



Student and Parent Handbook

Jasper United Methodist Church
85 West Church Street
Jasper, GA 30143

Pastor - Rev. Greg Meadows
Preschool Director - Donna Dooley

Church - (706) 253-2100 Fax - (706) 253-2110 Preschool - (706) 253-2109



“Train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:16



We would like to welcome you to the Jasper United Methodist Church Preschool. The preschool is a ministry of the Jasper United Methodist Church. Our staff is looking forward to getting to know your child and creating an atmosphere where your child will enjoy learning while thriving in a loving environment. We look forward to sharing a special preschool experience with you and your child.

Welcome Message from the Pastor

Welcome Preschool families to the Jasper United Methodist Church family. I hope you will feel the sentiment shared in these words. I am so excited you have chosen to allow our Jasper UMC Preschool to be part of your life. Our hope is that you and your children will experience the grace and love of God here in this place. As pastor of Jasper UMC, I want to be here for you as well. If I can be of any assistance, please feel free to reach out to me. I have no doubt your children will be well cared for and well educated here at the Jasper UMC Preschool. Thank you again for choosing us and we are looking forward to a great year!

Yours in Christ,

Pastor Greg Meadows

Mission Statement

The Jasper United Methodist Church Preschool strives to provide a quality educational program in a secure, caring, Christ-centered environment which promotes spiritual, emotional, physical, social, and intellectual growth and development of preschoolers.

Registration

- An enrollment form must be completed either online (www.jasperumc.org) or by paper copy and turned into the church office with a non-refundable \$75.00 registration fee and a \$40.00 activities fee. Make checks payable to Jasper UMC Preschool and turn into the church office.
- A current Certificate of Immunization Form 3231 or a Notarized Affidavit of Religious Objection to Immunization and a Georgia Department of Public Health Form 3300 Certificate of Vision, Hearing, Dental, and Nutrition (Pre-K only) is required with registration. All records are kept confidential.
- It is the responsibility of the parent to maintain a current immunization record on file at our preschool.
- Classes are subject to close if minimum enrollment requirements are not met.

Admission Requirements

- Admission to the Jasper United Methodist Church Preschool is made without regard to race, color, creed, sex, or national origin.
- All students in the Three's and Pre-K classes must be completely toilet-trained and able to independently use the restroom when preschool begins. Each child should be wearing underwear, not Pull-Ups or diapers, at school. For the purpose of clarification, our definition of fully toilet-trained is the child's recognition of the need to use the restroom; is able to inform an adult of the need to go; enters the restroom on their own; removes necessary clothing with little or no assistance; sits or stands at the commode and handles own hygiene; re-dresses; washes hands and rejoins the class.
- All registration requirements must be met and the following must be completed and signed by the end of the first week of school:
 - Handbook Acknowledgement Form
 - Photograph Release Form
 - Medical Release Form

Discounts

- **Early Payment in Full Discount** - Payment in full for the academic school year will result in 10% off the total tuition fees if paid by the first day of school.
- **Sibling Discount** - You will receive a 10% discount on your second child's monthly tuition. A 15% discount will apply for families with three or more children enrolled in the program.

Refund and Withdrawal

- If it becomes necessary to withdraw your child during the school year, a 30-day written notice is required.
- Registration payments, activity fees, and tuition payments are non-refundable and non-transferable.
- No refunds or credits will be given because of absences.
- If a child is withdrawn from the program and returns later in the same school year to re-enroll, it will be treated as a new enrollment. There will be no credits given from the previous enrollment, including registration fee, tuition payments or other fees. There are no guarantees that a child will be re-enrolled in the same classroom with the same teacher. Re-enrollment will be allowed on a space-available basis

Tuition and Fees

- Tuition is based on enrollment (a reserved slot), not attendance and payment will be expected whether or not the child is in attendance.
- **Tuition is due on the first day of each month.** Your account will be considered past due after the 10th of each month. **A \$25.00 late fee will be added to your account after the 10th day of the month.** Please pay tuition online at jasperumc.org or make checks payable to Jasper UMC Preschool. There will be a \$35.00 charge for any checks returned by the bank.

