



**Flora United Methodist Church  
Flora FUMC Preschool Handbook  
2022-2023**

***Love your neighbor as much as you love yourself.  
Matthew 22:39***

**Mrs. Stacy Foreman, Director  
Flora United Methodist Church  
103 East Main Street  
Flora, In 46929  
(574) 967-3989**



## Welcome

Welcome to Flora UMC Preschool! We are pleased that you have placed your trust in us when it comes to your child's early education. Our primary goal is to promote the development of social, physical, language, cognitive and listening skills, together with emotional and character development in a Christian environment.

Flora UMC Preschool is the premier preschool in North Central Indiana. We are located in the Flora United Methodist Church facilities in Flora, Indiana. Since 2000, we have offered a nursery class and a pre-k class for children starting at the age of 3. Each child receives individual attention throughout the day to help work with their unique needs. Our curriculum is designed to be engaging and provides hands on project based learning and STEM projects.

We created this handbook to inform you about our high-quality programs, general policies, and procedures to make your experience with Flora UMC Preschool fun and informative as a parent. **The 2022-2023 handbook has changed!** Please make sure to read over the handbook, even if you attended last year. While most things have remained consistent with the previous years, you will see some subtle and not so subtle changes to the preschool. Flora UMC Preschool staff and management are committed to meeting the needs of each child and family.

After review of this handbook, we encourage you to ask questions and please feel free to refer to this handbook as often as needed. Families are always welcome at Flora UMC Preschool and your interaction with us is designed to help you understand why we use certain techniques to create successful students. Please feel free to stop by the church and observe, just give us a call and we will make sure we accommodate your and organize a great visit. We look forward to serving your family and promise to provide a warm and loving environment for your child while promoting individual development to the fullest.

We encourage you to attend worship at our church, along with your child. While that is NEVER a requirement for a student or parent, we would love to see you at our services each Sunday at 9:00 am. We also offer Bible studies, small groups and an excellent youth group. We strive to provide programs that can expand your journey with Jesus Christ and become an extended part of your family. As a member you can join any of our classes, studies or worship teams. We hope to see you at church!! Blessings!!



## **Philosophy**

Flora UMC Preschool was founded on the philosophy that each child should be prepared for all social and mental journeys through all levels of education. Our care is based on a nurturing attitude that is expressed through:

- Identification of each child's abilities and showing respect.
- Fostering intellectual, social, physical, and emotional development.
- Developing positive attitudes through positive experiences.

To support philosophy, we:

- Employ and train skilled professional staff with special qualities need to work with young children.
- Develop program goals for each age group and provide children with support to reach these goals.
- Maintain bright, inviting cheerful facilities with ample space for small, well-supervised groups.
- Create programs centered for children 3, 4, and 5 years old not enrolled in kindergarten.
- Engage with Bible stories and activities in a Christian environment.
- Require learning the Pledge of Allegiance, Pledge to the Christian Flag and to the Bible along with prayer at snack and lunch time.
- Development of large and small motor skills, colors, shapes, letters, phonics, writing first and last name and other pre-k requirements.
- Promote development of social, language, cognitive and listening skills.

Flora UMC Preschool's curriculum is drawn from the latest educational concepts and teaching techniques. We are proud to announce that we are following the State of Indiana Kindergarten Curriculum guidelines. We also work with local elementary schools in order to align requirements for a successful kindergarten transition.



## **Supplies**

For convenience of students and parents, supplies will be purchased with the enrollment fee. Each child will have paper, a folder, crayons, tissues, glue, markers, paints and a basket for storage. We will make sure your child has what he/she needs to be successful. Donations of supplies are always welcomed, and greatly appreciated. We are a 501C3 supported organization and your gifts or contributions may be tax deductible. Consult your tax advisor about any gifts to understand the potential deductibility. It does vary based upon your tax status and filing method.

## **Teaching Staff**

We take great pride in our professional staff, their qualifications, their credentials, and their ability to work to maintain a safe, nurturing and productive environment for your child.

Flora UMC Preschool proudly employs a certified-teacher as its Executive Director. The Executive Director's degrees are in education and other child-related areas of learning. In addition, the Executive Director attends continuing education sessions to stay up to date on the newest approaches to education.

**Miss Stacy:** Stacy Foreman of Camden, Indiana is the mother of three children. Ella is 19 , Avery is 17 and will be a junior this fall, and Eva is 13, she will be in the 7th grade this fall. They all attend/attended Carroll Consolidated School Corporation. Stacy enjoys reading and spending time with her family and friends. She also enjoys traveling, watching her children play sports and 4-H. She has worked for the preschool for six years.



