



EARLY EDUCATION AND
SUMMER CAMP
AT
FISHERSVILLE UNITED
METHODIST CHURCH
Parent Handbook

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Mission Statement

Fishersville United Methodist Church's Noah's Ark Learning Center (FUMC NALC or "the school and camp") provides a Christian learning environment that assists children in growing spiritually, socially, emotionally and intellectually. The program is biblically based with the goal of sharing Christ with all of the children we serve. Noah's Ark Learning Center provides a developmentally appropriate program that assists children with the readiness skills needed to meet the academic and social challenges of Kindergarten.

We see serving children as a crucial ministry, as Jesus said, "Whoever welcomes this little child in my name welcomes me; and whoever welcomes me welcomes the one who sent me. For it is the one who is least among you all who is the greatest." Luke 9:48.

We believe that a developmental approach to learning focuses on the use of learning games and hands-on activities. It is an approach that emphasizes activities that stimulate a child's imagination, curiosity and action. It presents questions to be thought out and problems to be solved. A developmental approach further suggests that the learning activities are appropriately matched to the child's developmental abilities and to an acceptable level of challenge.

Major components of the daily program at FUMC NOAH'S ARK LEARNING CENTER include the following:

- Learning Center Activities—planned activities offering children a choice of participation designed to help them reach the learning goals of the day;
- Music—a combination of singing, clapping, marching and moving;
- Art—activities which encourage creativity, exploration of ideas, and hands-on action;
- Large/Small Group – teacher-led activities designed to develop language skills, problem solving skills, memory skills, and to increase a child's general knowledge; and
- Free Play—times of transition from one segment of the day to another and large blocks of outdoor play offer children freedom of choice to pursue many activities of fun and building of friendships.

FUMC Noah's Ark Learning Center believes it is important to introduce preschoolers to the belief that there is a God who loves them and cares about them. Teachers and children are encouraged to express their love and appreciation for God in natural and spontaneous ways as well as at the specific times reserved for the teaching of Bible songs, truths and prayer.

General Information

FUMC Noah's Ark Learning Center is a ministry of Fishersville United Methodist Church. In compliance with code of Virginia, the Program is exempt from being licensed and is classified as a "Religiously Exempt" child development center. The Code of Virginia, Section 22.1-289.031, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensing by meeting documentation and other requirements specified within the exemption law.

The number of children cared for in the operation of FUMC Noah's Ark Learning Center is not to exceed 130, specified in the Statement of Intent filed with the Virginia Department of Education.

A board of Directors composed of staff members and church members oversees and monitors the activities of the School/Camp. The board is open to any questions, concerns, or suggestions of parents and staff.

FUMC Noah's Ark Learning Center utilizes the lower level of Fishersville United Methodist Church at 1600 Jefferson Highway, Fishersville, VA, as well as the Fellowship Hall, playgrounds, Sanctuary, and youth room. Our facilities include child-sized toilets, a sprinkler system and a secure playground that is entered from inside the building.

The Center does not provide any food service.

FUMC and FUMC Noah's Ark Learning Center are covered by public liability insurance which exceeds the requirements by the Code of Virginia.

Contacting FUMC Noah's Ark Learning Center

The Office phone number is **540-779-0643**. If unable to reach the director/teacher during the school/camp hours, you will always be able to leave a message and a staff member will check the messages before and after school/camp hours. Messages can be sent directly to your child's teacher or the director (Admin) using the brightwheel app or email. Messages will be answered when possible throughout the day, not interrupting instruction or care. You are always welcome to call the church office at 540-779-0640 and the School/Camp will be paged. The director's email is director@fishersvilleumc.org.

FUMC Noah's Ark Learning Center Staff

The Board of Directors uses the following qualifications for hiring staff members:

- a loving, caring individual who has a personal love of God;
- an individual who loves children and cares for their well-being, development, and self-esteem;
- an individual who works effectively and creates a positive environment while working with preschool age children
- an individual with educational background and experience
 - a college degree in the area of Early Childhood Education is preferred; and
 - previous preschool experience.

Our staff must be certified annually by a practicing physician to be free from any disability that would prevent them from caring for children. Staff must complete all state-required background checks before caring for children. Furthermore, staff members are required to complete training for Child Abuse and Neglect and Daily Health Screenings yearly. Several staff are trained in CPR/First Aid and M.A.T. (medication administration training).

