

# ASSURANCE PRESCHOOL

9700 Mt Holly-Huntersville Road,  
Huntersville, NC. 28078

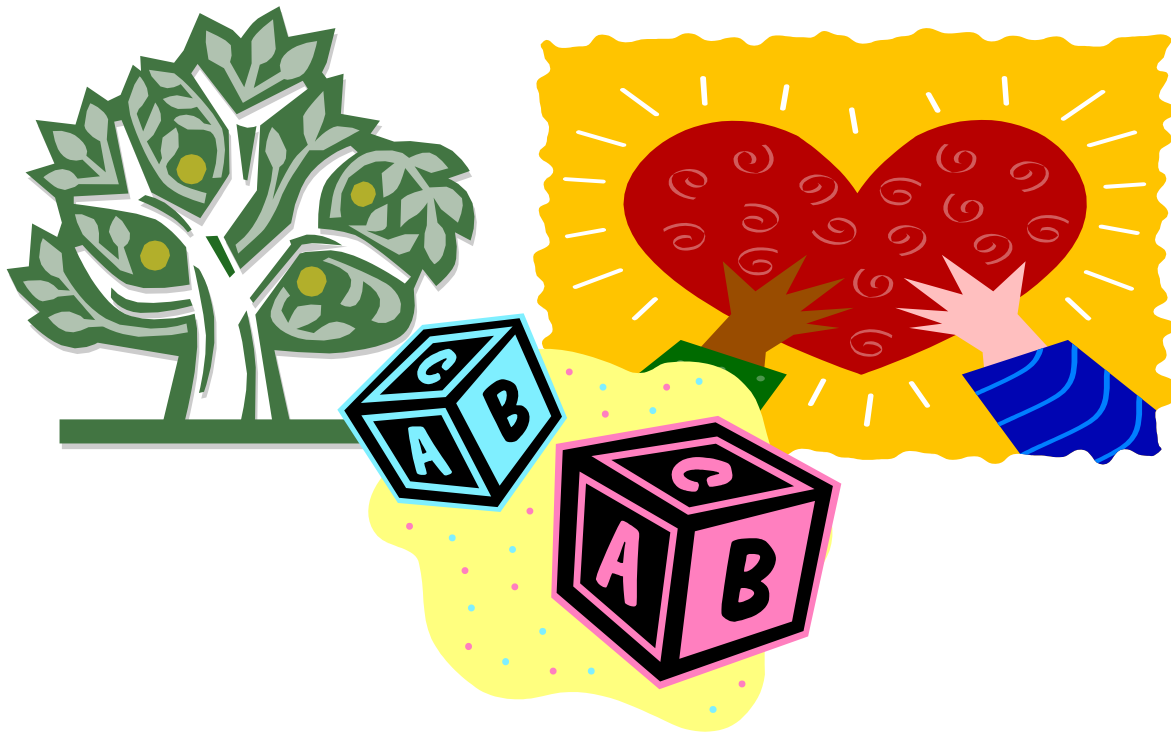
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# Assurance United Methodist Preschool's Mission Statement

Our mission here at Assurance Preschool is to provide a safe, learning, Christian environment for children, which is fun, educational, social, and loving. Through teaching a well-balanced curriculum that helps to develop all components of a child, we hope to serve the children, as well as, the parents in this program. Assurance Preschool feels the spiritual, mental, emotional, social, and physical developments are all important in the well-being of a child. It is our mission to provide a nurturing and loving environment in which we can aid the advancement of children in all of these developmental areas so that the children may grow and blossom! We want all Children to know... God made me, God loves me and Jesus wants to be my friend for life.



## Assurance United Methodist Church Preschool Policies

### Registration Fee:

This is a once a school year enrollment fee to help cover the cost of playground maintenance, start up supplies, craft projects, cultural enrichment programs, CPR and First Aid Training for teachers, workshops and special events throughout the year.

- A. Registration Fee for each child enrolled is \$85.00
- B. Registration Fee must be paid at the time of registration, which an online link.
- C. Space will be reserved for your child when we have received the completed registration form and registration fee, based on availability. The registration fee is non-refundable.

### Monthly Tuition for Children: Link for online payment option will be emailed and put on class dojo

- A. \$175 per month for two days per week program.
- B. \$260 per month for three days per week program.
- C. \$330 per month for four days per week program. This is only for 4year old, PreK and TK classes.
- D. \$390 per month for 5 days for 4 and 5 yr olds per week if available  
2 & 3 yr old doing 5 days will pay for both spots ( TTh & MWF) for total of \$435/mo.

