

# **Paradise Hills United Methodist Church Preschool Parent Handbook**

“Train a child in the way he should go and  
when he is old he will not turn from it.”  
Proverbs 22:6

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# Welcome

## About Us

In 1996 the church members at Paradise Hills United Methodist Church had the desire to reach young families in the community through a Christian Preschool. The preschool started as a mother's day out program and grew to the current five-day program. God has blessed this school tremendously and we are very excited to look to the next school year as we continue to serve the community. Paradise Hills United Methodist Church Preschool and Friday Fun Day is licensed by the state of New Mexico for children ages two through pre-kindergarten and is a ministry of Paradise Hills United Methodist Church.

## What drives us?

We believe that each child is an individual created by God. Our purpose is to provide an environment where children will thrive and develop a strong feeling of self-confidence. We believe that children grow developmentally at their own individual pace. Our program combines social interaction and free play with planned learning time that encourages developmentally appropriate learning. We are committed to providing a physical environment that is clean, safe, and oriented to children.

## Staff

We believe the greatest strength of our program is our teaching staff. We support our teachers with training, resources, and the freedom to create a unique Christian experience for children. Each staff member has a heart for children and desires to positively impact our preschool. Our teachers hold current CPR and First Aid certification. They also attend early childhood training during the school year that further educates them on the latest research and methods applicable to early childhood education.

## Mission Statement

Our primary purpose is to provide a safe place for the young children in our community to grow, develop, and learn to be equipped for future education and have fun in a Christian setting. The teachers provide planned activities that seek to meet the emotional, physical, mental, social and spiritual needs of each child within a safe and caring Christian environment.

## **Philosophy Statement**

We believe that children learn best through play and experiencing the world around them. We believe that each child is an individual created by God. Our purpose is to provide an environment where children will thrive and develop strong feelings of self-confidence. We believe that children grow at their own individual pace. Thus, it is essential that children be provided activities that are developmentally appropriate. Our program combines social interaction and free play with planned learning time that encourages these ideals. We believe in providing a physical environment that is clean, safe, and oriented to children. Classrooms are arranged to offer challenging learning choices at a range of developmental levels. Activity (learning) centers allow children the opportunity to explore, to experience, and most importantly to succeed.

We believe the strength of our program is our teaching staff. We support our teachers with training, resources and freedom to create a unique Christian experience for children. Our teachers plan a creative thematic plan throughout the year that strives to accomplish all our spiritual and academic goals. This is accomplished through planned learning time, exploration, and interaction with adults, which serve as facilitators of learning.

We believe that parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers and develop a partnership for the benefit of the child. We encourage daily communication between parents and teachers. Our doors are always open to parents at all times. We value the experiences that our parents are able to offer to our school and welcome parent input and involvement in our classrooms. We are here to serve you and value the relationship that is nurtured between parents, students and teachers.

Our philosophy concentrates on the fact that children learn best through play. Our play-oriented activities offer choices and freedom of expression that builds independent children with good self-esteem. We offer activities in our classrooms and outside on the playground that encourage children to explore the world around them and enjoy learning through play.

## **Program Overview**

Our school is a ministry of Paradise Hills United Methodist Church. We are located at 4700 Paradise Boulevard, Albuquerque, New Mexico. We are licensed by the state of New Mexico for children ages 2 through Pre-Kindergarten. Our school day begins at 9:30 am and ends promptly at 1:30 pm.

There are several options for children who attend our program. Each day we have one 2 year-old and young 3's class, one 3 year-old and young 4's class, and two 4 year-old and young 5's pre-K classes. Parents may register their children for one to five days per week.

The one day per week option is on Friday. The Friday class is known as Friday Fun Day. In reality, Friday Fun Day is preschool in a condensed form. The children participate in the same types of activities as the children who attend two days or more per week. However, we strive to maintain reasonable expectations of the children since they are only at school one day per week. The one day per week option is a wonderful choice for the family that wants their child introduced to the preschool experience more gradually.

We have two options for families who want their child to attend two days per week. Parents may sign up their children for a Monday and Wednesday class OR a Tuesday and Thursday class. The children who attend two days per week or more are able to participate in our music class held every other week on Wednesday and Thursday. The children also participate in Music and Movement each class day regardless of the number of days they attend.