Curriculum – Academic Program

Each month classes will have a specific theme and related bible story and verse. Each theme will contain concepts that apply to **Virginia's Early Learning and Development Standards**.

Virginia's Early Learning and Development Standards are a unified set of comprehensive early learning and development standards for young children, birth to age five.

A core component of a high-quality early education experience is that children are provided opportunities, experiences, and materials that allow them to engage deeply within developmental/early learning domains to build their school readiness skills. Virginia's Early Learning and Development Standards (ELDS), Birth-Five Learning Guidelines articulate the skills and knowledge young children need to demonstrate by the end of preschool in order to be successful in kindergarten.

The standards are intended to help early childhood educators understand the basics of child development so they can implement effective classroom activities, and engage in high-quality teacher child interactions.

The Virginia's Early Learning and Development Standards (ELDS), Birth-Five Learning Guidelines (Spanish) focus on five Areas of Development:

1. Approaches to Play and Learning
2. Social and Emotional Development
3. Communication, Language, and Literacy Development
4. Health and Physical Development
5. Cognitive Development (Science, Social Sciences: People, Community and Culture, Mathematics and Fine Arts)

The 2.5 and 3 year old classrooms use STREAMin³ curriculum. This curriculum was developed at the University of Virginia's Center for Advanced Study of Teaching and Learning (CASTL). STREAMin³ is grounded in developmental and early education research. It focuses on 6 STREAM and 5 Core Skills to promote children's development and early learning. The PreK classrooms use Blueprint for Early Learning curriculum by Children's Literacy Institute. This is a high-quality research-based Pre-K curriculum that provides a set of learning plans and resources for teachers to deliver engaging, intentional and responsive Pre-K instruction.

Enrollment and Admission

FUMC Noah's Ark Learning Center admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs, and activities made available to students at the school/camp. FUMC Noah's Ark Learning Center reserves the right to select students and/or maintain their enrollment on the basis of the program's ability to meet each child's needs, and the parent(s) commitment to the program's philosophy, objectives and policies, and their willingness and ability to cooperate with the administration and abide by its policies. The FUMC Noah's Ark Learning Center Board of Directors will make the final decision for accepting and/or dismissing a student from the program.

The School/Camp reserves the right to suspend or dismiss any child who, after entering, demonstrates developmental needs that cannot be met by this facility. The School/Camp also reserves the right to suspend or dismiss any child whose behaviors or needs put other children at risk.

A discount of 5% is given to the tuition of the 2nd or more children attending the school or camp.

Registration

Registration is for one school year or, in the summer for the entire summer or the weeks registered. Our Enrollment Process begins in February of each year and will be publicized. Registration will be open first to reenrolling students and then to Fishersville United Methodist Church members, and then to the public. All registration fees are non-refundable.

The following **ITEMS** are required for enrollment:

1. **Registration/Enrollment Form** – The form is filled out at the time of registration. This form and the registration fee hold your child's placement in his/her class. It is important that the emergency phone numbers for home and work for parents and other caregivers be **current at all times**. This also includes cell phone and pager numbers. It is also important to keep **current** the names and numbers of your child's doctor and persons authorized to pick-up your child in an emergency.

2. **Birth Certificate** – The School/Camp and the State of Virginia require a copy of every child's **birth certificate** to be in our files before the first day of school/camp. A complete physical is not required.
3. **Childs immunizations records** - The School/Camp and the State of Virginia require a copy of every child's **immunization record** be in our files before the first day of school/camp. A child's immunization record must show alignment with the American Academy of Pediatrics (AAP) recommended child and adolescent immunization schedule.
4. **Registration Fee** – **non-refundable, non-transferable** amount; Summer camp has weekly registration in addition to full Summer registration. A discount of 5% is given for the registration fee of the 2nd or more children being enrolled.
5. **Discipline Policy** – signed copy indicating that policy has been received and read
6. **Parent Handbook** – signed back page indicating handbook has been received and read.

Tuition and Fees

Annual Tuition is **a contract for a full year of enrollment** at School. A non-refundable, non-transferable registration fee must be paid at the time your child is enrolled for School. Payments may be made for the full year, by semester, or on a monthly basis. Semester payments can be made at the beginning of school in August and again no later than the first school day in January. Monthly tuition is due by the 5th of each month. Checks should be made to FUMC Noah's Ark Learning Center or FUMC NALC and payment should be placed in the locked tuition box in the School/Camp hallway. If payments are not received by the 5th of the month, an email will be sent and a late fee of \$25 will be imposed. If no arrangements are made for the remittance of tuition, a letter stating your child's last day will be given.