### Payment of Tuition

- A. Monthly tuition payments are due on the **1<sup>st</sup> -5<sup>th</sup>** of each month and considered late on the 6<sup>th</sup>. The last month's tuition of the school year, (May), is due **August 10<sup>st</sup>-25<sup>th</sup>** and is **non-refundable. The next month's tuition will be due Sept. 1-5** The payment schedule is Aug-April. The class schedule is Sept-May. Classes begin Tues, Sept 5th.
- B. **A \$20.00 late fee will be added to any account which has not paid their monthly fee by the 5<sup>th</sup> of the month** after school begins.
- C. Delinquent accounts past 30 days must be referred to the Assurance United Methodist Education Ministry Board.

**D. Pre-School tuition is based on a yearly tuition, which is divided into 9 monthly payments.**

**Monthly payments must be made, to keep your child's space, regardless of the actual days your child attends that month. Some months will have more days of operation than others and it is based on the 9 month average.**

Payments should be made through our online processing link <https://assuranceumc.ccbchurch.com/goto/forms/1039/responses/new>

**E. If a child misses school due to illness of any kind OR a classroom must temporarily close due to illness, tuition cannot be partially refunded. We will do our best to maintain each classroom and notify parents of any contagious concerns per classroom.**

**F. We are aware that children will have absences; however, in order to keep your child's spot, monthly payments must be made. If your child misses a day because of illness or vacations or Holidays, we cannot substitute that day for another day in the week. We have full classes each day.**

**G. There will be a \$20.00 fee for a returned checks. Preferred method of payment is through the tuition link.**

**H. Delinquent accounts past 30 days must be referred to the Assurance United Methodist Church Board.**

### **Discounts for Siblings**

**A. A discount off of the 2nd child's tuition of \$17 for a 2 day program and \$25 for 3,4 and 5 day a week program.**

**Preschool Enrichment Program Assurance Preschool is offering "Preschool Enrichment " This is a weekly, fun, interactive session offered on Tuesdays and Wednesdays throughout the school year, for your child. The Hours are 1:00-1:45. The cost is \$10 a session and you sign up by the month. \$40 for each 4 week session. Some months will have five weeks (\$50) others may have three (\$30), but the majority will have four. Your children will enjoy participating in a "hands on experience" each week. The rotations will be Science, Treasure Hunts, Art and Dance Party. Signup sheets will come out a week or two before each session. The Children LOVED the PRESCHOOL ENRICHMENT PROGRAM the last time we offered this program, we got great reviews!**

## Hours and Days of Operation

- A. The Pre-School hours are 9:30 AM until 1:00 PM and starting in Oct. Preschool Enrichment on Tuesdays and Wednesdays, 1 until 1:45PM.
- B. Assurance Pre-School maintains the same number of operational days each school year. Please see the Preschool Calendar of Days in back of booklet for days closed. When CMS is closed for teacher work days, we are also closed. Assurance Preschool does not make up snow days. See weather inclement for snow day information.
- C. First Day of School is September 5th, the Tuesday after Labor Day. The Last Day of school is May 20th Graduation for PreK and Transitional Kindergarten will be on May 20th. **Christmas Programs will be on Dec 13th and 14th.**
- D. **Children will enter the building at 9:30 AM.** Each classroom group will be assigned a door to enter.
- E. Pick Up Time is at 1:00. You will pick up at the same door that you dropped off at unless instructed otherwise, Please be prompt when picking up your children. A late fee of \$1 a minute will be charged after the first 5 minutes. Example is you pick your child up at 1:15 There will be a 10\$ charge. This policy is necessary for a couple of reasons. First, it is very difficult for a pre-school aged child to anticipate the late arrival of mom or dad as they see everyone else's parents. It is hard for them to understand why their parent is the only one that has not showed up yet. Second, the program operates on a budget and salaries are a large expense of the program's budget. Lastly, the teachers work very hard and they try their best to plan their personal schedules after pre-school hours, such as doctor and dentist appointments and other obligations. We do understand that sometimes things happen beyond our control so on occasion a late fee may be waived. Parents, please have a backup plan for your child's pick up.
- I. Conferences are made upon request. If needed, you may meet with your teacher during preschool hours and the director or assistant director will cover the teachers spot in the classroom. Just schedule the time through your teacher or directors. If the Pre-school has a need for a conference the Directors or your child's Teacher will contact you.