Some parents prefer sending their child to school three or more days per week. If parents desire this option, their children may attend school Monday/Wednesday/Friday, Tuesday/Thursday/Friday, Monday through Thursday, OR Monday through Friday. This is a wonderful choice for children who are ready to explore their world in the preschool setting. Please feel free to talk to the administrators if you would like to discuss your child's readiness for multiple days per week.

### **Hours of Operation**

The preschool is open Monday through Friday from 9:30 a.m. – 1:30 p.m. The doors to the building are unlocked at 9:25 am in order for families to have time to check their children into their classrooms for the school day. The door is monitored by the administration until 9:45 am. At that time, the doors are locked and parents must ring the preschool doorbell in order to gain entrance to the building.

The doors are unlocked at 1:25 pm for the end of the school day. The door is once again monitored by the administration for security. Parents must pick up their children no later than 1:35 pm.

### **Late Pick Up Charge**

The doors to the preschool are locked at 1:35 pm so parents are urged to be on time. If a parent arrives late to pick up their child, they will have to ring the preschool doorbell in order to gain access to the building. The late pick up charge is determined by the time the parent arrives. The student account will be billed and payment is due by the next class day the child attends.

### **Late Pick Up Fee Explanation:**

If parent arrives anytime between 1:35 pm and 1:45 pm the charge is \$5. After 1:45 pm you will be charged the initial \$5 and an additional \$1 per minute until the parent arrives.

If your schedule will not allow you to pick up your child by 1:30, have a friend or family member here at 1:30 pm. Please remember that the person who picks up your child must be listed in your child's registration paperwork. The individual must also present valid identification in order for your child to be released to them. Teachers will verify that the individual's identification information matches the information that is on file at the preschool. It is the parent's responsibility to up-date the authorized pick up information in the preschool office if changes are needed.

### **Registration and Paperwork Finalization**

Registration for preschool generally starts in January with our existing families registering ahead of the general public. Packets will be available to print on our website at [www.phumcpreschool.net](http://www.phumcpreschool.net) towards the end of January. Specific information regarding registration dates is available on the preschool website.

Paperwork must be complete at the time of registration and fees paid in order to hold your child's spot. Please follow the provided check-list to insure that your child's registration packet is complete. We also ask that you provide a new copy of your child's shot record for the packet. We are unable to make copies of the existing shot record in your child's current school file. Thank you in advance for your understanding.

Please Note: Classes will be filled on a first come/first served basis. We register our existing families ahead of the public so please check the website for registration dates so your child's spot is not compromised.

\* **Reminder:** All paperwork must be complete before school starts. We are no longer able to make exceptions. Students will not be able to start school if paperwork is incomplete or shots are needed.

### **Required Two-Month Trial for New Students**

All students who are new to Paradise Hills United Methodist Church Preschool will be required to go through a two-month trial period. It is our desire to make sure that the child is able to adjust to the expectations of the preschool and that we are a good fit for all involved. Parents will be notified if a student is not adjusting to the preschool environment.

### **Wait List**

Parents who wish for their child to be placed on a wait list may do so if the desired class is full. You may do this by calling the school and leaving a detailed message. We need the child's name, birth date, parent name, phone numbers, and the desired class. We call families in order on the list so please be patient. If you receive a call notifying you of an opening, please call us within 24 hours to let us know if you would like to take the available spot. If we do not hear from you within 24 hours, we will assume you are no longer interested in the class and the next person on the list will be called.

Sometimes parents decide they want to switch their child to a new class due to connections they have with families on a different day. We urge you to carefully consider the impact this type of decision has on your children. Change is tough on children, especially when they have already adjusted to the current class.

**Class changes will only be made under extenuating circumstances at the discretion of the director. At which time a \$25 per child administrative fee will be collected.**

A new wait list is created each year during registration for the next school year. Names are not transferred from the old list to the new list. Parents must request their child be placed on the wait list each year.

### **Registration and Operation Fees**

At registration we collect a \$40 non-refundable registration fee and a non-refundable operations fee. The amount of the operations fee depends on the number of days your child attends preschool.

