



Classes for Toddlers— Kindergarten

Handbook 2020-2021

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!

2020-2021 Calendar of Events

September 7	Labor Day
September 8	First Day of School—M-F, M-Th, TTh
September 9	First Day of School—MWF, MW
September 22,23,24	Chapel 9:30
September 28-October 2	Open House Conferences
October 5-9	Fire Prevention/Safety Week
October 12	Teacher Workday (No Students)
October 20, 21, 22	Chapel 9:30
November 3	Teacher Workday (No Students)
November 11	Veteran’s Day Holiday
November 17, 18, 19	Chapel 9:30
November 25-27	Thanksgiving Holidays
December 15, 16, 17	Chapel 9:30 (in the Gym)
December 18-31	Christmas Holidays/Winter Break
January 1	New Year’s Holiday
January 4	School Resumes (M-F, M-Th, MWF)
January 5	School Resumes (TTh)
January 12, 13, 14	Chapel 9:30
January 18	MLK Jr. Holiday
January 19	Teacher Workday (No Students)
January 27 & 28	Pancake & Pajama Day
February 15	Teacher Workday (No Students)
February 16, 17, 18	Chapel 9:30
February 22-26	Spirit Week
March 1	Registration Opens for 2021-2022
March 8	Teacher Workday (No Students)
March 16, 17, 18	Chapel 9:30
March 29-April 5	Spring Break
April 6	School Resumes (M-F, M-Th, TTh)
April 7	School Resumes (MWF)
April 20, 21, 22	Chapel 9:30
May 3-7	Teacher Appreciation Week
May 18, 19, 20	Chapel 9:30
May 27 & 28	Last Days of School

Please note: Dates are subject to change. Additions may be added as social distancing allows.

Central Methodist Day School operates September through May and follows holidays and workdays denoted by Randolph County Schools.

School Hours

The Day School entrance and Garden entrance will open on the following schedule. Up until these times the staff will be preparing for the school day. **Please do not bring your child into the building prior to your child's entrance time**, The entry doors will be open from 8:10 until 8:45. At 8:45, the doors will be locked for security purposes. If you bring your child after 8:45, you will need to go to the Day School entrance and ring the doorbell for entry and have your temperature taken.

Entry and Dismissal Times

Toddlers	Garden Entrance	8:20-11:20
2 year olds:	Garden Entrance	8:10-11:10
3 year olds, 3 days	Garden Entrance	8:30-11:30
3 year olds, 5 days	Garden Entrance	8:40-11:40
4 year olds, 3/4 days	Day School Entrance	8:40-11:40
4 year old, 5 days	Day School Entrance	8:40-11:40
Kindergartens:	Day School Entrance	8:30-12:30

Early Bird

Unfortunately, we are unable to offer the Early Bird program this year due to crossover of children of different ages.

Lunch Bunch

Unfortunately, we are unable to offer the Lunch Bunch program this year due to crossover of children of different ages.

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 is 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—\$115.00/month
3 day program - \$130.00/month
4 day program - \$145.00/month
5 day program - \$160.00/month
Kindergarten - \$225.00/month

A non-refundable registration fee of \$65.00 for Preschool classes and \$80.00 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 Boxes located near the Day School entrance and Garden entrance. 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.

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 near the Tuition Boxes. **Label the envelope** with your name, child's name, and amount.

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.

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

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.

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 Garden entrance located beside the Church Office door or the Day School entrance located midway the length of the building. The doors will be unlocked at 8:10 a.m. and will remain unlocked until 8:45, at which time they will be locked. Temperatures of all persons entering the building will be taken and hand sanitizer will be dispensed before entering the building. If you bring your child after 8:45, you will need to go to the Church Office door and ring the doorbell. If you enter the church office door, you will need to have your temperature taken and sign-in before entering the Day School area.

If you arrive before your designated entrance time, please remain in your car until your entrance time to avoid congestion at doorways and hallways. Siblings should arrive at the LATEST designated entrance time. If one sibling is a Kindergarten student, then entry time will be 8:30 for both siblings.

When entering the building, we ask that all adults wear face masks.

During drop off at the classrooms, please remain 6 feet apart. One person should drop off their child at the classroom door and move away before the next person approaches the classroom door. Teachers will be taking attendance rather than parents signing in this year. If you have special instructions for the teacher, please text the teacher rather than conversing at the classroom door.

Pick-up will also be at these same doors. If it is raining, pick-up will be moved to the breezeway (a few feet down from Day School entrance). 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, your child will be charged a \$3 fee for the day.**

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!**

COVID19 SAFETY PRECAUTIONS: PLEASE SEE ATTACHED SHEET AT THE BACK OF THE REGISTRATION PACKET

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 COVID19.** 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.

Medications

Our staff cannot administer any type of medication.

Conferences

Parent/Teacher conferences will be held at least **once** 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

Visitors will not be allowed in classrooms until further notice.

Field Trips

Field trips have been cancelled until further notice.

Birthdays

Birthdays are for celebrating! Please check with your child's teacher to select a convenient date closest to your child's special day. **Parents are not allowed in the classrooms for birthday celebrations, but are welcome to send prepackaged snacks or treats to make the day special!** 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. 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 guests you wish to invite.

What (Not) to Bring/Wear

- I. All children need to bring:
 - a. **A change of clothes in a large, labeled zippered bag**
 - b. For younger children, a sleeve of diapers and box of wipes to keep in the room
 - c. **NO BACKPACKS WILL BE ALLOWED THIS YEAR.** The school will provide a plastic folder for papers and artwork.

- II. **Children will not be allowed to bring books, tapes, nature items, and other special interest items for show and tell at this time. Teachers will give instructions on special items.**

- 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. This year we are asking parents to contribute money for snacks for the classroom. The teachers will purchase snack each week throughout the year with the money provided. Please check with your child's teacher for specific instructions for their class.

Backpacks

No backpacks will be allowed in the school building this year due to COVID19 restrictions.

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

Unfortunately, we will not be able to offer Kid's Morning Out this year. If your child needs to be at school earlier or later than regular classroom times, please talk with the director.

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.
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, if we are able to have any.
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 at the door and leave.. 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. We provide water throughout the day for the children. You do not need to send a cup unless they attend the toddler class.
4. Please do not hang out in the halls or at the entrance doors after dropping your child off or prior to dismissal times. Please remain socially distanced when in or near the Day School. If you need to discuss something at length with your child's teacher, please call after school hours or set up a conference. We encourage you to visit with other parents—just please visit outside the Day School and away from entrances.

Our success as a school in this year of COVID19 must rely on 2 things: the willingness of our staff to work hard to provide a safe environment for learning, and the willingness of our parents and families to support the Day School's efforts to provide a safe environment. If we all work together, we can help our kids grown and learn and be ready for the future!



**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 2020:

**Cindy Lowe
Susan Huffstetler
Mary Lynn Brisley
Brandon and Ashley Hurley, parent representatives**

Class of 2021:

**Holly Embree
Carla Freemyer
Phyllis Bizzell
Susan Wenda, parent representative**

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