



# **Classes for Toddlers— Kindergarten**

## **Handbook 2022-2023**

Central Methodist Day School  
300 S. Main Street  
Asheboro, North Carolina 27203  
336-629-5887

# WELCOME

**...Jesus said, “ Let the children come to me; do not hinder them, for to such belongs the kingdom of God.” And he took them in his arms and blessed them, laying his hands on them.**  
Mark 10:14,16

We are grateful that you have selected the Central United Methodist Church preschool and kindergarten program for your child! We are a day school that has a Christ-centered Mission to welcome children into this sacred place and prepare them to be faithful participants in the kingdom of God. We take seriously the message and ministry of Jesus on behalf of children. We will do everything we can to welcome your child, to bless your child and to teach your child about the love of Jesus Christ.

Our Day School Director, along with the Day School Staff, the Day School Board of Directors, and the Church Staff are all committed to making sure that your child is a welcomed and wanted participant in one of the oldest and best day school programs in our community. We believe the Bible when it states:

**Train up a child in the way he should go; even when he is old he will not depart from it.**  
Proverbs 22:6

We will use all of our gifts, skills, talents, enthusiasm and energy to help your child follow God's way in the world and we will make sure your child has fun while doing so!

Our mission is to provide a nurturing, secure, Christian environment for our students, to employ Biblical truths in providing experiences that will encourage spiritual, emotional, social and physical growth and to promote a Christian foundation for relationships with other children and their families.

Christian values are taught to children through sharing, taking turns, and being friends. By learning that as individuals they are wholly unique children of God, children can begin to develop a positive self-image. Through this process, they begin to see others as children of God, thus promoting the desire to share and build friendships.

Young children learn about our wondrous world through play experiences. Our teachers plan time, space and opportunities for the children to think, explore, and discover new things. We want each child to love learning...and to feel loved.

The Day School program operates as a part of Central's education ministry. Please read this Handbook carefully, and direct any questions to your child's teacher or to the director.

## **The Wisdom of Play**

For young children, play is a fundamental mode of learning. When children play games of their own invention, or even traditional games like hide and seek, they often make up their own rules as to who is to be “it” and what the limits of the games are. In this way, children learn what Jean Piaget called “mutual respect”. Mutual respect means that when one child makes a rule, the others follow. But the rule maker must in turn follow the rules made later by another child. It is only when children engage in self-initiated play of this kind that they acquire a solid sense of mutual respect.

When we appreciate the important role ‘play’ serves in a child’s learning about self and the world around them, we give children the time and opportunity to engage in the self-initiated play that is the surest way for them to fully realize all of their intellectual, emotional and social potential.

Resource: David Elkind, PhD

### **Caution:**

**At times you may find our classrooms noisy and active! Please excuse the mess as we are busy learning and making memories!**

## 2022-2023 Calendar of Events

September 5	Labor Day
September 6	First Day of School—M-F, M-Th, TTh
September 7	First Day of School—MWF, MW
September 21 & 22	Chapel 9:30
September 29	Open House, 6:00pm (tentative)
October 10-14	Fire Prevention/Safety Week
October 11 & 12	Visit from Fire Station #1
October 19 & 20	Fall Pictures
October 19 & 20	Chapel 9:30
October 25 & 26	Pumpkin Patch
November 4	Teacher Workday ( no students)
November 11	Veteran's Day Holiday
November 16 & 17	Chapel 9:30
November 21 & 22	Thanksgiving Feast
November 23-25	Thanksgiving Holidays
December 7 & 8	Gingerbread House Party with G'parents
December 12 & 13	Visit from Santa (Tentative)
December 14	Chapel 9:30 (in the Gym)
December 19-31	Christmas Holidays/Winter Break
January 3	Back to School
January 16	MLK Jr. Holiday
January 18 & 19	Chapel 9:30
January 23 & 24	Teacher Workdays (No Students)
January 25 & 26	Pancake & Pajama Day
January 30-February 3	Dental Week
February 22 & 23	Chapel 9:30
February 27	Kindergarten Open House 6:00
February 27-Mar 3	Spirit Week/ Dr. Seuss Birthday Celebrations
March 6-10	Preschool Registration Opens for 2023-2024 Year
March 13-17	Public Registration Opens for 2023-2024 Year
March 22 & 23	Chapel 9:30
March 24	LUNCH AND AUCTION FUNDRAISER (Tentative)

## Calendar Continued:

April 3-10  
April 9  
April 11  
April 19 & 20

SPRING BREAK  
Easter Sunday—He is Risen!  
Back to School  
Chapel 9:30

May 1-5  
May 3 & 4  
May 9  
May 17 & 18  
May 25  
May 25 & 26

Teacher Appreciation Week  
Art Festival  
**Spring Program, 6:00pm**  
Chapel 9:30  
Kindergarten Celebration  
Last Days of School

Please note: Dates are subject to change. Watch for Monthly Newsletters with updates.