The non-refundable operations fee amounts are as follows:

Child attends one day per week = \$60 operations fee

Child attends two days per week = \$120 operations fee

Child attends three days per week = \$180 operations fee

Child attends four days per week = \$240 operations fee  
Child attends five days per week = \$300 operations fee  
The registration and operations fees must be paid at registration in order to hold your child's spot.

### **Immunization Policy**

All children attending PHUMC Preschool are required to be current in all immunizations required by the Department of Health. Required shots should be scheduled with the child's pediatrician on the date the shots are due. Parents must provide updated shot records on the first school day following the visit to the pediatrician. Shot records must be kept current with the preschool office at all times. Please make sure that your child's shot records are current because children are not able to attend preschool if they are not current with their required immunizations.

Parents of children who are on a delayed shot schedule must provide the preschool administration with a current copy of their child's immunizations and a letter from the child's pediatrician stating the reason for the delay in the required immunizations. In addition, the letter must state the dates the required missing shots will be administered. If parents are unwilling to provide a letter from their child's pediatrician, then the child will no longer be able to attend the preschool. There are no exceptions.

Parents of children who oppose immunizations are required to obtain a shot exemption form from the state that has been approved. If an exemption from shots is denied by the state and the parents are unwilling to get the child immunized, the child will no longer be able to attend the preschool. There are no exceptions.

It is the responsibility of the parents to keep the preschool administration informed of immunizations. If parents are unwilling to comply with the required immunization documentation, the child will no longer be able to attend the preschool.

Please contact the Director if you need further clarification of the immunization policies mandated by the State of New Mexico.

### **Tuition Fees – 2018-2019 School Year**

Child attends one day per week = \$100 per month  
Child attends two days per week = \$200 per month  
Child attends three days per week = \$300 per month  
Child attends four days per week = \$400 per month  
Child attends five days per week = \$500 per month

\*Please note there is an additional \$5 per month surcharge for children who are not potty trained

**Tuition Discount**

We offer a \$10 per month discount for siblings attending preschool two days or more per week on the same days. We also offer \$5 per month discount for siblings attending preschool one day per week on the same day.

**Tuition Payment Schedule**

Parents are required to pay the entire amount of tuition one month in advance with a five-day grace period. **After the fifth day of the grace period, your account will be charged a late fee of \$20.** If no payment has been made by the tenth day, your child will be withdrawn, your tuition will be forfeited, and his/her spot will be filled. If there are extenuating circumstances, please see the director to discuss payment options. Any deviation from the agreed upon payment schedule must be approved by the preschool board of directors.

The tuition payment schedule is as follows:

**Please Note:**

Tuition for August and September should be mailed to the preschool since the preschool office is closed during the summer.

Please mail September and October tuition to:  
 PHUMC Preschool  
 Attention: Theresa  
 4700 Paradise Blvd. N.W.  
 Albuquerque, N.M. 87114

<b>Month</b>	<b>Date Due</b>	<b>Late After (\$20 late fee)</b>
September Tuition	August 1	August 5
October Tuition	September 1	September 5
November Tuition	October 1	October 5
December Tuition	November 1	November 5
January Tuition	December 1	December 5
February Tuition	January 1	January 5
March Tuition	February 1	February 5
April Tuition	March 1	March 5
May Tuition	April 1	April 5

### **State Assistance for Tuition**

The State of New Mexico offers assistance with tuition to those who qualify. Please check with The Children, Youth, and Families Division to obtain more information on the application process. The state assistance department can be reached at 841-4800 Monday through Friday.

### **Payment Options**

Our school accepts exact cash or checks for tuition payments. We are unable to accept credit/debit cards. However, we will only be able to accept September's tuition through the mail due to the preschool office being closed for the summer. Please make checks payable to PHUMC Preschool. We charge a \$20 fee for all returned checks. If your check is returned more than two times, we will no longer be able to accept a check. Tuition will have to be paid in cash for the remainder of the year.

During the preschool year (September - May), please pay tuition directly to the preschool during business hours, Monday - Friday 9:30 am - 1:30 pm. If you are not able to give us your payment during business hours then you can mail tuition to: Paradise Hills United Methodist Church Preschool 4700 Paradise Blvd, N.W. Albuquerque, NM 87114. Please refer to the tuition payment schedule found on page 9.

