

KUM PRESCHOOL HANDBOOK



**KIRKWOOD UNITED METHODIST PRESCHOOL
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This is the Preschool Handbook. Read it through carefully and refer to its pages whenever you want answers to questions that others have asked before you. It will explain our history and philosophy, practices and policies, and should help you become acquainted with our school. As always, please feel free to come to the office or your child's teacher with any questions or concerns.

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MISSION STATEMENT

KUM Preschool is a Christian preschool dedicated to providing a safe, nurturing environment where all children, families and staff can learn and grow. (April, 2000)

OUR HISTORY

KUM Preschool celebrates over 50 years of learning and growing. Our school opened in April, 1962, on a trial basis with 30 children enrolled and a staff of two teachers. The trial was a success and in the fall of 1962, KUM opened with an enrollment of 45 children and a staff of three teachers. KUM continues to offer a variety of classes with an enrollment of over 150 children. There are 20 staff members including specialists who teach movement, music, Spanish and atelier.

OUR PHILOSOPHY

KUM believes in providing a strong foundation in social and emotional development through play-based learning. Developmentally appropriate curriculum is designed and facilitated by a dedicated staff of early childhood professionals so that children may achieve personal, social, and academic success while developing a love of learning in the process.

OUR OBJECTIVES

KUM Preschool strives to help each child:

- * Develop a sense of self
- * Realize his/her strengths
- * Be curious about the world
- * Be respectful and relate to others
- * Be problem-solvers
- * Become lifelong learners

OUR CURRICULUM

Developmentally appropriate curriculum is designed and facilitated by a dedicated, professional staff so that children may achieve personal, social, and academic success while developing a love of learning.

Each day includes class meetings, math and literacy development, and center time. Center time is designed to include a large block of time for child-directed play among the various centers in the room. During this time, teachers prepare the classroom with engaging materials and learning opportunities so that children may explore and act on their environment, observe and ask questions, and interact with others.

Activities are also provided to practice emerging, age-appropriate skills during teacher directed, small group activities. Further options are also offered throughout the week to enrich the child's school experience, such as music, movement, art in the Atelier, Spanish, and outdoor exploration.

KUM PRESCHOOL BOARD OF DIRECTORS

KUM operates under the advice and counsel of our Preschool Advisory Board. Our Board changes bi-annually. A list of the current members and their contact information can be obtained from the preschool office.

GENERAL INFORMATION ABOUT KUM PRESCHOOL

ADMISSION

- 1.) KUM Preschool welcomes families of any race, color, nationality and ethnic origin and ensures all rights, privileges, programs, and activities are made available to all students at the school.
- 2.) KUM does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational, admissions, or scholarship policies.
- 3.) Admission of a child to the KUM program is by application of the child's parents or legal guardian.
- 4.) Children who are three years of age before March 1st will be eligible for admission to the program.
- 5.) KUM admits children with disabilities and various special needs and accommodations. The application process involves, among other things, a health record and parent questionnaire, and an interview with the child and parents. Should special conditions or concerns develop as a result of this process, it may become necessary for special agreements to be reached between KUM and the parents or legal guardian before admission. Students can be maintained in the program, provided there is the proper level of support to maintain a successful preschool experience. KUM reserves the right to deny admission when it feels that either the program offered or the child's best interests cannot be served emotionally, medically, or socially.

WITHDRAWAL FROM THE PROGRAM

Parents must give two weeks' notice if withdrawing from the program. If immediate withdrawal is necessary, the family must pay the amount owed for those two weeks.

REGISTRATION/SUPPLY FEES

- 1.) Registration and supply fees are due upon registration. This fee is a one-time, **non-refundable** fee. The cost for registration is \$65 for one child, and \$25 for

each additional child. The supply fee is added to the registration fee and are listed below:

- 1 day program- \$10
- 2 day program- \$20
- 3 day program- \$30
- 4 day program- \$40
- 5 day program- \$50
- Extended Day- \$60
- Lunch Bunch- \$10 per day of attendance

2.) A \$25 fee will be charged for class changes requested after August 31 due to additional administrative and supply costs incurred.

CLASSES

1.) A list of available classes can be found on our website and on our tuition sheet. Birthdates are included for each class to ensure that your child enrolls in the correct class.

2.) A \$25 fee will be charged for class changes requested after August 31 due to additional administrative and supply costs incurred.

OTHER CLASS OPPORTUNITIES

1.) Lunch Bunch- Lunch Bunch classes are offered on select afternoons from 11:30-1:30. Classroom teachers escort the children to their Lunch Bunch class at 11:30. Children must bring a lunch from home. The children enjoy extra center time and outdoor play. Pick up is at 1:30.

