

East Whittier  
United Methodist Church  
Preschool



*Parent Handbook*  
2025 - 2026

Director:  
Carol Garcia  
Facility Number: 191501826  
[www.ewumc.org/preschool](http://www.ewumc.org/preschool)

WELCOME TO  
EAST WHITTIER UNITED METHODIST CHURCH  
PRESCHOOL

Dear Parents,

We welcome you and your child to EWUMC Preschool. We strongly believe that open communication between parents and our staff is essential to fully meeting the needs of your child. We look forward to developing a positive relationship with you.

Early experiences are vital to your child's growth and development. Early childhood experts agree that personality, identity, and language are largely formed by the time your child is six years old.

EWUMC Preschool is an important resource for your child during these formative years. We believe that guidance by skilled, trained teachers allows your child's physical, social, emotional, mental, and spiritual development to progress smoothly and naturally. Our developmentally appropriate programs support imagination and a natural love of learning.

Excellent learning resources and our dedicated staff combine to enhance the learning process and help each child grow and develop. We provide a nurturing environment filled with warmth and encouragement. Your child will discover friendship and sharing while developing a positive self-image. Our philosophy and staff make EWUMC Preschool uniquely qualified to support you as you raise your child.

The purpose of the handbook is to share information and ideas with parents, to promote understanding of our program, and to foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an orientation to our policies and services.

Sincerely,  
Carol Garcia  
Director

## ABOUT US

### Mission Statement

For as much as Jesus said, “Let the little children come unto me...” the purpose of the EWUMC Preschool is to provide special and meaningful experiences for children to grow and develop in a warm and loving social climate, which includes an emphasis on Christian teachings.

### Organization

EWUMC Preschool was established in 1957 and is a ministry of the East Whittier United Methodist Church. The preschool is a non-profit community service. We are fully licensed by the state of California. Our license number is 191501826. The tax identification number is 95-6005638.

### Philosophy

At the EWUMC preschool, we offer a balanced preschool program which helps children develop physically, socially, emotionally, intellectually and cognitively—“increasing in wisdom and stature, and in favor with God and Man” (Luke 2:52).

We celebrate the unique personality of each child. Our children are encouraged to express their feelings creatively and solve problems critically. We wish to enrich each child’s total development and have each child reach his or her potential.

Like the rest of us, however, children live in groups. We help children develop the skills of socialization—working and playing with others, constructive problem solving, cooperation, taking responsibility for our own behavior, and respect for others.

At the EWUMC Preschool program, we try to prepare the children for their formal school years, but, even more, we try to prepare them for life. To us, this means helping them learn to pursue their individual paths and, at the same time, helping them learn to get along well with others. We recognize that children mature and develop at very individual and uneven rates, and that pushing children into academic skills for which they are not ready is futile and sometimes damaging. At the EWUMC Preschool, we prepare children for school by (1) providing a rich background of experiences, which we know is a powerful learning advantage later, and (2) teaching our children to operate in social and group environments such as those they will find in the school they will later attend.

While academic skills are not always the main focus of our program, exploring the world, learning to work and play together, and developing a sense of God’s love are all more important than the academics at this age. This does not mean that we neglect language development, nor does it mean we will never use activities which promote readiness for academic skill. We do these kinds of activities when it is appropriate.

## Goals

1. To provide a safe nurturing environment in which a child is able to develop socially, emotionally, creatively, cognitively, physically, and spiritually.
2. To guide each child in developing skills needed to get along with others, share, respect each other's rights, communicate, take responsibility for oneself and one's behavior, respect one's self, and solve problems with other people.
3. To enrich the child's world through the creative arts, music, books, nature and science.
4. To provide activities and equipment especially designed to encourage development of large and small muscles.
5. To foster growth of Christian ideals and attitudes through such activities as Bible stories and chapel, as well as work and play activities.
6. To provide opportunities for parental involvement with their children's learning and development through many activities.
7. To insure that each child's insatiable curiosity remains alive, encouraging each child to explore, investigate, learn, and to think independently.