Please do not slip your check under the door or leave it anywhere in the building after hours. WE ARE NOT RESPONSIBLE FOR CHECKS THAT ARE NOT TURNED IN TO THE PRESCHOOL DURING BUSINESS HOURS.

We are unable to accept post dated checks. In addition, we are not responsible for post dated checks that are deposited prematurely. Be aware that insufficient funds (returned check) fees will apply if your post-dated check is deposited and it does not clear the bank. You will be responsible for all fees related to the insufficient funds.

The church office is not responsible for collecting tuition for the preschool. Please make sure that tuition is paid to the preschool during preschool office hours if you are paying in person. We appreciate your understanding in this matter.

### **Withdrawal from Preschool Procedure**

We require (30) thirty days' advance notice in writing if your child is no longer going to attend preschool. Tuition must be paid through the thirty-day withdrawal period. If you choose to withdraw your child without thirty days' notice, your advance monthly tuition will be forfeited. The registration and operation fees are non-refundable.

## **Class Placement**

The administration and staff of the preschool prayerfully consider the best possible placement for each child. Our desire is to place your child with the teacher that will best meet your child's unique developmental needs. We work hard to balance classes while taking into consideration many variables. Thank you for trusting our insight and determination to provide your child a wonderful preschool experience. Please make your class choice wisely. Class changes will only be made under extenuating circumstances at the discretion of the Director at which time a \$25 per child administrative fee will be collected.

## **Special Requests**

Parents/Guardians that make special requests outside of the scope of our preschool policies and guidelines will be reviewed on a case-by-case basis and it will be determined whether our center is capable of accommodating such requests without fundamentally altering our program. This includes but is not limited to:

- Children placed in classes that are not age appropriate based on their birth date.
- Parents who request to have their child in the same class as their "friend(s)".
- Parents who request to have different age siblings in the same classroom etc.

These types of special requests will incur an additional fee of \$25 per month per child if granted, as these requests are not considered special needs by the ADA.

## **Preschool Guidance**

One of the main goals of PHUMC Preschool is for children to have a positive experience while attending school. It is our desire to provide children with a safe and loving environment where children flourish. In order for all children to be safe it is necessary for the children to follow specific guidelines while at school. Each class has specific guidelines that are age appropriate and are enforced in order for all children to learn/play in a safe environment. If problems arise, the first action that is taken in the classrooms is for the child to be spoken to and then redirected. We work on helping the children use their words and make good choices in the classroom.

We believe that preschool children should be held accountable for their behavior and be shown how to be good citizens in their learning community through teacher modeling. If repeated guidance is required, the child will be asked to sit in a chair and think about what they have been doing. The teacher then talks with the child after they have thought about their behavior and guides them thorough the process of making amends. We believe that children should tell the one they have hurt that they are sorry and ask for forgiveness. This process builds good character and helps the children recognize that better choices need to be made. The teacher will then have the child join the class after thinking about their behavior.

If the child is unable to follow the guidelines after being repeatedly spoken to in the classroom, then they will be taken to the office to speak with the Director. The Director will determine the next step of action. Parents will be notified when any child comes to the office for guidance. Parents will also receive a brief write up pertaining to the situation. If the situation was one in which another person was harmed, then the child will be sent home and the child will be formally written up. If a child is written up three times they will be released from the preschool and will be unable to return to the preschool.

### **Dismissal from Preschool**

Sometimes we find that children are not ready for the preschool experience. It is our desire for the preschool experience to be positive and sometimes children are not ready for the structured learning environment. We do our best to work on issues with parents in order to find the best solution for each child. In most cases we are able to develop a behavior plan that will help a child be successful at preschool. Unfortunately, not all situations work.

We have a three strikes policy for behavior issues in which another person is placed in danger. A child will receive a strike when harming another child and for persistent behavior issues. When a child receives three strikes they will be unable to attend the preschool and will be asked to leave the preschool. Our school also reserves the right to withdraw a child on a case-by-case basis.

Grounds for immediate expulsion are at the discretion of the Director. Children who are expelled from the preschool will forfeit their spot for the next school year. Registration and Operational fees are non-refundable.

