

Surfside United Methodist Preschool
13th Ave. North and Hwy. 17
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Surfside UMC Preschool is a non-profit Christian organization governed by a Board of Directors from the Surfside United Methodist Church. Our goal is to foster the development of the total child: to help him/her grow personally, socially, physically, mentally, spiritually and emotionally. The curriculum offered in your child's class is designed for his/her age level and ability. The program of learning is structured in units of study relating to the home, community and the environment around the child based on the Creative Learning Curriculum. We hope that our program teaches as well as enriches your child during his/her early experiences in attaining his/her full potential. We are proud to be able to offer this service to our community. We believe we have an excellent staff they are dedicated, concerned and well trained. Our teachers are eager to work with you, so please feel free to call on them or the director. We welcome you and your child to a new year in our preschool program.

GUIDELINES

I. Clothing

We encourage play clothing that is comfortable and suitable for school activities including running, jumping, climbing and painting. We plan to have an outdoor playtime each day, except in inclement weather. Jackets, gloves and other clothing generally removed at school should be clearly labeled with your child's name. Children should wear socks at all times. No Barefoot Sandals, Please! Sneakers are suggested for reasons of health and safety.

II. Hours

Early Three year old classes meet Monday and Friday from 9:00 a.m. - 11:45 a.m..
Three year old classes meet Tuesday, Wednesday and Thursday from 9:00 a.m. - 11:45 a.m..

Four year old classes meet Monday through Friday from 9:00 a.m. - 12:00 noon.
On the first day of school we will have a child orientation which is by appointment where parents and children become acquainted with their teacher and the school.
The rest of the first week we will observe a 9:00 a.m. - 11:00 a.m. schedule.

III. Eligibility (All children must be potty trained!)

- A. Children enrolled in the Early 3 year old program must turn 3 by April 1st of the following year.
- B. Children enrolled in the 3 year old class must turn 3 by Sept 1st of that year.
- C. Children enrolled in the 4 year old class must turn 4 by Sept 1st of that year.

IV. Withdrawal

We ask that you give us a minimum of two weeks notice before withdrawing your child. No money will be refunded.

V. Special Circumstances

Our major concern is the welfare of our children. If after a child has been enrolled and has attended the class for a while, the teacher and/or parents feel the experience is proving detrimental to the child or the rest of the class, the director shall require the withdrawal of the child. This will be done only after every effort has been made to make this a constructive experience for the child. We are not equipped to handle children with emotional or physical handicaps. If there is any question concerning this discussion a conference will be held with the parents, teacher and director.

VI. Tuition

Tuition is due on the first school day of the month. Checks should be made payable to Surfside UMC Preschool before the 5th day of the month. On the 6th day there will be a late fee of \$5.00 due for that month. Beginning on the 15th day of the month, your child will not be allowed to attend class until full tuition and a late payment of \$10.00 is made. Please put checks in the Tuition envelope to ensure proper credit. After the 5th, checks should be handed directly to the director along with the late fee. Teachers will not be responsible for payments given to them. One warning will be given concerning returned checks after which tuition must be paid in cash for the rest of the year. The monthly fee covers each calendar month regardless of the number of days attended or any holiday in that month. Please cooperate with our payment procedures so that our budget will run smoothly.

VII. Orientation

Items to bring to orientation include:

Copy of your child's **Birth certificate.**

Emergency cards - must be in our hands before you leave your child on the first day.

Copy of the child's updated **Immunization record** on a South Carolina Health form.

VIII. Arrival and Departure

Transportation will be the responsibility of the parents. If carpools are formed please inform the teacher

a. Go / Stop Sign:

There will be a sign on the preschool door that indicates when it is time to start. Children and parents will not be permitted inside the building until 8:55 a.m. This gives teachers the necessary time for preparation and ensures that they are in their classrooms when the children arrive. If a relative or friend is dropping off, please be sure they are aware of our procedure.

b. Arrival:

Please walk your child to their classroom. We cannot be responsible for your child until he/she is brought to the classroom. Please try to arrive no later than 9:10. Our schedule becomes much disrupted when children arrive at various times. Activities that commence before your child arrives can not be repeated and many children feel left out when this happens.

c. Dismissal:

You will be expected to come to your child's classroom to pick him/her up. This method helps children take home papers, jackets, etc. with the help of their parents.

d. Late Charges:

In order to give our teachers the time they need to fulfill their own responsibilities, a late fee will be charged after 12:05, 11:50 a.m. for the 3's and early 3's at a rate of \$1.00 per minute One warning is allowed on this matter. If you see that you are going to be late, please call us so that we can assure your child that you are coming. If you are picking up a 3 year old and a 4 year old you must still pick up the 3 by 11:50 or a late fee will be charged. The teachers have other responsibilities that need to be attended too.

c. Transportation: If someone else is picking up your child, be sure he/she is familiar with this arrangement and the teacher knows or we will not release your child to the person.