Central Methodist Day School will operate September through May. The school calendar has been set to coincide with holidays observed by Randolph County Schools

## **School Hours**

The Day School entrance will open at 8:25 am. Up until that time the staff will be preparing for the school day. **Please do not bring your child into the building prior to 8:25 am.** The entry door will be open from 8:25 until 8:40. At 8:40, the door will be locked for security purposes. If you bring your child after 8:40, you will need to ring the door bell for the church office to unlock the door.

Classes will be dismissed as follows:

Toddlers	11:20 am
2 year olds:	11:25 am
3 year olds:	11:35 am
4 year olds:	11:45 am
Kindergarten:	12:30 pm

## **Early Bird**

We offer an early drop off option every day at 8:00 am, in our Kid's Morning Out room. If you would like to utilize this program, you will need to enter through the Church Office Entrance between 8:00 and 8:15am. When it is time for school (8:25) your child will be taken to their classroom. The cost for this program is \$3.00 per day. You will sign your child in upon arrival and will be billed for this service at the end of the month.

## **Lunch Bunch**

Supervised child care for ages 2-5 is offered every day after preschool classes until 12:30 p.m. Our Preschool Assistant supervises the children, along with the Toddler Assistant. Children need to be 2 to attend Lunch Bunch. There is a \$4.00 fee per day for this service, and you will be billed for this service at the end of the month. Children should bring a **light lunch** the days they will go to Lunch Bunch. We ask that you sign "LB" on your child's classroom sign-in sheet if your child will be attending Lunch Bunch. NOTE: Lunch Bunch is NOT a play group, but is a service provided for parents who need the extra time due to work situations or picking up Kindergarten siblings.

## **Class Cancellations**

Our Preschool (Toddlers, 2's, 3's, 4's) and Kindergarten will not operate on days when Randolph County Schools are cancelled due to inclement weather. All classes will open **one hour late** if the county schools are delayed one hour. If the county schools are delayed two hours, Central will open **one hour late**. If RCS are delayed three hours, **the Day School will be closed**. If the Day School is open/closed, and it is inconsistent with Randolph County Schools, your child's teacher will notify you by phone. Preschool will not make up days missed due to bad weather. Should there be an extensive number of days missed for one class (more than 5 days), we will evaluate the situation and attempt to make up time, if available days remain in the school year. Kindergarten may be required to make up days missed due to bad weather.

## **Fees and Payments**

2 day program—\$120.00/month  
3 day program - \$135.00/month  
4 day program - \$150.00/month  
5 day program - \$165.00/month  
Kindergarten - \$230.00/month  
Kid's Morning Out - \$10.00/day (8:30-11:30)  
Early Bird - \$3/day (8:00-8:25)  
Lunch Bunch - \$4/day (11:30-12:30)

A non-refundable registration fee of \$65.00 for Preschool classes and \$85.00 for Kindergarten classes is to be paid at the time of registration. This fee will be applied directly to the Day School budget.

**Tuition fees are due on the 10th of each month, for the following month.** Please place your payment in the Tuition Box located near the Day School entrance. NOTE: Deposits are made on Friday mornings for the week. Tuition payments received after 8:40 on Friday will post to the next week. You can also mail payment, as long as it arrives by the 10th of the month. The address is: Central Methodist Day School, 300 S. Main Street, Asheboro, NC 27203.

**Do not give tuition payments to teachers and make sure all cash is in an envelope with your child's name on the outside.**

Please make all checks payable to Central Methodist Day School. A discount of \$20.00 off the monthly tuition for additional children enrolled at the school will be given to each family with two or more children enrolled, except in the instances where scholarship assistance has already been awarded.