2.) Thursday Clubs- These clubs happen on select Thursdays from 11:30-1:30. Classroom teachers escort the children to the club after their morning class. Clubs include Garden Club, Yoga Club, and Tinker Time. You may sign up for one or all clubs during the month. Each club costs \$12. Registration Forms can be obtained in the office. (*Clubs are on hold for the 21-22 school year.*)

3.) Spanish- Spanish happens on Mondays. Pre-K students may sign up to take Spanish. The 4-day, 5-day, and extended day classes have Spanish during their regular class time. The 3-day class has Spanish after class from 11:30-12:00. The classroom teacher escorts the children to Spanish, and the parent may pick up from the Spanish room at 12:00.

4.) Early Drop Off- Children may arrange to be dropped off early from 8-9am M-F for an additional fee of \$7 per hour.

TUITION

1.) Tuition is divided into 9 payments, with the first payment due in September. The remainder of payments are due the first of each month, beginning October 1st. Checks or cash are accepted. Checks should be made payable to KUM Preschool. Billing and payments may be accessed at MyProcure.com.

2.) Current tuition rates can be found on our website, www.kumpreschool.org, or a hard copy can be obtained from the preschool office.

3.) There will be a late fee of \$10 for any tuition payment after the 10th of each month.

- 4.) **A \$10 charge will be added to your payment for all returned checks.**
- 5.) If a family is unable to make payments after two months, the family must meet with the Director of the Preschool to determine a payment plan.
- 6.) If the family refuses to pay tuition owed to the school after arrangements have been made, legal actions will be made to collect the tuition.

SCHOLARSHIP

- 1.) A scholarship fund for children who would benefit from a preschool program but are unable to attend because of financial concerns is available. Funds are designated within the school budget for this purpose. Donations may be made to support this fund by adding \$1 to your child's tuition check per month.
- 2.) A scholarship application may be obtained from the Director. The Preschool Board meets to approve all scholarship applications.

FORMS

- 1.) A number of forms will be passed out on Visit Day. These forms must be filled out and returned to the classroom teacher by the first week of school.
- 2.) **A health form completed by your child's physician must be submitted upon entering KUM Preschool.** Please submit any updated immunizations to the office as they occur.
- 3.) Immunization Exemption- Families who choose to abstain from certain immunizations for their child must have an immunization exemption form filled out and signed by their physician and on file in our preschool office.
- 4.) Parents may request notice at any time whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

COMMUNICATION

- 1.) School news is shared in a variety of ways. Teachers send out weekly or monthly newsletters to inform you of day to day classroom news. The Director also sends out a monthly newsletter, the KUM Notes and News. Emails are sent from the preschool office to share important news. KUM also has a Facebook page. PLEASE LIKE US ON FACEBOOK. Information is also sent through the ProCare Connect App.
- 2.) Teachers communicate student goals and progress once a year. There is a formal conference in January to discuss progress throughout the year. Parents may ask for a conference with a teacher or director at any time to discuss goals, expectations and progress of the child and school.

CODES OF CONDUCT

Confidentiality Policy: The preschool staff adheres to the guidelines of the NAEYC Code of Ethical Conduct (1998). Ethical responsibilities to families:

- 1.) Ideals 1-2.1: *To develop relationships of mutual trust with the families we serve.*

2.) Principles P-2.9: *We shall maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life.*

3.) Expectations to uphold these guidelines apply to our families as well. Sharing information that would breach this Code of Ethical Conduct could compromise the goals and mission of our preschool. Questions and concerns may be addressed privately with the classroom and the Director at any time.

Social Media Policy: KUM Preschool currently uses our school website and Facebook page account to inform our families and the community about our school. We reserve the right to adopt other forms of social media in the future if we determine such methods enhance our ability to communicate with our families and our community and benefit our school.

1.) All methods of social media, either sanctioned by KUM Preschool, or ones of personal use, shall not be used inappropriately. KUM Preschool defines inappropriate electronic conduct as anything of a sexual nature, statements that threaten, libel, slander, malign, disparage, harass or embarrass members of the KUM Preschool community, families, students, and/or staff.

2.) No person shall use words, actions, or depictions which violate the privacy, safety, or good name of the community, families, students and/or staff associated with the school. In addition, inappropriate electronic conduct includes words and/or statements that can harm the school either internally or how the school is viewed by outside sources.

3.) KUM Preschool reserves the right to remove comments or content from social media site(s) that compromise the dignity of the school community, families, students and/or staff.

INSURANCE/LIABILITY

1.) All children and staff are covered by insurance. Insurance covers any accident during the hours of school as well as when the child is away from school on a supervised field trip.

2.) When a parent agrees to drive on a field trip, primary liability, in case of an accident where he/she is at fault, lies with the driver. For any coverage above the liability limits, the preschool may have secondary liability. Parents who volunteer to drive must be operating a state inspected vehicle, have a valid license, and have insurance coverage as required by state law.