## Snacks

- A. We ask that you pack your own child's snack and beverage everyday. With an increase in allergic reactions to a variety of foods in children in the last few years, it is best for parents to know exactly what their child is eating. Parents also know best what their children prefer. We

will have extra snacks and juice available in the event that someone has forgotten to bring their snack. All allergies must be noted on registration form, and must be verbally discussed with the Director and Teachers.

- B. Snacks should contain something healthy, such as, water, juice with fruit, vegetables, fruit, cheese, crackers, or pretzels. Please, do not pack soft drinks for your child. **Please clearly mark our child's name on their lunch bag or box and other belongings.**

## **Birthday Celebrations**

- A. We love Birthday Celebrations! Our Birthday Celebrations are during our snack time, which occur at 10:30 and 11:30 A.M. You may bring special treats, on your child's birthday, to share with the class. Cookies or small doughnuts are the best treat to share with classmates during their regularly scheduled snack time for birthdays, please make sure you bring enough for the entire classroom. Cupcakes usually end up in trashcan except for the icing which ends up everywhere else. Please make arrangements with your child's Teacher about special treats and favors.
- B. When handing out birthday party invitations at school, for private parties, please use discretion. Think how *your child* may feel, if he or she *is not* invited to a birthday party that other children in the classroom *are invited* to. It is best to invite everyone in the classroom or to give invitations to the mothers, or place in the students bins outside of the classroom areas or discreetly to the teachers.

**Withdrawal: If a child is withdrawn from the program, two weeks notice is required; otherwise we will expect payment of the current month's tuition. If you withdraw at the end of the month without a two week's notice, this will require ½ of the next month's tuition to be paid. Please see your directors as soon as you know that changes will occur, to avoid unnecessary payments. If you withdraw your child, the payment for the month of May, prepaid is not refundable. Tuition is non refundable even if a class must close for a period of time such as for a COVID exposure.**

## **Health and Safety**

- A. **Please do not send your child to school if visibly ill.** If your child is at School and becomes ill, we will contact you. If you cannot be reached, an alternative phone number or emergency number may be called. You may call office to report absent child or email your teacher.

- B. Call when your child is absent and report all communicable diseases immediately by phone or email.**
- C. Do not bring your child to Pre-School if he or she has any of the following:**
- **A temperature more than 100 degrees or Fever within the last 24 hours.**
  - **An unidentifiable or contagious rash, Impetigo, Pink eye.**
  - **Lice (Child & Family members must be lice and nit free for at least 72 hours)**
  - **A severe cold with fever, sneezing and nose drainage.**
  - **Diarrhea in the last 24 hours.**
  - **Vomiting within the last 24 hours.**
  - **Any type of contagious flu or virus.**
  - **Ring Worm needs to be treated effectively for 48 hrs before returning to school. Area must be covered and continue to treat for 4 weeks as directed.**
  - **Someone in the household has Covid, or the student has been exposed by someone with COVID.**
- D. No child will be released to an unauthorized person for dismissal.** We must know in Writing (or in case of an emergency, a phone call to the Director) any changes from the usual person authorized for pick up, or someone not listed on your application form authorized.
- E. If your child is to be given medicine at school,** the following information must be provided in writing: Child's name, Name of medicine, Amount to be administered, Date and time to be given, and any possible side effects, Along with a Doctors note regarding to the medicine being administered.
- F. If your Child has allergies** that requires medication to be given in the event of exposure to allergens, such as an Epi Pen, please see Ms. Carrie, The Director or Ms. Pat, The Assistant Director, as well as informing your class room teachers. A Doctor's note will be required explaining the child's potential need for the Epi Pen. For Peanut/Tree nut allergies or any other life threatening allergies, your child's picture will be posted indicating the allergy. A note for Benadryl administration for allergies will also need to be a file with the preschool office.
- G. Children should be walked to their classroom door every morning and parents must come to this door for dismissal. Please be careful in the parking lot, do not allow your children to enter the parking lot ahead of you. Please hold your child(ren)'s hand.**
- H. Younger children should not be left unattended in a car.** If your younger child is sleeping, another parent will be happy to walk your child to class or perhaps watch your sleeping child. Please see Ms. Carrie or Ms. Pat if you need to make arrangements with us or to meet other parents to help with pick up or drop off.

