

PROGRAM PREFERENCE FORM

2024-2025

****Registration Fees do not apply.**
Please make checks payable to *Peace UM Preschool*.

PEACE UNITED METHODIST PRESCHOOL
ENROLLMENT FORM
2024-2025 School Year

Child's
Name _____ / _____
last first middle nickname

Address _____
street city zip code

Home Telephone _____ Date of Birth _____

e-mail address _____

Child currently resides with: ☐ both parents ☐ mother only ☐ father only
☐ other (please explain) _____

Mother's Name _____ Cell Phone _____

Address _____ Home Phone _____
(if different from child's address)

Employer _____ Work Phone _____

Employment Address _____

Father's Name _____ Cell Phone _____

Address _____ Home Phone _____
(if different from child's address)

Employer _____ Work Phone _____

Employment Address _____

Siblings's Names and Ages _____

Special instructions concerning eating habits, bathroom routines, or other needs:

How did you hear about Peace United Methodist Preschool?

Parent's
Signature _____ Date _____

DISCHARGE INFORMATION

Any changes to this list must be received in writing.

Persons permitted to remove the child: Mother: ___yes ___no Father: ___yes ___no

Other persons authorized to remove the child from the Preschool:

Please be aware they will need to present a picture ID or the child will not be released to them for safety reasons.

1. Name _____ Relationship _____
Address _____ Phone _____
2. Name _____ Relationship _____
Address _____ Phone _____
3. Name _____ Relationship _____
Address _____ Phone _____
4. Name _____ Relationship _____
Address _____ Phone _____

If necessary, please add additional names to the back of this form.

STUDENT MEDICAL INFORMATION

Child's Physician _____ Phone _____

Address _____
Street City State Zip

Known Allergies: _____

Medical conditions, medication and/or history which you feel medical personnel need to be aware of (i.e. previous surgeries, chronic conditions, etc.):

Child's Dentist _____ Phone _____

Address _____
Street City State Zip

**PEACE UNITED METHODIST PRESCHOOL
EMERGENCY MEDICAL FORM**

Child's Name _____ Date of Birth _____
Mother's Name _____ Daytime Phone _____
Father's Name _____ Daytime Phone _____

I hereby grant permission for Peace United Methodist Preschool's staff to take whatever steps will include, but are not limited to, the following:

1. Attempt to contact a parent or guardian;
2. Attempt to contact the child's physician if listed below;
3. Attempt to contact parent or guardian through any of the persons listed below;
4. If unable to contact parent, guardian or child's physician, the school will do any or all of the following: (a) call another physician or paramedics; (b) call the ambulance; (c) have the child taken to the emergency hospital/clinic in the company of a staff member.

Any expense incurred will be borne by the child's family. Peace UM Preschool is not responsible for anything that may occur as a result of false medical or personal information given at the time of enrollment.

Persons to contact in the event that the staff is unable to reach a parent or guardian:

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

If necessary, please add additional names to the back of this form.

Physician to contact in case of emergency: Name _____

Address _____ Phone _____

May the preschool contact another physician if unable to contact the one listed above?
Yes _____ No _____

To Whom It May Concern:

I hereby give my consent to _____ (hospital) to administer treatment to my child, _____, in the event of an emergency and I cannot be reached. I give consent to transport my child by ambulance or private car if the situation warrants such action.

Parent's signature _____ Date _____

THIS FORM MUST ACCOMPANY THE CHILD TO THE HOSPITAL.

PEACE UNITED METHODIST PRESCHOOL

1.) CLASS LIST PERMISSION

We will be preparing a class list to be distributed to the students in your child's class. This list will include their name, parents' names, address, telephone number and e-mail address. The purpose of the list is to aid parents in setting up play dates, for mailing birthday party invitations, etc. (In order to prevent hurt feelings, birthday party invitations cannot be handed out at school unless the entire class is invited.) *This list will not be distributed to anyone else.*

Please indicate below whether or not you want your child included on this list.

_____ Yes, please include my child on the class list.

_____ No, please do not include my child on the class list.

Child's Name _____

Parent Signature _____ Date _____

2.) STUDENT FILE ACCESS PERMISSION

DCF requires that we ask for your permission to access your child's student school file. Please sign below to indicate that you give Peace UM Preschool this permission.