ATTENDANCE

1.) School begins promptly at 9:00 am. Please arrive on time. Please drop your child off at the designated exterior door for your class.

2.) No child should attend school if he/she displays any of the following symptoms (Please refer to the Symptom Decision Tree at the end of this document as well.)

- * Fever
- * Signs of possibly severe illness (e.g.: purulent nasal discharge, uncontrolled coughing, persistent crying, extreme irritability, lethargy)
- * Diarrhea
- * Vomiting
- * Mouth sores with drooling
- * Rash with a fever or behavior change
- * Extreme tiredness

3.) Please notify the school if a child is out for illness or other reasons.

DISMISSAL

- 1.) School ends at 11:30 for the morning sessions, 1:30 for Lunch Bunch, and Extended Day, and 3:00 for Extended Day. Please pick your child up from the classroom, unless otherwise directed by the classroom teacher.
- 2.) A form for names of authorized persons to pick up children must be signed at the beginning of the school year. If there is a change in the person who will pick up the child, the teachers must be notified.
- 3.) Parents may arrange their own carpools for pick up.
- 4.) Teachers may ask adult picking up to show identification to ensure that the child is being released to a person on the list.
- 5.) **No child will be released to someone not listed on the form without notification.**
- 6.) Please be prompt when picking up. We understand there are times that a parent may be running late. (I.e, traffic, dr. appt, train.) If you are running late, please call the office. **Habitual tardiness is not tolerated.** If this occurs, the parents will be given a warning, then charged a late fee. Parents will be given a five minute grace period for tardiness. After that time, the parents will be charged \$1 per minute they are late.

SCHOOL CLOSINGS

The school will be closed in case of snow or ice when Kirkwood School District cancels classes, or if the Director deems the roads or parking lot conditions are unsafe. School closings will be announced on KMOX AM1120, and also on KTVI, KMOV, and KSDK. It will also be posted on our Facebook page, our voice messaging system, and an email blast will be sent out. Snow days will not be made up unless there are an excessive number of days missed.

PARENT CO-OP EXPECTATIONS (*This program is on hold for the 2021-2022 school year due to Covid-19 restrictions*)

- 1.) Parents who have chosen to be involved in our co-op program agree to assist the teacher according to the parent-helping schedule. This schedule is given at the beginning of each semester. It is imperative that parents consider their parent helper days as a firm commitment.
- 2.) If a parent is unable participate due to various reasons, arrangements need to be made with another parent to trade working days. If no one can switch parent

helping days, a Paid Parent Helper can be arranged with the office. A cost of \$25 will be paid by the parent to the Paid Parent Helper for their assistance.

3.) Parent helpers should dress appropriately for class participation. Wear comfortable clothing and shoes that can be exposed to paint, sand, water, etc.

4.) Parents provide the daily snack. Your teacher will inform you of the snack procedure for their room. Due to Missouri Department of Health Regulations, snacks must be commercially pre-packaged or uncut fruit. The preschool encourages healthy snacks. Please refer to the list of Healthy Snack Choices. Please check with your teacher for any food allergies in the classroom.

5.) Please refer to the teacher's expectations for Parent Helpers. The purpose of the co-op is to assist all children, the teacher(s), and to have fun.

6.) A parent helper should not help with child toileting/bathroom use.

7.) Please refrain from drinking and eating other than snack at snack time.

8.) Please limit cell phone use.

FIELD TRIPS

1.) Walking Field Trips- Notice of the field trip will be sent home by the teacher. Parents must sign a Walking Field Trip Form. Parent volunteers will be needed to accompany children on the field trip.

2.) Driving Field Trips- For most field trips outside of Kirkwood, parents are asked to take their own children to and from the field trip. Parent may arrange to carpool with another family. In this case, parents are expected to adhere to MO Child Car Seat/ Seat Belt law. The law states that children ages 4-7 who weigh more than 40 pounds, but less than 80 pounds or are not at least 4'9" tall must ride in an appropriate child car seat or booster seat.

BIRTHDAYS/CELEBRATIONS

1.) KUM celebrates birthdays at school. Please check with your classroom teacher to learn how birthdays are celebrated in your child's class. Birthday treats can be home baked.

2.) KUM also celebrates holidays. Please check the KUM Calendar for Halloween parade times, winter parties and Valentine's exchanges. Opportunities to sign up as a party volunteer will be posted at Visit Day. Please check with your teacher regarding how holidays are celebrated.

PARENT VOLUNTEER OPPORTUNITIES

KUM is great because of YOU! Please consider volunteering your time in these ways. Sign ups are posted outside of the preschool office and during Visit Day.