- Responsibility for the timely payment of tuition will be the responsibility of parent or guardian who signs the enrollment agreement. If the parent or guardian sees that tuition or fees cannot be paid on time, he or she has the responsibility to make acceptable arrangements for the delayed payment with the director BEFORE the payment is due.
- Tuition fees may be paid in full by the first day of school or in 10 monthly payments beginning August 1st and ending May 1st.

Class	Number of Days Attending	Monthly Tuition Payments	Yearly Tuition	Yearly Tuition (10% discount if paid in full by first day of school)
Tiny Tots (15-24 months)	3	\$205	\$2050	\$1845
Tiny Tots (15-24 months)	5	\$235	\$2350	\$2115
Two & Three Year Olds	3	\$205	\$2050	\$1845
Two & Three Year Olds	5	\$235	\$2350	\$2115
Pre-k 4 year old	5	\$250	\$2500	\$2250

*** The figures above do not include discounts for siblings.***

Curriculum

- Our preschool uses the Georgia Early Learning and Development Standards (GELDS) to provide a well-rounded and developmentally appropriate curriculum in all of our classrooms. We also use a DECAL (Georgia Department of Early Care and Learning) approved curriculum in our Pre-K classrooms.
- Additional activities offered include Bible stories and activities, music, Spanish, Children's Moment with Pastor Greg, sign language, and STEAM (Science, Technology, Engineering, Art, and Math) activities.
 - Sign language will be taught to the tiny tots and two-year-olds during circle time each week.
 - Children's Moment with Pastor Greg will take place once a week with all of the classes.
 - Basic Spanish lessons will be taught to our three-year-olds and Pre-K classes.
 - Music is an integral part of our preschool program. Teachers use music daily in circle time and throughout the day. In addition to this, a music class will be offered twice a week to all classes.

Policies and Procedures

- **Accident** - An Accident Report Form will be completed by the teacher when an accident or injury occurs.
- **Non-Emergency Notification** - In case of illness or injury that occurs at school, the school will evaluate, provide first aid, and contact the parent, if necessary for further advice or pick up. If the school is unable to reach the parent, the school will contact your emergency contact(s).
- **Emergency Notification** - In the event of an extreme emergency or life threatening situation, a staff member will first contact emergency services; then the parent will be notified or emergency contact(s) if the parent cannot be reached.

Permission for Release Authorization

- Only those persons whom you have written on your registration form will be permitted to pick up your child. In order for your child to ride with someone else, **a change must be sent in writing**. The person must be 18 years of age or older. We cannot accept a phone call or text for a person not listed on your form to pick up your child..

Arrival and Departure

- A parent or designated responsible adult must walk the child(ren) into the building each day and sign in on provided form.
- A parent or designated responsible adult must walk into the building to pick up their child(ren) and sign out on the provided form.

Early Drop Off

- If your child needs to be be dropped off before school hours, early drop off is available starting at 7:30 for an additional \$30.00 a month that is due the first school day of each month with the tuition payment.

Late Pick Up Fee

- School ends at 12:00. Parents are expected to be prompt when picking up their children. A late fee of \$10.00 will be charged for each 10 minutes after 12:00 noon.

Medications

- We do not administer any over the counter medications. We will administer prescribed medications listed below.
 - Authorization to dispense prescription medications such as asthma, diabetes, epi pens, etc. They must be prescribed by a physician.
 - Medications must be in the **original** container and labeled clearly with the child's name, date, and prescribing physician's name.
 - Dates and times of administering medications must be clearly written on the form.

Snacks & Birthday Treats

- Your child may bring a nutritional snack from home each day. Please label all water bottles, cups, bags, etc. Please no sugary snacks or beverages.
- We are a NUT-FREE school. Please do not send snacks containing peanuts, peanut butter, or nuts of any kind.
- You may send in a special snack for your child's birthday. We are only allowing prepackaged individual treats or items that are in sealed store bought containers with the ingredient list clearly visible on the packaging.