## Statement of Faith

1. *We believe* God loves and cares for everyone.
2. *We believe* any of us can talk to God at any time, in any place.
3. *We believe* Jesus is God's son and our Savior.
4. *We believe* the Bible is the Word of God inspired by the Holy Spirit.
5. *We believe* the Church is the people of God, who gather together to worship, pray, serve and have fellowship with each other.
6. *We believe* Jesus taught us to be courteous, helpful, kind, sharing, and patient.
7. *We believe* families are a part of God's plan for us.

## Core Values

As a ministry of EWUMC, the preschool's core values align with the church's vision of loving God, loving each other, and loving our world. They represent scriptural ideals that guide all areas of school life. THE EWUMC Preschool is devoted to:

### Loving God by...

- \*pursuing God-honored excellence and creativity in all aspects of the school
- \*cultivating spiritual growth and discipleship
- \*igniting a lifestyle of worship

### Loving Each Other by...

- \*viewing everyone—including staff, parents, and children—as important
- \*identifying and celebrating the unique giftedness and heritage of each child
- \*valuing relationships and adhering to principles that promote respect and unity
- \*providing a safe, positive learning environment

### Loving Our World by...

- \*nurturing the vision and habits of lifelong service to others
- \*exercising responsible stewardship

## Family Priority

The Bible has given parents the duty of rearing their children, bringing them up in the discipline and instruction of the Lord as set forth in Ephesians 6:1-4. Our school understands the biblical role of parents and family and is committed to the growth and development of this God ordained institution.

We recognize the Godly standards of parenthood as:

- \*being in authority over their children

*"Children obey your parents in the Lord, for this is right. Honor your father and mother which is the first commandment with a promise that you may enjoy a long life on earth"* Eph. 6:1-3

- \*providing leadership for their children, and

*"...teach God's commandments to your children and to their children after them."* Duet. 4:9

- \*being the primary trainers of their children.

*"Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord."* Eph. 6:4

We believe in the importance of family/home and support family institution.

As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we "train and educate" on behalf of the parents, not in place of them, and view ourselves as an extension of the education process of the home. We place strong emphasis on good communication between parents and staff.



## OUR PROGRAM

We are established to promote preschool education with a spiritual dimension for the children of the Whittier and surrounding areas. Our primary goal is to provide a safe, happy place where children can grow in their understanding that there is a creator, God, who loves them and desires a personal relationship with them. We also want to provide a supportive, educationally rich environment and programs consistent with the highest standards that will allow your child to develop to their maximum potential.

Because children learn and develop by experiencing the world as a whole, the EWUMC outcomes and benchmarks cover four major domains (or areas) of development. These four domains represent a commonly held, and research based organization of dimensions of children's overall development. Though presented separately, the four domains of children's development in one area often influence and/or depend upon development in other areas. It is, therefore, imperative to recognize the interconnectedness of children's early development and learning. For that reason, no single domain is more important than another.

The domains used to organize the EWUMC Preschool outcomes are:

- **Physical Well-being, Health, and Motor Development.** This domain encompasses children's physical health and ability to engage in daily activities.
- **Social and Emotional Development.** This domain addresses the emotional competence and ability to form positive relationships that give meaning to children's experiences in the home and at school.
- **Cognitive and General Knowledge.** This domain includes children's ability to understand and think about the physical and social worlds. In particular, this domain focuses on children's knowledge of objects in the world around them, their logic and mathematical knowledge, their knowledge of agreed-upon social conventions such as numbers and colors, and their understanding and appreciation of the arts in their lives.
- **Spiritual Development.** This domain encompasses children's awareness that there is a loving God who created all things and desires a personal relationship with us. It focuses on key concepts such as who God is (Father, Son and Holy Spirit), the Holy Bible as God's word to us, how to best live our lives (moral development), the gift of salvation through Jesus Christ, and the promise of heaven and eternal life in Him.

The aim of EWUMC Preschool is to partner with parents to spiritually, socially, emotionally, physically, and cognitively prepare children for school readiness and the plan God has for their life, as well as to support parents in their role to raise their children as God desires. The following outcomes represent overarching goals of the preschool program as it relates to children's growth.

## PROCEDURES AND INFORMATION

### Hours of Operation

The preschool is open from 6:30 am to 6:00 pm Monday through Friday all year round. The preschool program begins at 9:00 am. Please have your child to school on time. All children MUST be picked up from school by 6:00 pm. Our license does not allow us to care for children past 6:00 pm.