Parent Signature _____ Date _____

3.) PHOTO PERMISSION

During the course of the school year, your child may be photographed by his/her teacher or other staff members of Peace UM Preschool. *Photos taken are for the preschool's use only.*

_____ Yes, I give permission to my child's photo to be taken by the staff of Peace UM Preschool.

_____ No, please do not take my child's photo.

Parent Signature _____ Date _____

4.) WEBSITE PERMISSION

In addition, from time to time, photos may be used on the preschool website and/or social media (such as Facebook.)
Please note: A child's name will not be attached to a photo.

_____ Yes, I give permission for my child's photo to be used on the preschool website and/or other social media.

_____ No, please do not use my child's photo for this purpose.

Parent Signature _____ Date _____

PEACE UNITED METHODIST CHURCH
PRESCHOOL MINISTRIES

ACKNOWLEDGMENT FORM

I have received a copy of the Peace United Methodist Preschool Ministries Parent Handbook. I understand that I am responsible for reading and adhering to the information in this handbook. I also understand that the Preschool Ministries Board may occasionally add or change policies, procedures and practices outlined in this handbook.

Parent Signature

Date

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to serious illness and death. Parents voluntarily assume all risks related to exposure to COVID-19.

Parent Signature

Date

Section 10M-12.013 requires that parents are notified in writing of the disciplinary practices and expulsion policy used by the child care facility. The parent's or legal guardian's signature verifies the parents or guardians have been notified in writing of the disciplinary practices and expulsion policy of the child care facility (see Page 6 of the Parent Handbook).

Please complete the following:

I, _____, have received in writing the disciplinary practices and expulsion used by the child care facility.

Parent Signature

Name of Child

Date

Please sign this form and return it to the Preschool, as required by the Department of Children and Families.

Peace United Methodist Preschool

Parent Handbook

2024-2025 School Year



13502 Town Loop Boulevard
Orlando, FL 32837
407-438-4043

PEACE UNITED METHODIST PRESCHOOL MINISTRIES

Welcome to Peace United Methodist Preschool. We are pleased you have selected us for your Preschool. We look forward to being a part of your child's life during their preschool years. Review the following information carefully, sign the Acknowledgment Form which is attached to the handbook and return it to the Preschool Office. If you have any questions, please contact the Director.

Mission Statement

Our mission is to provide children with developmentally enriching experiences in a nurturing environment where they can learn and grow in God's grace.

Organizational Structure

The Preschool is a ministry of Peace United Methodist Church. A Board of Preschool Ministries governs the program. Board members include, Pastor of the Church, Director of the Preschool, Director of Family Ministries, member of the church's Board of Trustees, three parent representatives, a chairperson, and two Members at Large. The Director is an ex-officio member of the Board. Preschool Board meetings are held on a regular basis and are open for anyone to attend.

Class Size

Class size is maintained at the following ratios:
12 students maximum per class with 2 teachers (a Lead Teacher and an Assistant Teacher). However, class sizes may be reduced per government guidelines.

Programs

We offer Preschool classes for 3 and 4-year-old children in the morning and afternoon. Preschool programs are subject to change at the discretion of the Director based on enrollment.

All children must be the required age by **September 1** of the school year.

The programs are open to all children, regardless of race, nationality, or creed.

The Preschool classes follow a set curriculum. **Children must be potty-trained to participate in the Preschool.**

Peace Preschool is licensed through the Florida Department of Children and Families (DCF).

Attendance Policy

We believe that children learn best when they attend school regularly, therefore, regular attendance is strongly encouraged. **All children need to be in class by 9:00a.m/1:00p.m.** If you arrive after 9a.m./1p.m., you will need a doctor's note for your child to be allowed into class. Class starts at 8:45/12:45 and arriving after that causes a disruption in the classroom. If your child is in VPK, please sign the VPK Attendance Policy Form. Prolonged absences and/or chronic tardiness may result in your child's dismissal from the program. Please refer to the Policy Form for more specific information on this policy.