### **Program Limitations**

Paradise Hills United Methodist Church Preschool is funded solely by tuition so we will determine if we are able to make reasonable accommodations that will not fundamentally alter the purpose of our program. If a student is found to have special needs before or after being enrolled at the preschool, a conference will be held with the parents to determine any adjustments that would be in the student's interest considering the school's limited resources. It will be determined at that time if we are able to reasonably modify policies, practices, and procedures in order to accommodate the child.

### **Attendance**

Please sign your child in and out with his/her teacher each day. The sign in sheet has space provided for any special information that we need to know for the day and a space for contact information. The teacher or the administration will also write notes to parents on the sign in sheet.

Please call the school if your child is sick and unable to attend so we can inform their teachers. Let us know if your child has come down with any contagious illness so we can inform parents of symptoms to watch for in their children.

Examples include but are not limited to the following: pink eye, fifth disease, strep throat, and influenza. We also appreciate being notified so we are able to sterilize the toys that were used on the day your child last attended. Thank you for your help in keeping all the preschool children healthy.

### **Illness**

Children who have been ill should not attend the preschool unless they have been free of **all** symptoms for at least 24 hours. Please wait until your child is completely well before they attend school. Children who are not completely over an illness will not enjoy their day and will have difficulty handling the activities. **If your child is too ill to go outside during recess, then your child is too ill to be at school and should be kept home.**

### **Injury at School**

Parents are notified by phone or note if their child is injured at the preschool. If the child falls on the playground and skins his/her knee, the teacher will send a note home explaining what happened. However, if the child receives a more serious injury the parents will be called immediately. The preschool will call 911 immediately if the injury is life threatening and then notify the parents.

### **Medication**

Parents of children who require medication in an emergency must have authorization forms on file with the preschool office. All student medication forms must be signed by the child's pediatrician and parents/guardians prior to the child's first day of school. Please make sure the office has all medication and required forms before the first day of school. Medication can only be administered by the preschool administration on an emergency basis. If a child requires medication during the preschool day, the parents will be notified by phone. Medication will be administered according to physician instructions. The dosage and time will be recorded in the child's file. We are unable to administer medication on a regular basis.

### **Toy Cleaning**

We frequently clean toys in order to cut down on the spread of germs at the preschool. Please let the administration know if you would like to volunteer to clean toys. Toys can be taken home for cleaning or cleaned at the preschool. Toys that need cleaning are placed on a cart by the front door by the main preschool doors. A sign out sheet will be available so the administration can keep track of our volunteer toy cleaners and the toys they are cleaning. We truly appreciate the parents who are able to help us keep our toys sanitized.

## **Lunch and Snacks**

We have a very active and fun day at preschool. Because of this, our children need to be refueled. Students need to bring their own snack and lunch each day. The snack should consist of one drink (water or 100% Juice) and one healthy nut free food item. Please do not send candy, cookies, or sweets. Snacks should be placed in a large zip lock bag with the child's name clearly written on the outside. Drink bottles and food containers also need to be labeled. We also ask that you provide snacks that do not require refrigeration.

Students also need to bring their own lunch each day. Parents are asked to pack a healthy lunch with a variety of nut free food items. Please make sure that the food is easy for your child to eat and is something your child enjoys. We recommend that lunches be packed in an insulated bag with ice to keep food cool. Please make sure that lunch bags are labeled clearly. Unfortunately, we do not have the facilities to place student lunches in refrigerators or to heat up lunches. We ask that you send a nutritious lunch with a minimal amount of sugar. Please **DO NOT** send any supplements in your child's lunch i.e.: vitamins, Tums, or anything of this nature. **REMEMBER: NO NUT PRODUCTS!**

**Our school is a NUT FREE zone.** We ask that you not bring anything for snack or lunches that contain nut products. This includes all nut butter products including peanut butter, soy nut butter, almond butter, sunflower seed butter, and Nutella. The label is the best indication as to whether an item contains nuts. We also ask that you refrain from sending anything that resembles nuts or nut butters. We are unable to determine what an item is when it resembles a nut butter so we appreciate your cooperation in this matter. We truly desire for all children to be safe at school so it is necessary for us to be firm in our nut policy.

