

**First United Methodist Church  
Preschool Handbook**

**2017-2018**

**Pam Hinnant  
Director**

**307 Flint Ave  
Albany, Georgia 31701**

**432-5512**

**[Firstmethodistalbany.com](http://Firstmethodistalbany.com)**

**First Methodist Preschool is exempt from licensing by the  
State of Georgia.**

The purpose of this program is to provide your children with educational experiences and quality care in a loving Christian environment. In this atmosphere, we want them to enjoy themselves while they learn to get along with others, to follow instructions, to use good manners and to show respect for others and their property.

First Methodist preschool is not licensed and is exempt from licensing by the State of Georgia. We DO carry liability insurance.

### SCHOOL HOURS

7:50am – 8:50am – EARLY Session Begins

Enter through the Gym Door ONLY

9:00am – Lunch Bunch Session Begins

Enter through the:

GYM DOOR (only after the Early Bird children have left the gym)

OR

FRONT DOOR (located under the covered drive between the Sanctuary and the Preschool building)

9:30am – Gym door is closed. Please come to the front door, ring the bell and listen for the intercom.

12:00 – Pick up for early session. Enter thru the front door and pick up in the classroom.

12:30pm – If you would like to pick up your child early from “lunch bunch” please arrive before 12:30. All parents should be out of the building before the children leave their classrooms for car pick up.

12:45pm – Car pick up begins

1:00pm – All children should be picked up at 1:00pm or before.

If you would like to walk up to pick your child up please park on Flint Ave. Proceed to the gym doors between 12:45pm and 1:00pm with your sign.

### CAR PICK UP DIRECTIONS

Turn off Jefferson Ave. into the one-way alley behind the gym and turn directly into the gym parking lot forming two lines. Make sure your child's name sign is on your dashboard on the passenger side and remains there until your child is loaded. We will load your child and buckle them in. You are always welcome to get out and buckle your own child. If you do not have a car seat we are unable to put your child in your car.

For the safety of your children and the teachers **DO NOT PULL AROUND OTHER CARS UNLESS INSTRUCTED!!**

If you would like to walk up please park on Flint Ave. under the trees and walk up to the gym doors with your sign.

In case of rain proceed down the alley and turn right at the end of the fence forming two lanes. We will load under the covered drive.

### EMERGENCY NUMBERS

Home, work, and emergency numbers will be on file in the office. Please inform your child's teacher if someone will not be available at any of these numbers during school hours.

### COMMUNICATION

Communication is very important to us. The classroom door in the morning is sometimes a difficult place to talk to your teacher. Sending a note in your child's backpack or calling your child's teacher after hours is preferred. You may call the office, 432-5512, anytime.

**PLEASE DO NOT CALL OR TEXT YOUR TEACHER DURING CLASS.** She will not get your message until school is over.

### IMMUNIZATIONS

We must have an official, up to date Immunization form on file for every child issued by the health dept. or your private physician.

### DISCIPLINE

Discipline is teaching, done positively and with respect and is appropriate to the situation and age of the child. Every effort is made to handle discipline in the classroom. Time out is usually effective. A visit to the office may be necessary when time out is not working.

### ILLNESS

Please do not send your child to school until he/she has been free of fever, diarrhea or vomiting, without medication, for at least 24 hours. We cannot administer medications at school.

### POTTY TRAINING

Children should be potty trained before entering 4K classes. We will be glad to work together with you during training to make this a positive experience. Please dress your child in clothing appropriate for potty training. (two piece outfits)

### DRESS POLICY

Please send your child in clothing and footwear appropriate for activities such as art, playground and gym time. Tennis shoes or shoes with backs are ideal when running and climbing. Also make sure clothing is appropriate for diaper changing and potty training.

### TOY POLICY

Toy weapons are not allowed at preschool. This includes toy guns and swords. Parents please do not allow your child to bring inappropriate toys for show n tell. We cannot keep up with toys brought on days other than show n tell.

### BIRTHDAYS

Special snacks are welcome for your child's birthday. Please check with your child's teacher for details on what and when.

Please note: party invitations cannot be sent home in the backpacks unless everyone, or all boys or all girls, in the class is invited.

### ALLERGIES

Please make your teacher aware of any allergies your child has. We will work together to screen snacks your child is served at school or you may provide your own. We will not restrict others from bringing certain foods into the classroom. However, we can seat your child away from the group if needed.

### SNACKS

A light snack will be served each day. The snack consist of water and cookies, pretzels, goldfish or graham crackers. Parents are always welcome to send a special snack for the class. Contact your teacher for additional information.

### LUNCH

Children need to bring a lunch everyday ( those attending the early session will not eat lunch at school) including a beverage unless your teacher tells you otherwise. Please make sure your child's name is on their lunchbox and sippie cup (2's and under). Have all food ready to eat and age appropriate.

Please do not send soft drinks or fast food meals. We will save those for party days.

### CHAPEL

Children in the 3's and 4k will attend chapel in the sanctuary Monday mornings at 9:25. Bible lessons and life values will be taught. **Parents of 3's and 4K are invited to attend with your child the last Monday of each month.**

Younger children have chapel in the music room and are taught thru music, puppets, and stories.

As a Christian school, we openly celebrate Christian holidays emphasizing Jesus Christ as our Lord and Savior.

THE FIRST UNITED METHODIST CHURCH PRESCHOOL BOARD OF DIRECTORS  
RESERVES THE RIGHT TO CHANGE THESE POLICIES UPON GIVING A MONTH'S NOTICE.

## TUITION

Tuition is divided in to 9 equal payments due on the first of each month. Your first payment will be due Sept. 1<sup>st</sup> and the final payment May 1<sup>st</sup>. There will be a \$5.00 late charge on payments made after the 10<sup>th</sup> of the month. If the 10<sup>th</sup> falls on a weekend you may pay the following Monday. You may deposit your payment in the mailbox outside the director's office or send in your child's backpack. When mailing payments please send to First Methodist Preschool, 307 Flint Ave., Albany, GA 31701.

Tuition is divided into 9 equal payments:

2 days a week	\$135 per payment
3 days a week	\$155 per payment
5 days a week	\$185 per payment
Pre K	\$205 per payment

**A tuition notice will be sent home only once in September so please save for your records.**

Two School Sessions are available:

Early Session is 7:50 to 11:50

Lunch Bunch is 9:00 to 1:00