- I. For the safety of your child each staff member must pass a background and criminal check in order to be employed by Assurance United Methodist Church.
- J. Assurance Preschool follows the **Safe Sanctuary** Guidelines sanctioned by the United Methodist Church Conference.

### **Inclement Weather**

- A. In the event of bad weather, check the Charlotte- Mecklenburg Schedule on the radio or television. If CMS public schools are closed, we are closed.
- B. If CMS has a one-hour delay, we have a one-hour delay, 10:30 to 1:00. **If Charlotte-Mecklenburg has a two-hour delay, we are closed.**
- C. If weather should get bad, snow or freezing rain, please do not wait for an announcement from Charlotte-Mecklenburg Schools on closings, please pick up your child as soon as possible. We do not want any one to be at risk, when weather may possibly worsen while waiting for school closing announcements. If CMS announces early dismissal we may be closed due to conflicts of teachers picking up their children early. Look for email from you teacher.
- D. **In the event that we are out of school due to Snow or Weather, these days will not be made up. If Mecklenburg Schools schedule make up days for lost days, we will follow the original calendar of operation. Assurance Preschool will not make up lost days because of weather conditions due to staffing and space conflicts.**

### **Clothing and Personal Belongings**

- A. Each child should bring a change of clothes in the event they are needed. **Please place a shirt, pants, underwear and socks in a large zip lock bag with your child's name marked clearly on it.**
- B. Please dress your child in comfortable clothing that will allow freedom of movement. Tennis shoes are recommended. The playground is mulched and will wedge between the children's feet and their shoes. We simply cannot accommodate changing children's shoes for the playground, this would take away a large part of our designated time to play so please bring them dressed and prepared to play.
- C. Please dress your child to enjoy the outdoor weather. Weather permitting, we will have an opportunity to enjoy an outside activity every day. **Please write your child's name inside their coat.**



- D. Children's personal toys should not be brought to school, except for show and tell. Please place child's name on the show and tell object so we can make sure it returns home safely.

## **Discipline**

- A. Positive encouragement and redirection are methods of discipline used in our classrooms. There is no room for negativity in Pre-School. Children's first experiences with school occur at Pre-School and should be good ones. Positive direction helps to build self-esteem and self-discipline constructively.
- B. Our main rule is the Golden Rule, do unto others as you would have them do unto you. Classroom rules are set according to the teachers in order to achieve acceptable behavior for that age group.
- C. When rules are broken, the following steps will be taken:
1. **Re-directing** the child or children to other activities.
  2. **Talking to the child** using positive encouragement & direction.
  3. **Giving a Time Out.** This is a sit- down time for the child to collect him or herself. Possible to calm down, or to think about what a better alternative action may have been. This Time Out period is typically one minute for each year of life. Example, Three-Year old class-three minutes. When a child is given a Time Out, the child will be explained why the Time Out was given and what a better choice might have been. Ultimately, we hope to see the child to be able to come up with the better choice that could have been made.
  4. Lastly, the Teachers will continue to monitor very closely the behavior problems and if a classroom solution is not effective in modifying the behavior, the teacher will **communicate with the parents** about any difficulties. Many times, a behavior is not only displayed in the classroom but also at home. The teachers and parents will benefit from discussing behavior problems and coming up with conferred solutions and strategies. If your child is unable to participate in our program, alternatives will be discussed.
- D. The following methods of discipline are never allowed at Assurance Pre-School: Physical punishment such as spanking or slapping. Demeaning or purposely embarrassing a child as Punishment. Withholding snacks as punishment.

## **COVID PROTOCOL for Assurance UMC Preschool for a safe return to school**

We will do all we can to limit exposure and lessen the spread of COVID, but parents must do their part too. Please use safe health practices to help us continue having school open and functioning safely.

- A. The students will be dropped off at the proper outside door, limiting exposure in hallways etc. The classes will break down into 2 smaller groups for 2 hours of the 3 and ½ hours of the preschool day. This will limit their interaction when they are in a larger group. Children will receive all the wonderful components of the program each day; Center play time and circle time together. Then, lunch time, outside play or inside play time with their assistant teacher. With the lead teacher, they will participate in Art time and Academic learning. The two groups will come back together to do Chapel Time together at the end of the preschool day.