IX. Health

Good health is essential if your child is to gain the greatest benefits from our program. You can help keep colds and sickness to a minimum if you will keep your child at home when he/she is ill. The basic rule before sending your child back to school after an illness is to wait 24 hours after the fever has broken and wait 24 hours after your child has eaten a meal after having stomach flu or vomiting. Do not send medication to school. We can not administer medication! If your child has a contagious or communicable disease such as pinworms, head lice, ringworm, chicken pox, or measles, please let us know so that other parents can be notified. In case of communicable disease, we require that your child be kept at home until written permission from a doctor stating that your child is no longer contagious.

X. Conferences

Conferences are planned at your request or the teacher's when needed and once a year in late January. You should feel free to contact your child's teacher or director at any time if you have concerns needing immediate attention. Children should not be present at the time of the conference.

XI. Field Trips

Due to the constant changes to the Seat Belt Law, we will be limiting our field trips considerably. On trips you are asked to transport your own child or make other arrangements.

XII Snacks

We ask all parents to be responsible for providing nutritious simple snacks three or four times a year, one week at a time. Please limit sugared snacks to birthdays or parties. Please have the snack all prepared to pass out unless the teacher asks you not to. Some examples of nutritious snacks are: crackers, dry cereal, cheese, fruit pieces, fishes and pretzels. Snack time should take as little time as possible unless we are doing it as a class project.

XIII. Birthdays

There will be no parties or present exchanging allowed at school. If you would like to furnish special treats for the class on your child's birthday, please let the teacher know in advance that you are sending treats. Whether or not treats are sent, special attention will be paid to the birthday child

XIV, Inclement weather

We will follow the Horry County Schools decision for closing of school due to bad weather. Delayed starts of the Horry County Schools will not effect our starting time since we already begin school at a later time then they do. Remember it is ultimately up to YOU as a parent to make the decision. If you feel the weather is hazardous in your area you are not obligated to bring your child to school. Announcements will be made over the radio ahead of time, when possible.

XV. Teaching Materials

The three and four year old classes will both be using the various developmental tasks for their level. We emphasize language development, self-image and basic skills using fun activities. The Creative Curriculum will be used as a resource along with other published materials such as High-scope, Young Children in Action, Learning through Play, etc. according to the preferences of the individual teachers. We feel that this method will create a more free, flexible, and meaningful curriculum. Skills and concepts will be taught in units in an informal and a Christian environment.

XVI. Calendars

Every month your child's teacher will issue a calendar of events. It will include certain activities, field trips, speakers, people responsible for snacks and special happenings. Please keep the calendar handy so you will be able to anticipate what will be happening on each day.

XVII. Parties

Holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day and Easter are special. Christmas and Valentine's Day, and End-of-the Year parties are planned by your child's teacher. They may ask you to provide certain items such as food or craft supplies. Stay in touch with the Parent's Club for further information concerning other holiday functions of which you may want to be a part (the Fall Festival and Easter Egg Hunt).

XVIII. Medical Emergency Procedure

Each child must have an "Emergency Contact" card on file before the first day of school. This card must have at least three emergency numbers: i.e.: the Mother, the Father and one other name and number. Parents are responsible to notify the school in writing of any changes during the year.

In the event of a non-serious injury, the preschool personal will administer first-aid as per the American Red Cross training procedures and contact the parents if any further treatment is necessary. If no contacts are reached in a reasonable amount of time, EMS will be called if deemed necessary,

In the event of a serious injury, the preschool will immediately contact EMS and a name from the "Emergency Contact Card" and follow American Red Cross First-Aid procedure until EMS arrives.

You have signed a Medical Release form upon registration stating that you give your permission for your child (or legal ward) to be treated or attended to by authorized medical personnel in the event of an emergency. You, therefore, hold free from liability Surfside United Methodist Preschool and all attending medical personnel acting according to accustomed procedure and rendering general and special medical related treatment on the behalf of and for the goodwill of your child (or legal ward).