Parents are requested to inform the Preschool office when their child will be absent. Please reach out with a quick courtesy call/email to the office: 407-438-4043 x206 or peacepreschooloffice@gmail.com

Lunch Bunch

We also offer an extended day program, Lunch Bunch, for children enrolled in the morning Preschool. For an additional fee, they can extend their preschool day for two hours. The children will eat their lunch together and enjoy free play. PM students may join in the first hour of Lunch Bunch (11:30am-12:30pm) before joining their afternoon class. Children must be signed up by 9:00 a.m. the day they are staying, and space is based on availability. Students staying for Lunch Bunch need to bring a lunch from home. Lunches will be kept at room temperature. We are not able to heat food, so please do not send in items that need to be served warm.

For safety, we ask the following: **No glass containers** in lunch boxes, no popcorn and please ensure that foods like grapes or hot dogs are cut into small pieces to reduce the choking hazard.

Students with outstanding balances will not be able to participate in the Lunch Bunch program until their balance is paid.

Mission Outreach

In keeping with our mission statement, our preschool program actively participates in several mission outreach programs a year, such as food and Christmas gift collections for those in need, as well as community outreach events and additional efforts of Peace United Methodist Church.

Hours

The Preschool operates from 8:30 a.m. to 5:00 p.m. each day of the week, Monday through Friday. The morning Preschool classes operate from 8:30 a.m. to 11:30 a.m. The Lunch Bunch program is offered to morning students every day, from 11:30 a.m. to 1:30 p.m. Students staying for Lunch Bunch and/or extended day need to bring a lunch from home. The afternoon Preschool classes operate from 12:30 p.m. to 3:30 p.m. Our extended day program will operate until 5 p.m.

Our school calendar is the same as Orange County Public Schools.

Security

For the safety of our students and staff, both our exterior and interior classrooms doors are locked by 9:00 a.m. and 1:00 p.m. and remain locked during the school day. Parents and visitors are required to enter and check in at the church office. Additional safety guidelines will be posted upon arrival. They may include any of the following: wearing a mask, the use of hand sanitizer, temperature check, social distancing, and visitation by appointment only.

Illness & Medication Policy

If your child becomes ill or is injured at school, we will try to contact you. If we cannot reach you, we will isolate and care for your child until you arrive for pick up. **Please keep your child home if he/she:**

1. Has a fever of 100 degrees or more
2. Has had a fever during the previous 24 hours
3. Has a cold that is less than three days old
4. Has nasal discharge in large amounts or is not clear
5. Has an unidentified rash
6. Is fussy, cranky, and generally irritable (is not acting like their “usual self”)
7. Has had an upset stomach and/or diarrhea within the last 24 hours
8. Has any contagious condition or symptoms of such condition (such as frequent, dry cough or difficulty breathing)
9. Has been in close contact with anyone with a communicable disease.

Please notify the Preschool Director immediately if your child has a communicable disease or has been in contact with anyone who has tested positive for a communicable disease.

Your child may return to school if: (1) they have been fever-free for at least 24 hours without the help of medications; (2) the cold has been over for 24 hours and only very minor nasal discharge remains; (3) there has been an exposure to a communicable disease but the Director has been notified and incubation dates/self-quarantining dates discussed; (4) your child has been on an antibiotic for 24 hours and has been cleared by your physician.

In case of an emergency, we will try to contact the parents first, followed by a person on the emergency contact form. If that fails, we will contact the child's physician. If necessary, we will call an ambulance. The Director or staff will make all decisions about the care of the child. The Preschool will maintain a parent's signed release form agreeing to these emergency procedures. Please keep records current with correct telephone numbers, emergency numbers, and other pertinent information.

The staff and teachers can only administer medications to children in very specific situations: if your child has a medical condition that would require immediate administration of an emergency medication (such as an Epi-Pen), please contact the Preschool office. The Department of Children and Families requires specific paperwork for these medications to be kept in the Preschool office. A note from the child's primary care physician and specific instructions for use will be required.