**Miss Beth:** Bethany Ayres is the daughter of John and Judy Ayres of Flora, Indiana. Beth enjoys music, reading magazines, animals and having fun with her family. When not at the preschool, you can probably find Beth babysitting her nieces and nephews. Beth is a very dedicated employee of the preschool and walks children to and from the preschool to their homes or daycare daily. Beth has been with the preschool for 20 years and she would rather be at preschool than take a vacation with her family to the beach!

**Miss Jennifer:** Jennifer Green of Flora, Indiana is a mother of one child, Ava. Jennifer loves crafting and spending time with her family. She has been a sub for our preschool for 3 years now.

**Miss Mary:** Mary Hughes of Flora, Indiana is a mother of 12 children. Mary has 4 biological children, 2 step-children, and adopted six siblings. Two of her children attend Carroll Consolidated School Corporation. Mary enjoys riding her motorcycle and traveling. She is looking forward to becoming a snow bird in Florida.

### **UMC Preschool Policy Statement**

Please take a moment to familiarize yourself with the Flora UMC Preschool Statement. Regulations have been adopted to meet specific requirements to maintain state licensing requirements as adopted by the State of Indiana and the United Methodist Church where required.

#### 1. **Hours of operation**

<b><u>Nursery Class</u></b>	8:30 a.m.-11:30 a.m.	Wednesday-Friday
<b><u>All Day Pre-K Class</u></b>	8:30 a.m.-2:30 p.m.	Monday-Friday
<b><u>1/2 Day Pre-K Class</u></b>	8:30 a.m.-11:30 a.m.	Monday-Friday

2. All students must be up to date on immunizations and bring proof at the start of the school year.

3. In the event of severe weather, please listen to a local radio or television station prior to bringing your child to the school. All closings and delays are based on the Carroll Consolidated School Corporation. You may call the church at (574) 967-3989. We are on a **1 hour delay** ( doors open at 9:15) if Carroll Consolidated School Corporation is on a 2 hour delay. When Carroll Consolidated School Corporation has a 3 hour delay; we will be on a **2 hour delay** (doors open at 10:15) and we will release at 3:30 p.m.



4. A child must be fever free and vomit/diarrhea free for 24 hours before returning to school. If a child becomes ill at school during the day, we will notify the parent to have the child picked up as soon as possible. Only persons listed on the emergency contact list will be permitted to pick up the child from school. If a child doesn't attend due to illness all paperwork will be sent home with the child when they return to school.
5. If a child is in need of any medication during the day, the child's parent must sign a Medication Permission Form. Forms are available upon request.
6. All payments should be made out to Flora United Methodist Church Preschool. Payments for programs are due on the first day of the month and no later than the 15th of each month. **\$25 late fee will be added to all monthly payments received after the 15th of each month.**
7. Non-Refundable Registration Fees:

Nursery Class:	\$40.00
Pre-K Class:	\$45.00

This fee includes all yearly supplies and a yearly subscription of Weekly Reader for the Pre-K Class.

8. Licensing and scheduling restrictions prevent credit for holidays, sick days, and breaks. We will follow the Carroll Consolidated School Corporation calendar. **Full monthly tuition is due for each month regardless of days missed.**
9. Occasionally special snacks or cooking activities will be provided. Please make sure that you have listed any allergies or medications on the enrollment form and that you keep us updated with any changes throughout the year. Birthdays are special times that treats may be sent with your child to share with classmates. Small toys or goodie bags may be sent also, but please individually wrap these items for each student, do not drop off "bulk" items for disbursement.
10. Parents are welcome to come in for a short visit at any time during operating hours with advanced notice. This is done so that we can limit interruptions during class. We want the students to get the most out of each day and that includes the ability to be free from distractions. But of course, we want you to visit!
11. Children's articles/food should be labeled. We are not responsible for lost or broken items. Please make sure the child's name is easily read on the outside of any bag.
12. At no time will any child be subjected to physical or demeaning verbal punishment. Discipline will be in the form of discussing the problem with the child. If necessary, the child may be disciplined by temporary separation from other children and activities. However, the child will never be taken away from the care of a teacher or aide.