If payments of full tuition amounts are not received by the 5th of the month, an email will be sent and a late fee of \$25 will be imposed. If no arrangements are made for the remittance of tuition, a letter stating your child's last day will be given. If financial hardships arise causing difficulty in making payments, please contact the Director. The NALC Board and Director would like to work with you thru this difficult time.

If the tuition amounts fail to be paid 30 days after the due date without discussion with the Director, NALC reserves the right to discontinue the enrollment until the tuition is paid in full.

If the Center is closed during any given month of the school year due to circumstances beyond our control, tuition will not be refunded for that month if students attended at least through the 10th of that month. There will be no expectation of further payment of tuition until we reopen. Any prepaid tuition or registration fees will be refunded upon request.

Tuition established by FUMC NALC may be adjusted due to changes that are beyond the control of the Board of Directors; such as state and federal changes to wages, taxes, etc. These changes will not be made without prior notification and not within an enrollment period.

All amounts owed must be paid in full before enrollment in Summer Camp and/or the next school year will be accepted.

Non-potty-trained fee

If a child is 3 years or older and not potty trained, there is a \$15 fee added to invoicing each month. At our preschool, a child is considered to not be potty trained when any of the following are true:

- a) He/she still wears a pullup or diaper all day (not just at nap)

- b) He/she has more than 1 time a day or a regular occurrence through the week that his/her underwear/clothes need to be changed due to soiling (unrelated to an illness at which time he/she will be sent home)
- c) He/she is not able to change soiled clothing and redress independently
- d) He/she is not able to verbalize the need to use the bathroom at any time of the day.

Once the above list is not happening at the preschool, the non-potty-trained fee will be removed from the invoice.

The staff are very willing to work with you and your child in this process.

Withdrawing from FUMC Noah's Ark Learning Center

By enrolling your child in Noah's Ark Learning Center, you are contractually obligated to pay for a full school year's tuition and fees because tuition and fees are the sole income for the program. This is identified by the school year or summer camp year on the front page of the enrollment form.

The withdrawal process is as follows:

- If a withdrawal request is received 30 days prior to the beginning of the school year or the beginning of the next tuition month or May 1st for summer camp, the withdrawal will be accepted with no tuition owed.
- If a withdrawal request is received less than 30 days prior to the beginning of the school year or the beginning of the next tuition, one month's tuition will be owed and need to be paid before withdrawal is accepted.
- Summer Camp only: After May 1st of camp year, any changes to weeks chosen to attend will not reduce tuition owed for enrolled weeks.

Appeals for release from this payment may be sent to FUMC NALC Board of Directors. The withdrawal request will be decided entirely at the discretion of the FUMC NALC Board of Directors. Voluntary or discretionary withdrawals will not be considered for release from the payment due.

Financial Assistance

Some Financial Assistance is available each year. Families must apply and provide a copy of their most recent 1040 tax form to be considered. Applications are available through the Noah's Ark Learning Center office. Awards are made by the NALC Director based on the financial assistance policy approved by the NALC Board of Directors. Applications need to be received by April 15 each year. Awards are for one FUMC Noah's Ark Learning Center fiscal year (which includes current Academic School year and Summer Camp). You must reapply each fiscal year.

If assistance is provided, tuition must be paid by the 5th of each month. Once payment is overdue, the family must reach out to the Director by the 10th of the month to discuss circumstances for the assistance to continue. If payment is overdue and the family does not reach out to the Director by the 10th of the month, an email and written letter will be sent requesting immediate payment and the child(ren) will no longer be eligible for assistance. Upon payment of the tuition and late payment, the child may return to NALC with the family responsible for 100% of the tuition.

If a child is absent more than 10 times in a semester, the family must reapply for financial assistance. Awards need to be used by families who have an actively attending student.

Snack

A morning snack must be packed each day. If you would like to provide a special snack for the entire class, please check with your child's teacher in advance for suitability, quantity and any allergies. If your child stays beyond 3pm, an afternoon snack will need to be provided as well. Please mark snacks as AM or PM. Children will only drink from their water bottles during snack. **WATER BOTTLES SHOULD ONLY CONTAIN WATER.** These will be refilled throughout the day as needed. Nothing will be allowed to be added to water bottles during the preschool day.