Building Emergency

In the case of an emergency where the Peace UM Church building is not able to be used, the students will be moved next door to Hunter's Creek Middle School. In this scenario, the Director will contact parents via text with directions about picking-up your child. To ensure that you will be able to be contacted, make sure you are signed up for text messages. A note on how to sign up for text messages will be given at meet the teacher.

Discipline

We view discipline as guidance, not punishment. We are dedicated to helping children develop inner discipline by providing reasonable rules and logical consequences for breaking the rules. Other discipline strategies we use are positive reinforcement, active listening, and redirection.

A child may be given a period of "time-out" from the group if he or she continually demonstrates unacceptable behavior. "Time-out" is not punishment, but a time when the child can calm down, remember what behavior the teacher wants, and decides when he or she will rejoin the group with appropriate behavior. Corporal punishment will not be used. Children will not be hit, slapped, or spanked. No child will be humiliated, shamed, frightened, or verbally abused. Food will not be used as a form of discipline.

If a behavior issue persists, the parents will be asked to attend a conference to discuss possible techniques for motivating the child to behave in an acceptable way. The staff may suggest that the child be involved in a behavior modification program with the parents involved.

Withdrawal, Dismissal, or Removal From The Program

A child may be withdrawn at any time by the parents. If, at the sole discretion, the Peace United Methodist Preschool Director determines that a child's presence or the presence of the child's parent(s) or authorized representative(s) poses or may pose a risk to the center's health, well-being, safety, security, or general childcare environment, or for any other reason that the Preschool Director deems appropriate to preserve the atmosphere of the center, he/she may temporarily or permanently dismiss a child, parent or family.

Financial Arrangements

Tuition (Non VPK Programs)

Preschool tuition is based on the actual operating cost. This cost is calculated and divided over ten months. There is **no fee adjustment for long or short months**. As most expenses are fixed, there is no reduction or refund of tuition because of illness, absences or closings due to inclement weather or other circumstances beyond our control.

ALL FEES ARE DUE REGARDLESS OF ATTENDANCE.

We are **unable to offer make-up days**. In the event of inclement weather, we follow Orange County Public Schools decisions concerning school closings and reopening. Please consult your local news stations.

Fees are payable monthly, August -May. Tuition is billed on the first of the month and payment is due by the 10th of each month and can be mailed or dropped off at the Preschool. **Tuition payments are not refundable**. For the remainder of the year, an invoice will be sent home with your child on or near the first of each month. Payment should be returned in your child's take-home folder or the Preschool office. We are happy to accept personal checks, money orders, and bank checks. While we prefer checks, cash payments will be accepted, with the following request: *cash payments should be brought directly to the Preschool office in an envelope clearly marked with the child's name and classroom, to ensure the correct account is credited*. There will be a fee of \$30.00 for any returned checks. Any family with two returned checks will be required to pay by money order or cash only.

Tuition is due by the 10th of each month. There will be a ten percent late fee, per child, for tuition not paid by the 15th of each month. If tuition is not paid by the 15th of the month, your child will be considered no longer enrolled, and his/her slot will be offered to the next child on our waiting list.

Active church members and families with more than one child enrolled in the program receive a ten percent discount on tuition.

Registration Fee (Non VPK Programs)

The registration fee must be submitted at the time of registration. The fee is **not refundable** for any reason if a parent decides to withdraw their child from the program.

Drop Off and Pick Up Procedures

Children are not allowed to be dropped off in the morning before 8:20 a.m. and in the afternoon before 12:20 p.m., due to staffing. Do not drop off your child unless a staff member is present.

We offer a “drive through” drop-off and pick-up lane, directly in front of the portico with signage to direct you to where to stop.

At drop-off time, parents will drive up, put your car in “park” and remain in your car for the following:

- 1.) A teacher will approach the car and greet you
- 2.) You will sign your child in on the attendance sheet
- 3.) A teacher will open the car door and a teacher/staff member will escort your child to their classroom.

At pick-up time, parents will drive up, put your car in “park” and remain in your car for the following:

- 1.) A teacher will escort your child to you
- 2.) You will sign your child out on the attendance sheet
- 3.) For legal reasons we cannot buckle your child in their car seat. Therefore, **please pull out of the portico area, alongside the building, to take time to buckle your child.** This will allow other vehicles to be loaded as safely as possible under the portico. (Florida law requires all children 5 years and under to be secured properly in a crash-tested, federally approved child restraint device. Please help us keep your child safe by ensuring they have the proper seat.)

