds, reading and writing first name, pre-reading skills; Fine motor and Gross motor skills. The curriculum is enhanced by field trips, crafts, music, art and the joy of being ourselves.

### **Enrollment:**

Placement in each class is based on a birthday no later than August 31, corresponding to the date of enrollment in the public schools. Priority of enrollment is given to members of Nashville United Methodist Church, to children presently enrolled, and to siblings of children presently enrolled.

## **Behavior Issues:**

If or when a child's behavior becomes so disruptive that the welfare of the group or that of particular children within the group is injured, the Director will consult the parents. The parents will be asked to sign a form indicating the child's behavior and its results. If there are three occurrences the continuation in school will depend upon the recommendation of the Weekday School board, as well as the director's estimate of the overall welfare of both child and group.

## **Toilet Training Policy**

Children entering the 3, 4, or 5-year old class must be toilet trained. We will work with the child and family. One month after the child enters the class, they must be toilet trained.

Children want and need to feel independent. Once they know "they can do a task on their own", they are proud and feel more confident as they move forward. Therefore, an important and vital milestone parents need to help their children with is toilet training.

1. Recognize the need to use the bathroom and use the toilet for the purposes of urinating and bowel movements.
2. Manage his/her own clothing...pull pants and underwear down and up.
3. Wipe his/her own bottom and flush toilet.
4. Wash his/her hands with soap and water (able to operate faucet) and dry hands with a towel.
5. Change his/her soiled clothing and clean up (wiping, changing into new clothing) in case of an accident.

## **Biting Policy**

In even the best preschool settings, periodic outbreaks of biting occur among toddlers and sometimes even among older preschoolers. This is an unavoidable occurrence in groups of young children. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. We want you to know that this is not an unusual phenomenon among children who are going through the oral stage in their development. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.

Children bite for a variety of reasons: an undeveloped language skill, simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Children may be teething and biting may be a pleasant sensation to a young child. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mind set, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times however, that everyone cannot be within immediate reach to prevent a bite.

Here is our policy for handling a biting incident:

1. The biter is immediately removed from the group with a firm *NO*. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected.
2. A written incident report is placed in the office folder of both children involved and a copy is handed to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
3. We look intensively at the context of each biting incident for patterns, in an effort to prevent further biting behavior.
4. We work with each biting child on resolving conflict or frustration in an appropriate manner.
5. We try to adapt the environment and work with parents to reduce any child stress.
6. We make special efforts to protect potential victims.
7. For a child who bites repeatedly, we will request a meeting with the parents to discuss an appropriate plan, including some or all of the following actions:
  - a. sending the child home from school
  - b. a one-or-two-day suspension from school

We make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child with that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

### **Parent Participation:**

Parents are encouraged to support field trips by providing transportation and providing assistance for holiday celebrations as needed. Please make sure to sign up for a party. You may sign up for more than one party. Parents with a special career or hobby that would interest the children are invited to share with the school. \*

### **Arrival and Departure Procedure:**

We will have a drop off service at 8:50 a.m. We request for the safety of the children and so that our full attention is on each child that you use the drop off service. Please **DO NOT** park in the drive thru; this holds up the drop off service. \*We will run a car line in the afternoon to cut down on how many people enter the building. If you need to talk with your child's teacher, please send a note and they will contact you after school.

For safety purposes, carpool information, whether group or individual, must be filed with the director. The doors will open at 11:50 for pick-up. Children will not be allowed to leave school with anyone other than parents or previously documented individuals unless the Director is notified by a parent in writing before the child is picked-up at noon. Please be aware that identification may be requested if needed.

### **Clothing Apparel:**

Please dress your child comfortable for play. Clothes that are easily handled in the bathroom and easily washed when soiled are the most suitable. **Closed toed shoes with rubber soles for indoor and outdoor play** are also most suitable. **Please no flip-flops**, these are very hard for the children to run and climb in and can be a safety hazard. If your child is wearing flip-flops they may not be allowed to climb on the playground equipment.

### **Birthday Observances and Special Treats:**

We observe the children's birthday through songs, prayers and conversations. We try to point out the child's individuality and uniqueness. At snack time parents may provide birthday refreshments as they desire. Children may bring treats to share with each other. Please check with your child's teacher for the number needed. \*Store bought items are requested. Please do not send Birthday invitations to pre-school for the teacher or your child to pass out unless everyone in the class is invited.

### **Items from Home:**

We encourage toys to be left at home. From time to time we will ask for items that correspond to our weekly theme.

### **Physical Health:**

Every school covets the reputation for low incidence of cross infection of colds and communicable diseases. Upon recognizing symptoms of illness with your child, please do not bring the child to school until the child is able to participate in all activities including outdoor play and is no longer required to take medicines during school hours. If your child has **a fever, vomiting, diarrhea, or mucous of color**, they should not come to school. This means they should be **symptom free without medication for 24 hours. New guidelines are now in place due to the pandemic of Covid 19.**

Weekday school staff members are not allowed to dispense medicines of any kind. If upon school enrollment of your child has not seen a pediatrician, please schedule an appointment and notify the director when the visit has been completed.

## **EPI-PEN POLICY**

The Weekday School requires 2 Epi-pens and complete instructions for administering them. For your child's safety, the Epi-pens and forms must be turned in by the first week of school

### **MEDICAL RELEASE STATEMENT**

We take precautions to keep children safe and well at school. Parents must sign an Emergency Release Form for us to provide them optimum care while at school. The school will make every effort to contact a parent and the physician named on the Emergency Release Form.

In the event an injury or illness does not appear serious but medical treatment is deemed necessary, emergency treatment will be given by the school and/or hospital to which the child is transported. In the event an injury or illness appears serious and medical treatment is deemed necessary, paramedics will be contacted immediately. The paramedics will decide whether they can administer treatment at the school or whether the child should be taken to the nearest hospital for emergency care. Should this be necessary, emergency treatment will be given by the paramedics and/or hospital to which the child is taken. Parents will be responsible for the charges.

### **Reporting of Suspected Abuse/Neglect**

North Carolina law requires childcare professionals to report suspected child abuse or neglect to the appropriate authorities. A report of child abuse is not an accusation of guilt but a reasonable suspicion that abuse or neglect has occurred. The final determination is made by Child Protective Services.

### **Helpful Hints**

Parents please remember to be positive about this experience. When bringing your child give encouragement and let them know you will be back soon. The drop off and pick-up will also promote an independence in your child. They will be leaving you, not you leaving them. We have asked that the children bring a book bag large enough to hold a 9x11 folder, change of clothes, and their snack. Please check the folder each day for their work and notes from the staff.

\*Due to Covid-19 we have had to make some changes. Each family will need to sign a Covid-19 Agreement.