13. Please call the church office, (574) 967-3989, or your child's teacher directly if you know you will be late to pick up your child at the end of the day. If the teacher has not been able to contact anyone to come and pick up the child after school hours, the child will then be considered an abandoned child and the police will be notified. After parents have been contacted, a staff member will stay with the child until a parent or person(s) listed on the emergency contact list arrives.
14. There will be a password to get into the church. You will be given it at the beginning of the school year. You will need to know this password to gain access to the church. It will change yearly.
15. We ask parents to give at least two weeks notice of their plans to withdraw their child/children. **No refunds will be given for any unused portion of monthly tuition.**
16. If your child will not be attending school because of an illness or vacation please give us a call. We look forward to seeing your child every day and would appreciate notice if they will not be here. You may contact the church office at (574) 967-3989 or your child's teacher directly.
17. Fun and educational field trips are planned periodically throughout the year. Children in attendance are expected to participate. Due to staffing considerations, we cannot provide care for the children who do not come on the trip. If a parent participates (drives) on field trips, we will need proof of license and insurance for your vehicle. The parent(s) will be required to complete a background check prior to participating in any field trips. At no time are non-attending children allowed on field trips.
18. Students must be potty-trained by the start of school year. We ask that students do not wear pull-ups. Underpants are much easier for students to manage themselves. We understand that sometimes little ones have bathroom accidents. Please supply an extra set of clothes marked with your child's name that can be left at school.
19. Appropriate clothing is always required. Please make sure that you dress your child appropriately for weather conditions. Sometimes we have both inside and outside activities during the day. Please make sure that the clothing contains appropriate wording, logos, or symbols. We do not allow any offensive text or graphics on clothing. Please do NOT send your child in flip flops. Sandals with a strap on the back of the heel are allowed.



20. Please notify us as soon as possible of any changes to your phone, address, or email.
21. Students are to bring their lunch to school in a **MARKED** lunch box or sack. **Please provide a drink (NO SODA/POP) every day for lunch. Your child will not need ice packs. Do not send glass containers in lunches.**
22. Any parent who wants to chaperone, drive students, or otherwise participate in school activities in which they have direct student contact **MUST** complete a background check (which includes sex offender registry and CPS check) at the beginning of each school year. This is in addition to any other requirements (ie: proof of insurance, etc)

### **Tuition Schedule**

Registration Fee:	<b>Nursery: \$40.00 per child</b>	<b>Pre-K: \$45.00 per child</b>
Monthly Fee:	<b>Nursery Class (3 years old)</b>	<b>\$85.00 per month/child</b>
	<b>Pre-K (all day 4 &amp; 5 years old)</b>	<b>\$235.00 per month/child</b>
	<b>Pre-K (1/2 day 4 &amp; 5 years old)</b>	<b>\$120.00 per month/child</b>

**A \$25 late fee will be applied for any tuition received after the 15th of any month. Any unpaid fees at the end of the year will be assessed a finance charge of 1.5% per month. Any fees not paid in full by the beginning of the next school year will be forwarded to a collection agency.**

### **Class Information**

An orientation session will be held before the beginning of school for the nursery classes and new preschool students. We will follow the Carroll Consolidated School Corporation calendar.

<b>Nursery Class:</b>	<b>Wednesday-Friday</b>	<b>8:30 a.m.-11:30 a.m.</b>
<b>Pre-K (all day)</b>	<b>Monday-Friday</b>	<b>8:30 a.m.-2:30 p.m.</b>
<b>Pre-K (1/2 day)</b>	<b>Monday-Friday</b>	<b>8:30 a.m.-11:30 a.m.</b>

### **Maximum Enrollment**

We like to keep classroom size at 12 students to every teacher. There may be times when this ratio changes. If your child's student to teacher ratio is going to change for an extended period of time then you will be notified.





### **Communication**

Each child is provided with a folder for take-home work and information forms along with reminders and notes for parents. Please check for child's folder daily. This is the way we communicate with you throughout the school year. You may also receive emails or text messages about upcoming events or special circumstances. Please make sure we have accurate contact information at all times during the school year.

### **Attendance**

Call the church office at (574) 967-3989 or your child's teacher directly to inform us if your child will not be at school. Attendance is taken daily at the beginning of class. If your student is gone more than two consecutive days, a written doctor's note will be required to return to school.

### **Special Note**

We do not allow siblings of students who are NOT enrolled in classes to attend field trips or other off site events. Our insurance is very specific about who is and is NOT covered; should anything unexpected occur during an event or trip. **PLEASE DO NOT ASK FOR EXCEPTIONS.** Thank you for your understanding.