



2017-2018
Handbook

Nashville United Methodist Church
Weekday School

PO Box 86, Nashville, NC 27856

(252) 459-7636

(252) 903-4202

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	903-4202
Teachers	Mrs. Cindy Puckett	Mrs. Carmen Hope
	Mrs. Vicki Evans	Mrs. Amy Danforth
	Mrs. Sharell Hooker	Mrs. Karen Babineau
	Mrs. Melissa Nelms	Mrs. Krisi House
	Mrs. Melissa Lump	Mrs. Lea Anna Flora
	Mrs. Kathy Allen	Mrs. Patti Gredler

Days and Hours of Operation

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 that a situation may arise which may cause you to be late and we understand, however after your third occurrence you will be charged a \$5.00 late fee for each occurrence thereafter and this will be due within one week of the occurrence.

Inclement Weather

The Weekday School will close for inclement weather and road conditions as The Weekday School Board and Law Enforcement Advisors deems 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.

General Notes and Information

Fee Schedule:

2-year-old class:	\$135.00 per month (T-TH)
3-year-old class:	\$145.00 per month (M-W-F) & (T-W-TH)
4-year-old class:	\$165.00 per month (M-TH)
Pre-K:	\$195.00 per month (M - F)

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.

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.

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.

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 and animal life, weather, identification of and study the habits of mammals, birds, amphibians, reptiles and fish; Social Studies – families, school & community; Language Arts – vocabulary expansion in context with subject matter studied and by communicating with peers and teachers, Recognizes and identifies letters and sounds, reads and prints 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.

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 if you would like to. Parents with a special career or hobby that would interest the children are invited to share with the school. Check with the director for the best time.

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. The doors will open at 11:50 for pick-up. We ask you come in to pick up your child. If you need to come inside, park in the lot. 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. 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. 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.**

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.

Toilet Training

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.

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.



Nashville United Methodist Church

Offering Better Life Through Christ

209 East Washington Street, P.O. Box 86

Nashville, NC 27856

www.NashvilleUMC.net

(252) 459-7178

(252) 459-7636 – school | (252) 903-4202 – Director's cell