## **Meet The Teacher**

All parents and students are invited to a "Meet the Teacher Day" towards the end of August. Parents will be notified of the date by e-mail prior to the event. Monday/Wednesday families are scheduled from 9:30 am – 10:15 am, Friday families 10:30 am – 11:15 am, and Tuesday/Thursday families from 11:30 am – 12:15 pm. The teachers will be in the classrooms on this day to meet families and answer questions. Each teacher will provide an information packet about their class that will give parents a better understanding of the class structure. This will be the only opportunity to meet the teacher before school starts.

## **Expectations for Parent Involvement**

We encourage you to be involved in your child's class. The teachers are always happy to have parent help during the school day. We appreciate and recognize the wealth of experience our parents bring to our school and value parental involvement. There are many ways to get involved.

The teachers often need help in their classes with special projects or committees. Feel free to talk to your child's teacher to see how you can help. However, due to the state regulations, we are unable to accommodate any extra children in the classroom (including siblings) who are not enrolled in our school. Extra children cause us to break ratio. This is a violation of state regulations.

Volunteering directly in the classroom will begin in October. This will allow us time to establish classroom routines and allow the children time to get acquainted with each other.

## **Appropriate Dress**

Playing and learning here at preschool provide a wide variety of experiences, including activities that are both active and messy! Clothes will get soiled and sometimes paint may end up on clothes. Keep in mind that we go outside everyday unless it is raining or extremely cold. Please dress your child appropriately. To avoid loss and confusion, please clearly and visibly label all your child's belongings (including lunch boxes and backpacks). Clothing should be labeled on the neck tag for quick and easy identification. PHUMC Preschool reserves the right to label all belongings with a permanent marker that come to school not labeled or with labels that are not immediately visible.

Parents are asked to bring an extra set of clothes and an extra pair of shoes for their child. Children still have accidents, and this makes it easier on our staff if your child has an extra set of his/her clothes. There are certain types of clothing that are not permitted at PHUMC Preschool: Any type of clothing with logos or wording that is offensive, racially slandering, derogatory in nature, or against Christian principles, costumes and masks of any type, shoes with wheels, clothing, jewelry, watches, or shoes/clothing that make noise or cause a distraction.

PHUMC Preschool is not responsible for lost items such as jewelry, hats, gloves, earmuffs, glasses, and jackets. We make every effort to help the children keep track of their belongings but sometimes things get misplaced. If an item is lost, please inform the teachers and the administration. We will diligently search for the item and inform parents if the item is found.

We will also do our best to encourage children to wear the outerwear that is provided by parents. However, we will never force a child to wear a clothing item such as glasses, hats, jackets, etc.

## **Holidays and Birthdays**

Here at preschool we celebrate holidays with the exception of Halloween. We celebrate Thanksgiving, Christmas, Groundhog Day, Valentines Day, St. Patrick's Day, Easter, Mother's Day, and Father's Day. Please do not bring edible treats for distribution to the students for holidays, Birthdays, or special occasions. The preschool does not "police" and is not responsible for items distributed without prior consent.

Birthdays here at preschool can be celebrated by bringing in a special non-edible gift for students such as stickers, play-doh, pencils, etc. Please do not bring food to celebrate your child's Birthday at the preschool. We are unable to serve food for Birthdays, holidays, or special occasions due to food allergies and state regulation limitations. We also ask that you not bring balloons or ask to decorate the classroom. Thank you for your help in this area.

## **Field Trips**

The preschool only participates in field trips that are within walking distance to the school. Our options are limited to the Post Office, the Canine Country Club, Petroglyph Elementary School, and a city park. Parents are notified well in advance of all field trips. We need each child to have a permission form signed by the parents and we also need parent volunteers for the trips. Parents are always welcome to attend our field trips.

## **School Pictures**

Moji Photography by Kim Jew takes our class and individual pictures each year. The pictures are usually scheduled in February or March. Parents have the opportunity to choose from several package options. Re-takes are also available at the studio for those who are not satisfied with the original picture. Moji does a wonderful job each year for the preschool.

## **Fundraiser**

We ask parents to participate in fundraisers during the school year. The money earned from the fundraisers goes toward the expansion of programs in the school. We appreciate those who are able to participate in this effort and thank you for your support to the preschool. Packets for the fundraisers will be distributed during the school year. Specific deadlines will be noted in the fundraiser packets.