- * Scholastic Book Fair
- * KUM Carnival
- * Teacher Appreciation
- * Recycled Treasures for the Atelier
- * Gardening

DONATIONS

KUM is also great because of your generosity. If you would like to donate, we have a yearly Re-Fundraiser Program which allows families to make a one-time, tax-deductible contribution. These funds are designated to support the school with purchases for the classroom, garden, and playground.

BEHAVIOR EXPECTATIONS

Preschool is a place which allows children to practice using age-appropriate behaviors in a safe, nurturing environment. Children are learning how to make good choices and interact positively within the environment and social contexts. To ensure success for each child, the school sets reasonable and predictable limits so children can behave freely and responsibly within secure boundaries. These limits are to ensure that all children feel safe, respected and loved.

1.) KUM Preschool has a KINDNESS CODE:

- * Take care of yourself.
- * Take care of your friends.
- * Take care of your school.
- * Take care of our world.

2.) The methods in which these expectations are taught include:

- * Direct teaching and experiences
- * Modeling of appropriate behavior by all adults- teacher, staff, and parents.
- * Positive reinforcement techniques to support appropriate choices made.
- * Redirecting children so that children can make a new, more acceptable choice.
- * Teachable moments- problem-solving techniques will be taught, along with conflict-resolution as they occur naturally.

3.) A teacher can express disapproval or disappointment in a child's actions but will not be directly rude or demeaning towards a child.

4.) Simple, logical consequences will follow children's behavior so that children can begin to learn the consequences of their actions.

5.) A self-calming time may be necessary if a child is extremely agitated or upset. A teacher, parent helper, administrative assistant, or director may sit with a child during this self-calming time. When the child is ready to resume play or group activity, the adult will assist the child back to the class.

6.) No child may hurt another child. Teachers will intervene and remove the child(ren) from the situation. Parents will be notified of the following types of incidences: Hitting, kicking, biting, scratching.

7.) No teacher may use excessive physical force or punishment towards any child.

8.) If a child exhibits challenging behaviors, meaning "a behavior which interferes with the child's learning and development, or the learning and development of other," (Kaiser & Sklar-Rasminsky, 2015), parents and teachers will work closely to develop a behavior modification plan so that the child may become a productive member of the classroom community. If a child does not show growth

under these plans, KUM may seek the advice of outside support staff, or may suggest an alternate school placement.

TOILETING EXPECTATIONS

KUM Preschool does not expect children to be potty trained in the Young 3's class, but children should be potty trained by the time a student enrolls in the Regular 3's, Young 4's and PreK classes. Potty training consists of knowing when and how to use the restroom and to be independent in this area. The Regular 3's/Young 4's children will still be learning how to be independent in this area. Of course there are accidents, and we will always help in changing soiled clothes, and work with children to become independent. We do not exclude children from our program for having accidents, as many schools do. Teachers will teach children to wipe themselves and encourage independence in self-help skills such as putting on/taking off clothes, buttoning, zipping, and snapping. We offer flushable wipes to make it easier, and plastic bags at the ready for soiled clothes. We typically do not wipe children's bottoms in the PreK classes, unless they have a developmental delay, or parents specifically ask for assistance, which in that case the Director would help. We respect the children's right of privacy for their body as they become older.

SUGGESTED SNACK LIST FOR KUM PRESCHOOL

FRESH FRUIT

Apples	Plums	Bananas	Blueberries
Grapes	Strawberries	Peaches	Melons
Oranges	Kiwi	Kiwi	Pears

FRESH VEGGIES

Carrots	Celery	Snap Peas	Peppers
Cucumber	Tomatoes	Broccoli	Cauliflower

PACKAGED FRUIT

Applesauce
Fruit cups: mandarin oranges, pears, fruit cocktail, pineapple
Dried fruit: raisins, raisins, apples, apricots, etc.

DAIRY SNACKS

Pudding cups	Yogurt	Cheese (String, cubes, slices)	
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CRACKERS

Triscuits	Wheat Thins	Wheatables	Toasted Wheat
Goldfish	Cheez Its	Pretzels	Graham Crackers

CHIPS

Tortilla chips	Veggie Sticks	Pirate Booty	Popcorn
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GRANOLA BARS (low fat, low sugar options)

FROZEN SNACKS (100% fruit juice popsicles)

DIPS & SPREADS

Cream cheese	Ranch Dip	Hummus	Salsa
Peanut butter	Jelly		

BEVERAGES

Milk	Fruit juices	Water is provided
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PLEASE CHECK WITH YOUR CHILD'S TEACHER TO MAKE SURE THERE AREN'T ANY FOOD ALLERGIES THAT ARE A CONCERN IN THE CLASS. A NUT-FREE SNACK LIST CAN ALSO BE PROVIDED.