Lunch

All students will pack a lunch daily. Children will only drink from their water bottles during lunch. **WATER BOTTLES SHOULD ONLY CONTAIN WATER.** These will be refilled throughout the day as needed. Nothing will be allowed to be added to water bottles. Lunches should consist of a healthy variety of foods. **Lunches will not be stored in a refrigerator or heated.** Each lunchbox should have an icepack with it daily to keep the lunch cool. Please write/label your child's name clearly on the outside of his/her lunchbox.

Attendance

Traffic has one direction at all times of the day – entering from the side parking lot next to Rt. 250 and exiting onto Fishersville Rd behind the church. You will want to be careful and note this if you are coming to the church/school, regardless of your reason. Please communicate this with any and all people who may dropoff or pickup your child.

Half Day- FUMC Noah's Ark Learning Center's operating hours are 8:30 a.m. – 12:30 p.m. for half day students. Parents are responsible for ensuring adequate supervision/discipline of their children during times of drop-off and pick-up. The staff will not be responsible for children other than during program hours. Drop-off should be no later than 8:40am. *During this time, drop-off and pickup will be in the car line. For car line instructions, see below. The teachers will finish promptly at 12:30p.m. All children must be picked up no later than 12:40 p.m. An automatic late pickup fee of \$25.00 will be assessed for children picked up after 12:40pm. This fee will be strictly enforced.

***Car line:** Between 8:30am and 8:40am you will pull into the car line. This line begins from the Rt. 250 entrance side of the church and lines up along the sidewalk at the back of the building with the first car stopping beside the double glass doors at the Fellowship Hall. Stay next to your car until a staff member comes to get your child. The same will be true from 12:30pm-12:40pm. Remain at your car and a staff member will bring your child to you. You will need to buckle your child into his/her car seat.

School Day- FUMC Noah's Ark Learning Center's operating hours are 8:30 a.m.–3:00pm for school day students. If you have early drop-off added to your school day, you will need to ring the doorbell upon arrival. A staff member will then come to the door to get your child. Otherwise, you will follow the procedures for half day drop-off in the car line option. When picking up your child, please ring the doorbell and a staff member will bring your child to you. You may pick up your child any time before 3:00pm. Pick up is no later than 2:59p.m. An automatic late pickup fee of \$25.00 will be assessed for children picked up after 3:00pm. This fee will be strictly enforced.

Full Day- FUMC Noah's Ark Learning Center's school year operating hours are 7:00am to 6:00pm for full day students. NALC's Summer Camp hours are 7:00am to 5:30pm for full day students. When you are dropping

off a student, please ring the doorbell. A staff member will come to the door to get your child. When picking up your child, please ring the doorbell and a staff member will bring your child to you. The school closes promptly at 6:00pm (Camp at 5:30pm). Pick up should be no later than 5:59pm (5:29pm in summer). An automatic late pickup fee of \$25.00 will be assessed for children picked up after 6:00pm (5:29pm in summer). This fee will be strictly enforced.

If your child is arriving before 8:15am and you are walking him/her into the preschool, you will park in the side parking lot of the church. Do not park in handicapped marked spaces across from the preschool entrance unless the driver has a handicapped tag. If your child is arriving before 8:15am and you are not walking him/her into the preschool, you may park along the sidewalk next to the church building and ring the doorbell for a staff member to meet your child at the door. This is for the safety of our children walking in/out of the building.

All children must arrive before 8:40am.

If a child will be late due to an appointment, please make arrangements with your child's teacher and the director prior to that day. A child must arrive no later than 10:30am from an appointment. Remember, if your child is late, activities will have begun and may be completed.

Once a child is picked up from the preschool, he/she does not return until the next school day.

Absences: If your child is absent for one or more days, please call the office, send an email or send a message through brightwheel to inform the teacher.

Clothing: Please send your child in play clothes and **tennis shoes**. School is a time for outdoor play, exploration and movement. We want your child to be comfortable and able to participate. Clothing should be easy for the child to manipulate during toileting (i.e. no onesies, no dresses that cannot be held up, no overalls that child cannot unhook). Shoes should have a tread on the bottom for safely climbing on play equipment.

We play outside every day, weather permitting. On rainy days, or on cold/wintery days (freezing or below), we will play with inside toys in the Fellowship Hall. Please dress your child appropriately and have your children's clothes marked. Please send a complete change of weather-appropriate clothing for your child with each item labeled at the beginning of the school year/camp. As seasons change, we will send home the children's clothing bags (gallon sized bags are GREAT!) to have season/weather appropriate clothing returned.