When paying in cash, please use the envelopes available in the Tuition Box located at the entrance to the Day School hall. **Label the envelope** with your name, child's name, and amount. This is NOT required for checks.

Our School is a non-profit organization. Our operating funds come from the tuition payments we receive and any monies received from fundraisers and contributions from the Church. If tuition payments are ignored or are extremely late, our operating budget is immediately jeopardized. Please make every effort to make payments on time. If circumstances arise and timely payment is difficult, please see the Director.

Occasionally, we must deal with returned checks. It is our policy to notify the responsible party of the returned check, and ask that cash or a money order, plus a \$12.00 returned check fee, be paid at that time. If we receive two returned checks from the same party during the year, we will ask that all future tuition payments be made in cash.

## **Notice of Nondiscriminatory Policy**

Central Methodist Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. 7

## **Required Forms**

In order to attend Central Methodist Day School, your child must have the following forms signed by a parent or guardian:

1. Registration Forms
2. Car Pool Form
3. Health Information Form, including immunization records
4. Medical Release Form
5. Liability Release Form
6. Handbook Form
7. Photo Consent Form/Facebook Form
8. Share Info Consent Form

**\*Kindergarten students must have a State Health Assessment form signed and dated by a physician.**

Completed forms must be received within 30 days of school starting. After that time the child should remain at home until forms are received. This is for the safety of all children.

## **Enrollment Policy**

Due to insurance coverage, we cannot allow un-enrolled children to stay in the classroom without a parent present.

Students will be registered on a first come, first serve basis.

Limited scholarship assistance is available at the beginning of each school year. Please see the Director for more information.

Based on NC Public School requirements, which went into effect for the 2009-2010 school year, cut off dates for age/class requirements will be August 31st. Your child must have reached the age of the class you wish him/her to attend by August 31st in order to register. **There will be no exceptions.**

## **Termination of Enrollment**

### **By the Parent:**

The parent agrees to give the Director **two (2) weeks written notice** should it be necessary to withdraw your child from our program. If the child should leave on or after the 15th of the month, it is agreed that there will be no refund on that month's tuition.

### **By the Preschool:**

After every effort has been made to deal with or correct undesirable or dangerous behavior of a child, or noncompliance with school policy by the parent, the parent shall be given notice of termination in writing.

Failure to make payment of tuition may also result in the termination of enrollment. Extenuating circumstances will be carefully considered. Please notify the Director if payment will be late and every effort will be made to accommodate the situation.



## **Drop Off/Pick Up Policy**

When bringing your child each morning, please enter the building through the Day School entrance, located midway the length of the building. The Day School doors will be unlocked at 8:25 a.m. and will remain unlocked until 8:40, at which time they will be locked. If you bring your child after 8:40, you will need to ring the doorbell for entry by the church office.

Pick-up for Preschool and KMO will also be at these same doors. If it is raining, pick-up will be moved to the breezeway outside the Family Life Center doors (a few feet down from the Day School doors). Parents will receive a text if pick-up locations are moved. Parents or responsible parties need to be prompt. Families with more than one child enrolled should pick up the youngest child first and pull forward to wait for the older child. **If you are more than 10 minutes late without prior communication with the teacher or director, you will be charged a \$4 fee.**

Kindergarten and Lunch Bunch pick-up will be at the Family Life Center doors at 12:30. Parents will need to pull through the overhang to pick up their child, or they may walk up to collect their child.

Parents/Guardians are required to buckle in the child they are picking up. Please pull forward to buckle your child, so that the line can continue to move. Please advise all adults who pick up students of this policy.

Please do not leave your car in the pick up line and enter the church to pick up your child; this holds up the line.

If you wish to speak with your child's teacher after the school day ends, please pull forward until all the children in the class have been dismissed or arrange a mutual time to call the teacher.



## **Illness/Communicable Disease Policy**

It is our policy to make every effort possible to prevent the unnecessary spread of illness in our classrooms. Children who become ill at school will be placed under the care of the Director until a parent or other responsible person can be notified to pick up the child. If your child is sick the day/night before preschool, please carefully evaluate their condition before bringing them to school. **If your child has a fever, he/she should be FEVER FREE FOR 24 HRS before returning to school!**

In the best interest of the health and safety of all our children, **please notify us if your child contracts a communicable disease such as chicken pox or covid.** Other illnesses/symptoms that should keep your child home from school:

- |               |                                  |
|---------------|----------------------------------|
| 1. fever      | 5. persistent, deep cough        |
| 2. diarrhea   | 6. unidentified eye inflammation |
| 3. vomiting   | 7. unidentified rash or spots    |
| 4. "bad cold" | 8. contagious disease            |
|               | 9. Nose running yellow/green     |

If a child has a communicable disease, that child may not attend school until there is no danger of infecting other children. Certain diseases may require a doctor's note before returning to school. Whenever there is contact with bodily fluids, disposable gloves will be used.