### Non Discrimination

The EWUMC Preschool is operated on a non-discriminatory basis and no one shall be excluded from enrollment because of race, color, sex, religion or national origin.

### Classroom Information

The EWUMC Preschool program operates twelve months of the year. We offer a full time and part time program. Children may attend the morning program 9:00 a.m.-12:30 p.m. or attend through extended hours. We are open until 6:00 p.m.

The preschool program is designed so that each child can learn according to his own individual interests. This way of learning is called “intrinsic motivation” or learning because it interests you. Intrinsic motivation is one of the highest forms of learning.

Our program is designed to involve the children. We allow the children to find out what they can do, to provide opportunities for them to grow, and even to make mistakes and learn from them. Lessons are designed around a learning theory, and are geared to the development level of the children. We want your child to have fun while learning. “Play is the work of the child.” (quote from Jean Piaget, noted Swiss child psychologist).

Our classes are divided first according to chronological age, but further adjustments may be made as we discern individual abilities and development.

### The Preschool Staff

Each member of the preschool staff is chosen by the Director and approved by the Board of Directors who, in turn, is responsible to the church. Staff members are chosen based on previous work with young children, training in Early Childhood Education Classes (ECE), experience, and personality, which must be warm, loving and positive. Each member of the staff meets the State of California Department of Social Services requirement for preschool teachers. They are Christians and share their love of God with the children. Our staff members are members of Church Related Early Childhood Education Fellowship. We encourage the staff to also be members of the National Association of Education for Young Children, and the Whittier chapter of the Association of Education for Young Children. They are continuously improving and growing in their professional skills through courses in Early Childhood Education and workshops designed to meet particular areas of teaching young children.

## Arrival and Departure

All children coming to the Children's Center must be signed in by a responsible adult using the SmartCare for Parents app on their cell phone. If an adult does not have the SmartCare for Parents app, the children must be signed in and out on the sheets provided with the **exact time** of day and FULL SIGNATURE of the adult signing. The signer MUST BE 18 YEARS OLD to sign a child in or out of the school. The center will not release the child to anyone other than the parent or guardian unless there is written permission from the parent or guardian. If the adult picking up or dropping off fails to sign the in/out sheet, we will issue a warning. Upon subsequent failure to sign in/out we reserve the right to require someone to return to the school and sign in/out. **We reserve the right to fine a parent up to \$50.00 per infraction.** State law requires a full signature upon drop off or pick up. **Late pick up fees will be charged at \$1.00 per minute—no exceptions.** (After 12:30 p.m. for half-day students and after 6:00 p.m. for full-day students.)

When dropping off and picking up your child, please remember to observe the following rules: (1) the speed limit in the parking lot is 10 miles per hour; (2) a car must have a handicapped sticker or placard displayed in order to park in the designated handicapped parking spaces; (3) please enter and exit through the main gates and make sure the gates are securely closed.

## Holidays

The preschool will be closed the following days. No credits on tuition will be given for holidays since the teachers are paid for these days, just as most companies pay their employees.

New Year's Day (Jan.)

Martin Luther King Jr. Birthday (Jan.)

President's Day (Feb.)

Memorial Day (May)

Juneteenth (June)

Independence Day (July)

Labor Day (Sept.)

Veteran's Day (Nov.)

Thanksgiving (Nov.)

Day after Thanksgiving (Nov.)

Christmas Eve (close at 12:00 pm)

Christmas Day (Dec.)

If a holiday falls on a Saturday, the school will be closed the Friday before. If a holiday falls on a Sunday, the school will be closed the Monday after.

## Payment of Fees

Parents will download the SmartCare for Parents app to pay the center in advance for regular care given to the child. Responsibility for payment on time is that of the parent. Tuition is due on the first day of the month that your child attends school. If you pay by check, checks should be made out to *East Whittier United Methodist Church Preschool* or *EWUMC Preschool*. **To expedite the posting of fees, we request that you write your child's full name on the memo portion of your check.** An annual non-refundable registration fee shall be paid for each child. This amount will be added to the September tuition.