Safety/Security

To have a safe and secure environment for our children to learn and play, we must observe the following policies:

- The exterior entrance doors to the School/Camp will always be locked. When the School/Camp is in session and when the School/Camp is not being used, the doors will remain locked. This is for the general safety of our students and staff. You may ring the doorbell when needing to drop off or pick up your child.
- Children **will not** be released to any person who is not on the approved list provided by the parents. Photo identification may be required. If you have special circumstances, for example, custody or guardianship, a copy of the court order must be placed in your child's personal file. If your child is going home with someone other than those listed, please give the information, in writing, to the teacher or call the teacher/director.

- If a parent or authorized person is picking up a child during morning school/camp hours, they must ring the doorbell and a staff member will bring the child to them.

Special Activities

Field Trips – Both off and on school/camp property field trips are planned throughout the school/camp sessions. When field trips are held off campus

Show-n-share – Teachers and Camp Counselors schedule days for Show-n-Share. You will be informed as to when this will occur by your child's teacher or counselor. Items that will provide a learning experience for all the children are encouraged. Guns of any sort and any gear for war play or items that could be considered dangerous need to be left at home.

Chapel – The children will have scheduled times for Chapel services. These will be conducted by the Director with special messages from the church's Pastor.

Birthdays – Sharing this special day with friends is always fun for the children. You may send a special snack that day for each child in the class, provided you have cleared this with the teacher ahead of time. Items must be store-bought and adhere to any food-related allergies for the children in the class. No balloons, flowers, or other decorative items should be sent. If you would like to send treat bags, there must be enough for all children in the class. These treat bags will be placed directly into backpacks, not shared or shown to the children until they are with parents. Please consider the donation of a book or resource to the School/Camp given in your child's name instead. Invitations for parties outside of the classroom will not be distributed through the school/camp or on the church grounds unless every child in the class is invited.

Other Food – NALC follows guidelines from the VA Health Department for a facility that does not have a food service permit. NALC is inspected yearly and the inspection report is part of the yearly renewal process for our Religiously Exempt Permit to operate. These guidelines have changed in the last two years regarding TCS (time/temperature control for safety) foods. These changes **DO NOT** affect the snacks and lunches provided by parents or caregivers that are sent for your child each day. These guidelines will affect food donated/supplied for class parties/events. Any item sent will need to be store bought and in the same condition in which it was purchased (example: grapes left in store packaging, not washed or removed from vine, individual bags of cookies and chips instead of large bags to be shared). Any items that would need refrigeration would need to be sent on the day of the event, not in advance. More specific information will be sent when the time arrives. Teachers will wash and slice any foods as needed on the day of the event. Teachers will follow the same guidelines for learning activities involving food.

Performances – There will be several times during the school year that the children will perform prepared songs and material with/for families (for example: Christmas, Spring and Graduation). The following are guidelines to ensure the most enjoyable experience for all:

- Prior to the performance encourage your child to remain on the stage for the complete performance even if they do not want to sing or do movements.
- Upon arrival, one family member should bring your child to the doors as instructed and staff will take the child to his/her classroom. All other family members should enter through the main entrances to the church.
- All family members should remain in his/her seat for the entire performance. The exception to this would be for taking pictures during the assigned time during the performance. The picture taking should be by adults only.

- Please do not talk during the performance or call out a child's name. This is disruptive for the children and attendees.
- Please do not approach the area in front of the children or send anyone (including siblings) to that area during the performance.
- If your child leaves the stage and comes to you, please keep them in the seat with you. Returning to the stage or walking around the room is disruptive to the performers and attendees.
- If your child leaves the stage and sits with his/her teacher, please allow them to stay there and remain with his/her class until after the performance.
- Food and drink are not allowed in the sanctuary. Light refreshments and drinks are provided downstairs in the Fellowship Hall after the performance.
- After the performance, one family member should pick up your child from his/her classroom.

Conferences – During the school year, the School will have days for brief parent/teacher conferences. Please, do not bring your child with you. Conferences are held to discuss your child's development and progress and to address any concerns.

Fundraisers – From time-to-time, we provide you with the opportunity to participate in fundraisers to help the School/Camp. Some of these fundraisers are to support a scholarship fund that will assist parents during hardships. Some of the fundraisers are to help defray expenses so tuition rates do not need to be raised. You are not obliged to participate but your help is always appreciated!

Volunteering – We encourage all parents to become involved in volunteering, to help plan, organize and implement fundraisers and special activities.

