

## **Registration**

The registration fee should be paid at the time of registration. It is a non-refundable/non-transferable fee. This fee does not apply towards tuition. The 2010-2011-registration fee is \$135.00. This fee covers supplies for the school year, and t-shirt and school bag. This bag should be used to carry the students belongs each day to school.

## **Tuition**

The tuition is as follows:

18 month – \$115.00  
2 years – \$115.00  
Older 2's - \$115.00  
3 years – \$130.00  
4 years - \$140.00

Tuition is promptly due by the first of each month. Tuition must be paid by check or money order. We no longer accept cash. Please put your child's name on the check, this will insure that the payment is credited to the correct account. Each month place the check in your child's school folder and return to school. A \$10.00 late fee will be charged after the 5<sup>th</sup> of each month. There is also a \$25.00 service charge on all returned checks. Payments that fall one month past due will be turned over to the CLC Advisory Board for review.

## **Enrollment**

To enroll in any class here at Dallas First United Methodist Children's Learning Center your child must be the correct age for that class by September 1<sup>st</sup>. Any child enrolling in the 3 year old class must be potty trained (No pull-ups). We understand and expect accidents; however if your child is not potty trained dismissal will be considered.

## **Withdrawal**

Enrollment in our program is for the entire year. Should it become necessary to withdraw from the program a two-week notice is required. If no notice is given, you will be responsible for one-month additional tuition.

## **Dismissal**

The Children's Learning Center reserves the right to dismiss any child who is unable to participate appropriately in activities, or causes harm to others in the program. This includes biting, hitting, scratching, kicking or spitting. *A progressive discipline plan will be used. The plan is as follows: First offense will result in a note home. Second offense will result in a note home and one day suspension. Third offense will be a note home and possible dismissal of student from program. If necessary a parent/teacher conferences will be scheduled.*

## **School Day**

Car line begins promptly at 9:00 a.m. and continues until 9:20. We expect all children to be dropped off in the car line. Please be on time, late arrivals are a disruption to your child's class. Please do not drop children off any earlier, our teachers will be preparing for the day. Pick-up begins at 12:40 and ends at 1:00 p.m. We expect all children to be picked up in the car line. If there is an emergency, and you must pick up early you must be in and out of the building before 12:30. This is to insure that you are not blocking the car line or holding your child's class back from ending their day. If a parent is late for dismissal a \$5.00 late fee will be charged for the first 5 minutes, then a \$1.00 for every additional minute that the parent is late. The teacher must be paid at the time of the incident. Parents must notify the teacher in writing if someone other than a designated person will be picking their child up. We do ask for identification when that person arrives for dismissal. For your child's safety parents are responsible for securing their child in a seatbelt or car seat.

## **School Year**

Our program begins on the Monday, August 9<sup>th</sup> and ends on Thursday, May 19<sup>th</sup>. We follow the Paulding County School calendar for the remainder of the year. This also includes inclement weather closings as well. Please be aware of the weather.

## **Health & safety**

Each child is required to have an updated immunization record on file before he or she may begin school. If you have chosen not to immunize your child, we require that you fill out the appropriate paperwork. If your child has any of the following symptoms please keep them at home and notify the school so that we may notify all parents.

1. Fever (should be fever free for 24 hours)
2. Vomiting and /or diarrhea
3. Any symptoms of the normal childhood diseases. (Chicken pox, German measles, scarlet fever, mumps or whooping cough)
4. Common cold

5. Sore throat
6. Croup
7. Rash
8. Any skin infection (impetigo, ringworm)
9. Pink eye

If a child develops any of these symptoms while at school the parents will be notified. We expect parents to come immediately and pick up their child when called. Parents should notify the school if their child contacts a contagious disease. Please do not send any medication to school with your child. The school is not able to dispense medication to the students. Dallas First United Methodist Church Children's Learning Center is not liable for any accidents or illness occurring to the child while in our care. Parents and guardians will be asked to sign a "Waiver of Liability" form. **Due to the liability we at DFUMC are not allowed to administer any type of medication to our students. If you have any questions, please contact the director at 770-443-5808.**

## **Personal Belongings**

All clothes, coats and school bags should be labeled with the child's name. Each child needs a school bag with a change of clothes every day. Your child's work will be put in their bag daily and sent home. Please check their bag daily for notes from the teacher so you will be aware of special events taking place at school. Please do not allow students to bring toys to school unless specified by the teacher. Toy weapons will not be allowed at school.

## **Snacks**

A snack calendar will be available at open house. Every parent is asked to provide snack 3 times during the year. Absolutely no peanut or peanut products are allowed.

## **Recreation**

Every class will go outside daily. If weather does not permit then they will go to the Family Life Center, so please dress them appropriately (shoes, coats, sweaters). Remember that students will be on the playground and in the gym daily. Please dress them for play. (Dresses should have shorts or bloomers underneath and appropriate shoes should be worn).