## **POTTY TRAINING and DIAPERS**

Parents must provide disposable diapers and disposable wipes for children attending preschool. We are unable to use cloth diapers or cloth wipes. Children in our two-year old and young threes class do not have to be potty trained. The preschool teachers are happy to help with your child's transition from diapers to the potty. After careful consideration we have decided that children must wear pull-ups or diapers until they have used the potty successfully (pee and poop) for one full week at home and at school (excluding night time).

We are happy to take your child to the bathroom as needed and we will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process. This is an exciting time for you and your child because they are becoming more independent. They are also learning how to make their own way in the big world.

We understand that accidents happen and are to be expected. For the first month of wearing underwear, please send pull-ups, wipes, and extra clothing to school for your child due to the fact that we will need to use them if they have an accident during the preschool day. Please keep at least one full change of clothes and a pair of shoes in your child's cubby during this period. If you are experiencing some potty training issues, please hang in there. We are confident that your child will eventually be potty trained.

Children not enrolled in our 2's and young 3's class must be potty trained by the start of school. Our definition of potty trained is a child that will independently use the bathroom on a consistent basis without being asked to do so by the teachers. Children will be on a probationary status the first two weeks of school to ascertain whether or not they are truly potty trained. We realize that children need that time period to adjust to their classroom. By the second week, however, there should be noticeable improvement. Parents will be informed of any toilet accidents. Daily accidents or multiple accidents during this time usually signify that the child is not completely potty trained. If the school finds that the child is not ready to independently use the bathroom, a conference will be scheduled with the parents. The parents will have the option to place their child in our 2's and young 3's class for further potty training if space is available. We are only able to provide potty training in our 2's and young 3's class.

Please let us know if you have any questions or concerns in regards to potty training your child.

### **Confidentiality**

State law mandates that we are unable to give out any information. This includes phone numbers or addresses. Please do not ask us for this kind of information for party purposes. Our staff has signed a document that states they can be terminated for giving out this information so please do not ask.

In matters of safety, such as a restraining order, the appropriate staff members will be notified in order to maintain building safety. However, this information is not available for the public.

### **Documentation of Legal Status**

If there are extenuating circumstances concerning legal issues with parents, it must be documented and given to the director. Examples of legal status, but not limited to are restraining orders, guardianship, powers of attorney, court orders, custody by child's protective services etc. A copy of these documents must be given to the director at time of registration. These documents must be clear as to who is or is not permitted to remove said child from PHUMC Preschool in order for us to enforce such requests.

### **Snow Days**

We follow the Albuquerque Public School System in regards to weather related decisions. If APS schools are **closed** or **delayed** due to weather, our school will be **closed**.

Please note: **Preschool classes may also be cancelled due to inclement weather at the discretion of the Director, even if APS has not done so. In this event, every effort will be made to notify parents and preschool families.**

The days that the school is closed due to weather will not be made up at a later time. Tuition remains the same regardless of the number of days that your child attends.

## **Sample Schedules**

### 2's and young 3's Class

9:30-10:15	Self-Selection
10:15-10:25	Circle Time/Music and Movement
10:25-11:10	Recess
11:10-11:30	Bathroom/Diaper Changing
11:30-11:50	Lunch
11:50-12:10	Circle Time/Music and Movement
12:10-12:30	Craft/Learning Activity
12:30-1:00	Self-Selection
1:00-1:15	Bathroom/Diaper Changing
1:15-1:30	Snack

### 3's, 4's, and young 5's Classes

9:30 – 10:00	Circle Time
10:00 – 10:15	Restrooms
10:15 – 11:00	Center/ Free Selection
11:00 – 11:30	Outside Time
11:30 – 11:40	Restrooms
11:40 –12:00	Lunch
12:00 – 12:45	Craft/ Learning Activity
12:45 – 1:00	Self-Selection
1:05 – 1:20	Music and Movement/ Closing
1:20 – 1:30	Snack

Please Note: Each schedule is unique to the particular class. This is just a sample of what the day might look like for your child. Your child's teacher will be able to give you the actual schedule.

## **Building Security**

Our building remains locked during school hours. Individuals who need access to the preschool must ring the doorbell during school hours in order to gain entry. We ask that parents not answer the door if the doorbell rings. In addition, we ask that parents never allow people to enter while exiting if the preschool administration is not present. The preschool administration will take care of the door. The teachers are also not authorized to answer the door so please be patient if you are waiting to be admitted to the building.