### **REPORTS OF COVID:**

In the event that someone in your class tests positive for COVID, and your child has been in close proximity to them you will be notified. The class may not close for one case, depending on the circumstances and best estimates of how the child contracted COVID. (example they travelled and tested positive) If there are multiple positive cases in this small group we will request that your child be tested OR perhaps stay out of school for 5 to 7 days (including weekends). The person with COVID will also need to stay out for 5 to 7 days or the recommended time. The classroom will undergo more disinfecting, it is normally disinfected everyday anyways. Multiple cases of COVID in one group *MAY* result in the group being tested or staying out for 5 to 7 days or class closing temporarily. In this event, tuitions cannot be refunded for temporary closings. This is a fluid policy and may be updated as needed.

### **Temperature and Visible Screening of Children Upon Arrival:**

- A. Parents bring the student to the assigned door, it is possible that the staff will take the child's temperature with a non-touch thermal scanner. At this time, we ask parents not enter unless absolutely necessary, this is subject to change. Any persons entering or needing to walk a child to class will also be scanned. Temps of 100. or higher or other signs of illness should not be admitted to the facility. If a temp is registered at 100. or higher an under the arm temp will be taken to confirm accuracy. **This is subject to change at any time and is a fluid policy.**
- B. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Take Temps at home each morning prior to coming in as well to cut down on COVID possibilities. Please if your child is sick, stay home.
- C. At this time face-masks are optional. A visual inspection of signs of illness will be looked for, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath. Please indicate to your teachers or directors if you prefer your child to wear a face coverings while at school.

**MASKS:** This is subject to change as public health guidelines are changing. **DISINFECTING with soap and water and/or disinfectant sprays will be used daily on toys and tables, light**

# Supply Lists: Please bring items in by the first week of school. Thank you!

## 2 Year Old classes Ms. Katie's Classes

- 2 boxes of gallon sized ziploc baggies
- 6 rolls of paper towels
- 2 packs of white card stock (it's really thick computer paper)
- 4 packs of baby wipes (Refill fine)
- 1 box kitchen tall trash bags (13 gallon)

## 3 Year old classes including Sarah's young 3's/Older 2's

- 2 bottles hand soap, any kind (refill fine)
- 2 packs of baby wipes (Refill fine)
- 2 packs of white Card Stock (**not Construction paper, it's really Thick computer paper** Staples/Office Max/Walmart)
- 4 Boxes facial tissues
- 2 cans Lysol disinfect air spray or off brand like Walmart disinfectant air spray

## Young 4 Yr Olds Ms. Rima's Class

- 2 boxes of 8-24 count Crayola Crayons
- 2 packs plain white paper plates (not foam) just cheap ones for crafts
- 2 spray bottles disinfectant cleaner for tables
- 1 pack computer paper
- 1 pack of white card-stock paper( thicker than computer paper)

## **PreK classes**

- 2 boxes of 10 or more count Crayola washable markers
- 2 packs of white card stock ( it's really thick computer paper)
- 2 boxes of 16-24 count Crayola Crayons
- Plastic folder with pockets and prongs and a front cover that you can slip paper into

## **\*Crystal's class will need:**

- 1 PRIMARY Composition Book, it has space at top of each page to draw a picture**
- 1 plastic folder with pockets and a clear front cover that you can slip a piece of paper into.**

## **Laurie's Transitional Kindergarten class**

- 6 rolls of paper towels
- PRIMARY Composition Book, it has space at top of each page to draw a picture
- 2 packs of white card stock ( it's really think computer paper)
- 2 packs of 8-16 Crayola Crayons
- Plastic folder with pockets and prongs and a clear front cover that you can slip paper into

## **Wish List items: .**

- Pretzels, goldfish or multigrain fruit bars or rice crispy treats for kids who forget their lunch.
- 55 gallon trash bags

# Assurance Preschool Calendar 2023/24

First day of Preschool	Sept. 5
School supplies due by(see supply list)	Sept. 9
Closed CMS Workday	Sept 25
Closed CMS Workday	Nov. 6
Closed CMS Workday.	Nov. 7
Closed for Veterans Day	Nov. 10
Closed for Thanksgiving	Nov.22, 23, 24
Christmas Programs	Dec. 13 &14
Closed for Christmas Break	Dec. 14- Jan.2
	Return on Jan. 3
Closed for M. L. King Holiday	Jan. 15
Closed CMS Workday	Jan 25
Closed for Presidents' Day	Feb 19
Closed for CMS Workday	March 29
Closed for Spring Break	April 1-5
Last Day of school	May 20
Graduation	May 20

\*The Preschool is Open the same number of days each school year, that is how the yearly tuition is figured and divided into 9 equal payments. We maintain the same number of operating days in each school year.