## **Visitors**

We are not prepared to care for children that may be visiting in your home. Parents are encouraged to visit on special days or by special arrangement with the school. All visitors should check in with the director to receive a visitor's pass.

## **Conferences/Messages**

All messages should be in writing. We will send messages in the same manner. Conferences should be scheduled. Mornings and afternoons are very busy and the teacher will not have time to conference during arrival or dismissal time.

**NONDISCRIMINATION POLICY**: The preschool welcomes all children and does not discriminate between them due to physical, mental, emotional, spiritual, or racial differences. However, our facilities, equipment, staff training and ratio numbers limit our ability to meet the needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and the preschool board.

## *Daily Routine*

### **Arrival**

We ask that you drop off your child between 9:00 – 9:20 a.m.  
Short goodbyes are best.

### **Small Group Time**

At this time the children will be given the opportunity to play in the different learning centers provided. They will also work independently or in a small group with the teacher or assistant on activities such as: special crafts, handwriting, painting, games and other activities planned by the teacher.

### **Large Group Time**

During large group time the teacher will facilitate discussion on the weather, the calendar, bible verses, songs and stories, etc.

### **Recreation**

Each class will participate in supervised recreational activities. These activities include: parachute, duck-duck goose, red light green light, etc. The children will also be given time to play independently on the playground or in the Family Life Center.

### **Snacks/Lunch**

Each class will have a daily snack. A snack schedule will be available at orientation. Students will also be responsible for providing their lunch.

### **Dismissal**

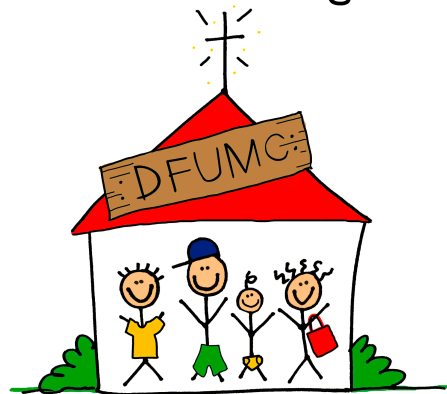
Dismissal begins at 12:40 and ends at 1:00.

## **Helpful Hints**

1. Start the day with a good breakfast
2. Be on time
3. Be prepared
4. Dress children appropriately
5. Label students belongings
6. Don't give student the choice of coming to school or not
7. Short goodbyes are best

# Dallas First United Methodist Church

Children's Learning Center



"All your children shall be taught by the Lord,  
and great shall be the peace of your children"  
Isaiah 54:13

## *Student Handbook* **2010-2011**

141 E. Memorial Dr.  
Dallas, Georgia 30132

Phone 770-443-5808  
Fax: 770-443-0824

Church Phone: 770-445-2509

## Mission Statement

We are here to help your child grow spiritually, socially, emotionally and academically to the best of our ability. We will strive to give each child the attention and support they need to develop into healthy, happy and strong individuals.

### *Preschool staff*

Becky Golden  
Diane Nottage  
Amy Wilder  
Sarah Bennett  
Autumn Phillips  
Michelle Sailors  
Beth Cochran  
Sarah Osborne

Stephanie Beasley  
Karla Campbell  
Mandy Christie  
Heather Edwards  
Diana Dowd  
Lisa Fox  
Amy Swiney  
Danielle Byrd

Director: Kristie Keown



***Dallas First United Methodist Church  
Weekly Schedule***

***Sunday***

8:45 Traditional Service  
9:39 Contemporary Service  
9:45 Sunday school for all Ages  
11:00 Traditional Service

***Monday***

7:00 p.m. Volleyball (co-ed)

***Wednesday***

5:45 W.O.W. –Dinner and activities for all  
7:30 Adult Choir practice

***Thursday***

*Men's Basketball*

**Dallas First**

**United Methodist Church Staff**

*Pastor: Rev. Steve Schofield*  
Associate Pastor: Chris Pavlovsky  
Youth Director: Chris Freeman  
*Children's Ministries: Beth Cochran*  
Children's Learning Center: Kristie Keown  
Secretary: Debaree Pereira  
Choir Director: Robert Auchenpaugh  
Pianist: Dr. Daniel Bakos  
Financial Secretary: Cindy Brown

Dear Parents,

Welcome!

We are very excited that you have chosen our preschool for your child. We are looking forward to a happy and successful year.

This handbook is your guide to our policies and procedures. Please keep it for a reference.

We are a ministry of Dallas First United Methodist Church. We are open Monday - Thursday from 9:00 a.m. to 1:00 p.m. Our phone number is 770-443-5808. Please feel free to call if you have any questions.

We hope that you and your child will have a happy and rewarding experience in our program. We are here to work with you and your child to make that happen. We hope that you will be involved in your child's preschool experience.

Thank you for giving us the privilege to work with you and your child this year.

Thank You,

Kristie Keown  
Director