Note: the car line will be serviced first and walk-ups second, in an effort to keep the car line moving.

Late Pick-Up and Fees: It is important to pick up your child on time each day. We offer a 10-minute grace period. After 11:40 a.m. for our morning students, 3:40 p.m. for our afternoon students, 1:40 p.m. for our lunch bunch students, and 5:10 for our extended day students, you will be charged a fee according to the following schedule: **1-10 minutes late = \$1 per minute, 11+ minutes late = flat \$25 fee.** You will be asked to sign your child out at that time, and you will be billed for that extra time with your next tuition bill. *A parent who repeatedly picks up his/her child late risks withdrawal from the program.*

Enrollment Procedures

Registration for the upcoming school year is held each year in February. Families who attend the Preschool in the current year will be given the first opportunity to register for next school year's Preschool. Children whose parents are active members of Peace United Methodist Church will also be registered at that time.

Registration will then be opened to families who have formerly been part of our program.

Registration will then be opened to the community. Registration will be accepted throughout the year for any remaining vacancies.

A student's placement in the program is at the discretion of the Director. Class distribution is based on ratio of boys and girls and other factors to create a unified program throughout all classrooms.

The following registration forms must be completed: program preference, enrollment, discharge information, medical information, emergency medical release, class list, student file access and photograph release.

Additionally, the following forms must be received by the first day of class of the current school year: Acknowledgment Statements indicating that parents have read and understood the Child Care Facility Booklet, The Flu Guide for Parents, Discipline Policy and Preschool Handbook.

The Department of Children and Families requires two forms: 1.) Immunization Form (on State of Florida forms) and 2.) Health Form. These forms are due within 30 days of the first day of school. These forms are obtained from your doctor's office. CHILDREN WILL NOT BE PERMITTED TO ATTEND CLASS IF THE FORMS ARE NOT TURNED IN BY THE DEADLINE. We do allow children who have not been immunized to attend with a medical or religious exemption form from the State of Florida.

Snacks

Children are served snacks such as crackers, cookies, pretzels, etc. with juice or water. Occasionally, parents are asked to provide a special snack for special events. Your child also has the opportunity a few times each year to prepare a food at snack time as part of the curriculum. **Please inform the teachers of any food allergies.**

Birthdays are celebrated at snack time. Parents may provide special food for the celebration if the teacher is notified in advance. Due to the possibility of students in the classroom with food allergies, please discuss what snack will be brought in. **All snacks must be store bought -- no homemade treats are permitted. Also, no balloons, candles or popcorn will be allowed.**

Clothing and Other Personal Items

Please send your child to Preschool dressed in comfortable play clothes that allow them to engage in active and often messy play. Self-help clothes are also important to allow your child to be independent. Comfortable shoes are essential - for safety's sake, *no open sandals*. All personal items should be **clearly marked** with the child's full name, as should all removable clothing, i.e., jackets, sweaters, lunch boxes.

Per DCF policy, please mark your child's full name on any drink cup/water bottle.

Smoking on Campus

We prohibit smoking within the childcare facility and all outdoor areas during operating hours.

Visitation

Parents are welcome to visit the Preschool with an appointment. Each classroom interior door has a "one-way" window through which to observe. However, we are unable to accommodate parents and siblings in our classrooms. **All visitors must check in with the Director/Office Manager in the Church Office upon your arrival and follow all posted health/safety procedures to ensure the safety of students and staff in the building.** We ask that if you are observing through the special window, please remain quiet so as not to disturb the classroom activities or activities in the church sanctuary.

Volunteers

We often need parents to participate in special projects throughout the year. Let us know about your special interests, talents, and experiences. Parental involvement in the program is essential to the success of the Preschool. The **Peace Preschool Parent Association** is a great way to get involved. This Association is open to all parents/grandparents/guardians and meets monthly throughout the school year. Frequent classroom volunteers will be asked to sign the DCF Volunteer Form.