The preschool cannot carry past due accounts. **Tuition must be paid no later than the 15<sup>th</sup> of each month, but should be paid as early in the month as possible.**

There will be a **\$25.00 late fee** for tuition payments made after the 15<sup>th</sup> of the month.

Tuition checks may be turned in directly to the office or left in the white mailbox attached to the door of Room 3. If tuition is unpaid, the parent or guardian agrees to pay all costs of collection, which may include attorney fees, and all other costs of collection under state law.

Multiple child discounts are available for the second and third child enrolled, and to parents who are employed by, or who are members of the East Whittier United Methodist Church. Please see the Director.

A thirty-day notice will be given prior to any change in tuition or registration fees.

### Returned Checks

We have, of necessity, had to develop a firm policy regarding “returned-for-non-sufficient-funds” checks. We will not send a check back through the bank a second time. You will be notified of the returned check and it will be given back to you when all fees are paid. You must bring cash, a Cashier’s Check, or money order for the amount of the check, **plus a \$25.00 service fee.** After a second NSF check, payment must be made by money order only. We reserve the right to file in Small Claims Court to collect unpaid NSF checks.

### Extra Charges

Children who are not normally here for naptime, or a child who needs occasional extended day care, may stay at the school. There is a \$10.00 per hour charge for overtime. Parents may purchase an added day for their child, provided it is cleared by the Director at least one day in advance. The fee for a full day is \$45.00; for half-day the fee is \$40.00. If your child is picked up late, after 12:30 for ½ day attendance, or after the school closes at 6:00 p.m. there is a late pick-up fee of \$1.00 per minute late.

Any change in routine drop off or pick up for your child must be cleared with the director prior to leaving the child.

### Absences

Our school expenses are based on the number of children enrolled. The absence of your child does not reduce the expenses of the daily program. We are unable to allow deductions, credits, refunds, and vacation credit or make-up days.

### Fundraisers

Fundraisers are held throughout the school year to help defray costs of some of the activities and to purchase items that the school could not otherwise afford, i.e., new and additional playground equipment. Other items on our “wish list” may include materials for enhancing and enriching our teaching environment. Each family is asked to participate.

## Snack, Breakfast, and Lunch

The preschool will provide a morning and an afternoon snack. Your child may bring breakfast from home to eat at school. Children eating breakfast need to be finished by 8:00 am. Children eating lunch at school will need to bring a nutritious lunch from home. The preschool can not heat any lunches. No candy, gum, or excessive amounts of sweets, please. Donuts are not a nutritious breakfast and are not allowed. If a child has severe food allergies, please notify the office. We may ask the parent to bring snack for the child in this case.

## Special Days and Birthdays

Special days include holiday parties and birthdays. Parents are encouraged to sign up to help with parties and to make their child's day special. Please notify your child's teacher if you plan to celebrate your child's birthday at school. All children are invited to attend holiday parties and special celebrations; if it is not their regularly scheduled day please make arrangements in advance with the Director or classroom teacher.

## School Performances and Programs

Children participate in at two programs during the year—one at Christmas time and one in June for Graduation. Performances typically start at 6:30 p.m. and are followed by a gathering of all the children and their families in Geer Hall for cookies and/or snacks and punch. We ask that all families bring cookies or snacks to share on that evening. These snacks can be home-made or store-bought. On those nights, children should be dropped off in their classrooms with their teachers no later than approximately 6:15 p.m., and parents can proceed to the church to find seats.

## Health and Illnesses

Children with infectious diseases or any of the following symptoms can not be allowed to remain at school: a cold less than three days old; red throat; earache; swollen neck glands; fever; unexplained rash; cough; colored mucous; or if the child is listless, drowsy, has a headache, lacks appetite, or has vomited in the last 24 hours. The school staff has the authority to decide if the child is healthy enough to attend school.

Your child may be refused admittance if he /she arrive with any of the above symptoms. Please note **ANY CHILD SENT HOME DUE TO ILLNESS MUST BE OUT AT LEAST 24 HOURS (ONE FULL SCHOOL DAY),** or have a doctor's permission in writing to return. All children absent due to a communicable disease must have a doctor's note to return to school.