Illness Policy

For the health and safety of other students and teachers, please **DO NOT** bring your child to school/camp if he/she exhibits any of the following symptoms:

- Fever (a temperature of 100.4° or higher). Children may return to school 24 hours after being fever/symptom free without taking any fever-reducing medication.
 - *Note:* Even if the temperature is caused by a non-contagious illness, the child *cannot* attend school/camp as fever indicates that the body is under stress or is fighting an infection. In this condition, complications can easily arise; therefore, the school/camp cannot assume the responsibility of monitoring sick children.
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Cough
- Shortness of breath or difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Abdominal or ear pain
- Unexplained rash
- Pink eye, until 24 hours after treatment has been initiated
- Chickenpox, until all sores have dried and crusted
- Hand, foot, mouth – until no new spots/sores are seen, spots/sores are not open, blistered and/or oozing

- Scabies or head lice. In case of an infection of head lice, children need to be nit free before returning to school/camp and all parents will be informed that a case of head lice has been reported at school/camp.
- Severe coughing
- Signs of illness such as irritability, unusual tiredness, or neediness that compromises the teacher's ability to care for other children.

If a child has been contagious, he/she must be non-contagious and have a normal temperature for 24 hours before returning, without taking fever-reducing medication.

If your child becomes sick during the day, we will contact you immediately to come and pick him/her up. Your child will need to be picked up within 30 minutes of contact.

Simple external first aid will be administered when necessary.

Medication

All medication must be given directly to your child's teacher or the director with the required paperwork.

- OTC (over the counter) medicine that your child needs to be given during the preschool day must have a Medication Consent Form completed and given to the teacher or director with the medicine in its original packaging.
- If your child has emergency use medication (i.e. inhaler, epipen), a Medication Consent Form must be completed by a physician and given to the teacher or director with the medicine in its original packaging.
- If your child has an OTC cream to be administered (i.e. diaper cream, eczema cream), a Medication Authorization Form must be completed by the parent or caregiver and given to the teacher or director with the cream in its original packaging.
- No medicines should be in backpacks, water bottles, lunch boxes, etc that are accessible to other children, families or staff.
- Teachers place all medication and paperwork in first aid bags that travel with them throughout the day. Teachers who are M.A.T. (medication administration training) certified will administer medications as needed/prescribed.
- Please request any form needed from the director or your child's teacher.

Closings

Inclement weather

NALC follows the Augusta County School's inclement weather policy for closings and delays.

An email and brightwheel message will be sent and the private parent Facebook page will be updated if there is a delay or closing.

The following are the policies of FUMC Noah's Ark Learning Center for delays:

One hour delay: If Augusta County Schools are operating on a **one-hour-delay**, FUMC NALC will also operate on a **one-hour-delay**. Our Full Day program will open at 8:00am (normally 7:00am) and Half day and School day car line will be at 9:30am (normally at 8:30am). Pickup times will be the same.

Two hour delay: If Augusta County schools are operating on a **two-hour-delay**, FUMC NALC will open our Full Day program at 9:00am (normally 7:00am). The Half Day and School Day Program will open at **10:30am** with the drop off car line being from 10:30-10:40am (normally 8:30am). NOTE: The half day program will end at 12:30pm (normal time) with the pick-up line being from 12:30-12:40pm.

All children should still bring a morning snack and lunch. Our afternoon pick up times will remain the same; before 3:00pm for School day and before 6:00pm for Full day.

CLOSED: If Augusta County schools are CLOSED, FUMC NALC will be CLOSED.

Power or water outages

If the power turns off or water is not useable in the building for more than 30 minutes during preschool hours, the preschool must close and children must be picked up. Families will be contacted about this emergency situation. Children will need to be picked up within 30 minutes of calls made and/or messages sent.

Emergency Response Plan

For the safety of our children, we have put the following emergency procedures in place:

- Evacuation of building due to fire
- Evacuation of building for bomb threat
- Severe Storm/Civil Defense Drill
- Stranger on campus threat
- Shelter in place emergency

The children will be practicing these drills at announced and unannounced times. Their participation will give them valuable information about what to do in the event of an emergency and their fears will be reduced because of this knowledge.



Parent Handbook Agreement

I acknowledge that I have received a copy of the Parent Handbook. I understand that I am expected to adhere to the policies set forth in this Handbook.

Child's Name Printed

Parent/Guardian Signature

Parent/Guardian Name (Printed)

Date