**Please note:** Every effort will be made to assure your child's safety, but you need to be aware that we share this building with the church. Church members,

Church staff, as well as guests who have reserved a room in the church building will have access to our facility during the school day.

### **Building Lock Down**

The preschool will be completely locked down in the event of a security concern. All doors will be monitored by the administration and no one will be allowed to enter or exit the building until the police determine the grounds are safe. There are no exceptions. If necessary, police will be called to handle the situation. We thank you for your understanding.

### **Building Evacuation Procedures**

In an emergency situation, the building will be completely evacuated. All children will be kept together and taken to Petroglyph Elementary School. In the event a special needs child is enrolled, we will collaborate with parents and staff at the time of enrollment in order to establish an individualized evacuation plan for the child. Parents will be notified after the children have been safely moved. At that time, parents will be asked to pick up their children. We will make every effort to contact each parent in this situation. We thank you for keeping your cell phone on during the school day so we can contact you.

### **Communication**

We make every effort to keep families informed at the preschool. One of the main avenues of communication from the administration and from teachers is through e-mail. We send e-mails that contain the monthly newsletter and also e-mails that are intended to remind parents about upcoming events. Please check your e-mail on a regular basis so you can be informed.

Communication with the preschool administration can be done in three different ways. The best way to communicate with the administration is by leaving a message at 899-0956. We make every effort to return phone calls in the order in which they are received by the next business day during the school year. You may also want to communicate with the preschool through e-mail. **Please send all e-mail inquiries to [phumcps@cybermesa.com](mailto:phumcps@cybermesa.com).** This is the only e-mail address that is regularly checked by the preschool administration. Please keep in mind that if you need an immediate response you should call the preschool instead of using e-mail.

Tuition inquiries should be made in person by leaving a message or by simply stopping by the preschool office during regular business hours. The office is

open Monday-Friday from 9:30 a.m. -1:30 p.m. September through the last day of school in May.

During the summer the office is open on a very limited basis. We will respond to e-mails and phone inquiries but keep in mind that you may need to wait several days for a response.

### **Scholastic Orders**

Scholastic book orders are placed by the preschool once a month on the last day of the month. Parents may place orders at anytime during the month but the preschool will close all orders on the last day of the month. All ordering and payments take place on-line at [www.scholastic.com](http://www.scholastic.com). Parents will need to visit the scholastic site and set up a personal account in order to place a book order. It will also be necessary to have the activation code for PHUMC Preschool which will be posted on our website. Ordering on-line is easy and parents have access to all scholastic fliers at the click of a mouse. The preschool benefits from all books bought through scholastic so we thank you for your participation. We are able to earn new materials for the preschool during the year thanks to book order earnings.

### **Adult Code of Conduct**

We ask that all parents adhere to the Parent Code of Conduct for the preschool. It is expected that all adults conduct themselves in a manner that is respectful of those around them. Please refrain from using profanity on church grounds. We want our words to be pleasing to God at all times. Parents are expected to display appropriate and respectful interpersonal physical contact at all times. Be mindful of your actions and words at all times. Little eyes and little ears are all around you.

### **Director Information:**

The Director is Theresa Sanchez. Theresa has been an employee of the preschool since December 2004 and had worked closely with the previous director since May, 2005. She became the Assistant Director in March, 2008. Theresa has a Child Development Associates Degree in Early Childhood Education and maintains a current National Administrators Credential. Theresa is also a certified trainer for the State of New Mexico in early childhood education. She has a strong early childhood education background as well as numerous hours of early childhood continuing education.

Theresa is well versed in the policies and procedures of the Paradise Hills United Methodist Church Preschool and the New Mexico State Regulations and Requirements.

You may reach the Director at the preschool at 505-899-0956. Please call the office number and leave a message if there is no answer. If you need an immediate response, feel free to call the pager at 968-1452 and leave a message. You will be called as soon as the message is received. Please remember that we are only available from 9-2 Monday through Friday.

Our desire is to make this year a wonderful experience for you and your child. Please let us know how we can assist you. It is our privilege to serve you and your family this year and, in the years to come!