Communication

- A newsletter will be published weekly and emailed to parents through Smore. Smore is **an interactive newsletter that can be sent directly to parents**. A copy of the newsletter will also be available on the church website. Copies can be printed upon request.
- If you have any questions or concerns, please let us know. If you wish to speak to your child's teacher, they will be happy to set up a time to talk or meet with you.
- It is the parent's responsibility to inform the preschool of any changes in address, phone numbers, emergency contact information, or any other changes that the preschool should be aware of.
- Preschool Phone Number: (706) 253 - 2100
- Church Office Phone Number: (706) 253 - 2100
- The church office is open Monday - Thursday 9:00 - 4:00 and closed for lunch 12:00 - 1:00.
- Preschool Director Email: dooley@jasperumc.org
- JUMC Website: jasperumc.org

Safety

- The safety and well-being of your child is our top priority. In order to provide the best possible care for your child, we require the following:
 - All preschool staff will have a current background check on file.
 - All staff will be First Aid/CPR certified.
 - All preschool staff, church staff, and volunteers are trained in the Safe Sanctuaries policy mandated by the North Georgia Conference of the United Methodist Church.
- **Building Safety** - All exterior doors will be locked daily from 8:30 - 11:30. Security cameras provide surveillance of preschool building and playground.

Sick Child Policy

- Under no circumstances may a parent bring a sick child to school. If the child shows any signs of illness (see symptoms below) he/she should be kept home. Sick children will expose all children and staff members who they come in contact with at the preschool. Thank you for your cooperation as we work together to keep all of our children and staff healthy.
- Please do not send your child to school if they are experiencing any of the following:
 - Fever: Fever is defined as having a temperature of 100°F
(a child needs to be fever free for a minimum of 24-hours before returning to school that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
 - Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
 - Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
 - Vomiting: 2 or more times in a 24 hour period. **Do not bring your child if they have vomited in the night**
 - Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
 - Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
 - If your child is too sick to participate in the program, including outside play, he/she needs to be kept home.
 - Pink Eye- symptoms such as pink or red eyeball, white or yellow pus discharge, itchy, watery, running eyes.
- A doctor's excuse may be requested before your child can return to school.

Discipline

- Our preschool's method of discipline will consist of time out, time apart, and parental consultation. If the discipline issue is excessive and continuously disruptive to the classroom, and cannot be resolved through the above procedures, the child will be dismissed from the preschool program.
 - **Biting** - If a child bites another child or staff, the child will be removed from the situation and the parents will be notified immediately. The parents of the child bitten will also be contacted. If the biting issues become a recurring issue, the parents will be asked to come into the preschool for a conference where strategies can be discussed to correct the issue. If the biting continues without any improvement, JUMC Preschool reserves the right to suspend the child until the issue is under control.

Clothing & Personal Belongings

- Children should wear comfortable, washable play clothes to school each day.
- A change of weather-appropriate clothes labeled with your child's name needs to be sent in on the first day of school that can be left at school in case of accidents, spills, mud, etc. The parent is responsible for changing out the clothes with appropriate ones as the seasons change throughout the year.
- Dress your child appropriately for the weather. Layering is a good idea on cold days. We will go outside to play whenever possible. All clothing including hats, gloves, coats, etc. should be labeled with your child's name.
- Non-slippery shoes should be worn. No flip flops allowed.
- Electronic devices are not permitted. We are not responsible for lost or damaged electronics.
- We discourage children from bringing security items for comfort, candy, gum, jewelry, money, make-up, and toys from home due to hygienic reasons, possible conflicts, and loss of items. We are not responsible for lost items from home.
- Toy weapons (guns, swords, knives, etc.) are not permitted.

Inclement Weather & School Closure

- In case of inclement weather, Jasper UMC Preschool will follow the Pickens County School System for closure.
- When Pickens County Schools have a delayed start time JUMC will be closed.
- Please check with your local tv or radio station for school closure.