NOTE: If your child or a family member exhibits any symptoms of COVID19 infection or have been exposed to someone with COVID, the child should NOT attend school until either a (1) negative COVID test is completed or (2) a wait period of 5-7 days is completed. Please contact the Director of any COVID19 infections or exposures.

## **Medications**

Our staff cannot administer any type of medication.

## **Conferences**

Parent/Teacher conferences will be held at least twice a year. The conference will give you the opportunity to discuss any concerns you might have as well as the progress of your child. A parent can request additional conferences with the teacher or director at any time.

## **Visitor Policy**

The children function best when following a regular schedule. When their routine is interrupted with unplanned visitors, the children's behavior can sometimes become a problem, especially if the child has a difficult time separating from his/her parent. Parents can be involved with field trips, special parties, special projects, and other planned events. Parents are also encouraged to volunteer as subs for our classrooms. If you would like to drop in, please make every effort to avoid interaction with your child so that his/her routine will not be interrupted. Should there be a need to observe your child or your child's teacher, the Director will be glad to plan for this.

## Field Trips

Field trips expand your child's learning experience. Each child will need to be accompanied by his/her parent or guardian. Each child will also need a permission slip signed by a parent/guardian to accompany the class on these off-site excursions. Off-site trips are typically reserved for the 4 year old classes and the Kindergarten class.

## Birthdays

Birthdays are for celebrating! Please check with your child's teacher to select a convenient date closest to your child's special day. Please keep the celebration simple, with appropriate refreshments. **In order for each child to feel equally proud of his/her special day, the teachers have asked that you refrain from bringing treat bags to send home with the children.** If you wish to honor your child's birthday in a special way, we would like to suggest buying a new book for the classroom that he/she can present on the party day. Time limit on parties - 30 minutes. **No candles will be allowed.**

If you would like to hand out birthday invitations, the entire class must be invited. If this is not desirable, use the shared information provided at the beginning of the year to mail the invitations to only the guest you wish to invite.

## What (Not) to Bring/Wear

- I. All children need to bring:
  - a. A labeled backpack for notices, newsletters, and priceless works of art
  - b. A change of clothes in case of accidents or spills during the year  
**(place items in a large zippered bag, labeled with your child's name)**
- II. Children are encouraged to bring books, tapes, nature items, and other special interest items for sharing time, on **designated days**, for show and tell. **Bringing toys is discouraged** since they can be broken or misplaced. Items will need to be kept in backpacks during regular class times. No guns or weapons, not even toy weapons, are allowed.
- III. Please dress your child in comfortable clothes and shoes appropriate for the day. We will go outside in cold weather, so please send your child in a warm coat, and hat/gloves if necessary. **Please label any removable clothing.** Shoes worn to school need to be appropriate for outside play; teachers will not have time to change children's shoes prior to going on the playground (with the possible exception of picture day). **Flip flops are not allowed.** Crocs tend to be very slippery, when wet, on playground equipment. Shoes must be secured at the back of the feet.

## **What (Not) to Bring/Wear**

IV. Please **do not** bring children's umbrellas to school. If your child wishes to walk in with his/her umbrella on a rainy day, **please take it back out with you** when you leave. Umbrellas have proven to be a danger when trying to get 8-12 children down the hall for pick up.

V. Please do not send scented hand sanitizers, lip gloss and/or chap-stick : many children are allergic.

## **Snacks**

The Day School will provide snack for the first 2 weeks of school. After this, parents will provide snacks. Your child's teacher will instruct you on how snack is handled in her classroom. We are a **peanut free campus; please do not send foods made with peanuts. If your child has a food allergy, you will need to arrange a conference time with your child's teacher before school begins to review medical plans in case of an allergic reaction.**

## **Backpacks**

Each child will need to bring some type of backpack to school each day. Please make sure your child's bag is big enough for a full size folder. Remember to mark your child's bag (and any other possessions) with his/her full name. **Rolling book bags will not be allowed in the school.**

## **Biting Policy**

Biting can be a common behavior among preschoolers. Due to the consequences of biting in the classroom—the risks if the skin is broken—we feel the need to have a specific policy regarding biting. If a child bites another child (or different children) on three separate occasions, we will have to ask that the child not return to school until the behavior is corrected. Many times, the threat of or act of removing the child from school will curtail the incidences. We will be willing to hold the child's spot until it is determined that the child can safely return to school. Tuition will still be due in order to hold the spot.

## **Kid's Morning Out**

If your child is not enrolled in our Preschool program, he/she may still be eligible for our Kid's Morning Out program. This is a drop off child-care service. The program is less structured than our preschool classes, but is still supervised with love and guidance. The KMO teacher will do artwork, music and reading with the children. The KMO children are also included in any special events that occur on the days they are here.

KMO is open on **Tuesdays and Thursdays** from:  
8:30 a.m. to 11:30 p.m.

### **Current Rates are as follows:**

8:30 to 11:30 a.m.     \$10.00 (children should bring a snack)

Ages accepted in KMO are: **2 years through 5 years of age.** Children do not need to be potty-trained. The number of children per adult will be based on the ages of the children present, as appropriate child-staff ratios change based on the children's age.

## **Parent Involvement—How You Can Help**

Parents play a vital role in the success of their child's development. We at Central encourage our parents/families to become actively involved in their child's daily school experience. Here are some suggestions of how you can be involved:

1. Keep the lines of communication open with your child's teacher. You know your child best and forming a partnership with our staff will help us understand your child's needs.
2. Please share with the Director or with your child's teacher if you can help by:
  - A. Sharing a special talent or hobby
  - B. Substituting in a classroom
  - C. Providing special snacks
  - D. Volunteering, fundraising
  - E. Donating gently-loved, age appropriate clothes/toys
3. Teachers can always use help with preparing for craft projects, i.e. cutting, etc. **Teachers are not allowed to leave a parent alone with the children unless that parent has completed a criminal background check.**
4. Share your child's experience. Ask open-ended questions to aid your child in remembering the morning's events. Remember to ask about Chapel each month.
5. Help out with our big fundraisers: Cookie Sale, Krispy Kreme Donuts, Dinner/Auction
6. We appreciate your support;! You are an integral part of our program.

*"...and a little child shall lead them."*

*Isaiah 11:6*

## A Few Other Items to Remember

1. Transition can be a difficult thing for some children. You can expect a few tears from time to time. When this happens, we feel it is best to keep your good-byes quick, assure them that you will be back and that they will have fun at school, hug them and exit the room. If you need to stand outside the room to reassure yourself that your child will be okay, that is fine! I promise our staff will lovingly reassure each child and redirect their attention to the exciting business of the day! Remember, if you are apprehensive, your child will pick up on that; remain positive whenever you talk of school.
2. Although the children have a small snack during the morning, it is not equivalent to breakfast. Please make sure your child eats breakfast **before** coming to school. If he/she eats breakfast in the car on the way to school, please have him/her **finish it before entering the building.**
3. Please do not send cups to school in your child's bag. They will not be allowed to have them during class time hours because (1) other children begin looking for their drink and (2) if they put them down, other children will pick them up and drink from them. We will provide cups and water for each child. You may pack your child a drink for Lunch Bunch and/or KMO.  
NOTE: the Toddler class may be an exception
4. Please do not hang out in the classroom doorways or hallways after dropping your child off or prior to dismissal times. This distracts the teachers when they need to focus on the children. If you need to discuss something at length with your child's teacher, please set up a conference. We encourage you to visit with other parents—just please make sure it is away from classroom doorways.

*A child's life is like a piece of paper on which every person leaves a mark.*

*Chinese Proverb*



**Central Methodist Day School  
300 South Main Street  
Asheboro, NC 27203**

## **Day School Board**

### **Permanent Members:**

**JF Howard, Pastor  
Children & Family Ministries Pastor  
Director of Preschool, Camela Nixon**

### **Class of 2021:**

**Mary Lynn Brisley  
Susan Huffstetler  
Carla Freemyer  
Amy Riley, parent representative**

**Board Members can be contacted through the Church Office at 336 -629-1425**