On occasion, it is necessary for a child to continue medication after the contagious state of an illness. Please observe the following rules:

1. Do not put any kind of medication or vitamin pills in your child's lunch box.
2. Only the Director of the school, or person designated in charge when the Director is absent, is permitted to give medication.

3. These medications must be checked in with a staff member and must be stored in the school office.
4. No “over the counter” non-prescription medication will be given (aspirin, Tylenol, cough syrup). ONLY medication prescribed by a doctor, in its original container may be administered.
5. Parents must sign a consent form before a child can be given medication at school. Children with inhalers or nebulizers, please see Director. You will need to fill out the Nebulizer Care / Consent Form. The form must be completed by the parent and by the child’s doctor before we can administer care. This form must be updated yearly.

### Nap Time

Children attending full time nap between the hours of 12:30 and 2:30. Those children who do not sleep may rest quietly while listening to soft music. However, they must stay on the cot provided. Each child will need to bring, labeled with the child’s name, one crib sheet and a small blanket. **Place these items in a backpack or cloth tote bag. NO SLEEPING BAGS OR OVERSIZED PILLOWS WILL BE ACCEPTED. All items must fit inside the child’s backpack or bag and into the cubby or they will not be allowed at school.** Everything needs to go home weekly for laundering. Your child may need the comfort of a napping “buddy” or stuffed animal. Due to limited space your child may bring one item. It must remain in the cubby except at naptime.

### Clothing

Children should be dressed appropriately for active outdoor activities. Children must wear tennis shoes and socks. No slip-on shoes or flip-flops are allowed. The center does not allow any type of tattoos (permanent or temporary), Mohawk-style haircuts, or superhero shirts. Children need to wear clothes that can become soiled. No dresses or skirts (unless shorts are worn underneath) for the children, and all long hair must be secured away from the face or held in a pony tail holder. We want children to have fun at school without worrying about their clothes. We will send a child home if they are not dressed appropriately, including wearing clothes that are too small or large for the child.

**Please label your child’s belongings with their first and last name.** The preschool can not be responsible for lost items. All children need a complete change of clothes, at all times, in their cubby. If your child borrows clothing, there is a fee of \$5.00 per item. Please return all borrowed clothing.

### Chapel

Chapel is held once a week, on Wednesday at 9:30 a.m. in the Church Sanctuary. Parents are invited to attend chapel any time. The children sing, pray, enter into worship, and enjoy Bible stories appropriate for the age of the children. It is our commitment to present God’s word to the children every day. For those children who do not attend school on Wednesday, the teachers have a daily devotional time each day with their own class. They may read a story from the children’s bible in their classroom, show a flannel story, or sing selected chapel songs.

## Toilet Training

Children in the process of being toilet trained need to come to school in simple pull up clothing. Children in diapers need a supply of diapers and wipes, as the center does not provide these items. Remember “pull-ups” diapers will not be allowed at school. Our toilet training is offered only in our 2-year-old room. Children already in the center turning 3 and not toilet trained will stay in the 2-year-old room until they are fully toilet trained and there is room in the next class. Your child must be trained fully one month without accidents before moving up into the next class.

## Conferences

Parent conferences are conducted once a year. However, at any time throughout the year, you or your child’s teacher may request a conference when one is needed. The Director is also available for your needs.

## Share Days

If your child has something to share with the class, please put the item in a bag with their name on it and give it to the teacher. Personal items will not be accepted at school unless they are marked in this manner. Each class has its own share day – please check with your child’s teacher for the day on which your child is scheduled to share. We can not take responsibility for any item that is broken, lost or stolen. **Please do not send any toys for sharing.** Books, photographs or just talking about something the child saw or did is the most appropriate sharing activity. We ask that the item be able to fit into the child’s cubby unless arrangements have been made in advance. Pets may be brought to school **IF** the parent stays and then takes the pet home when share time is finished.

## Siblings

We understand that many of the children in our preschool have siblings, both older and younger. We want them to feel comfortable in our school and yet we need parents to understand the role of the staff is to supervise and prepare an exciting environment for the child enrolled. We ask that you be considerate and aware of supervision and the length of time siblings are in the classroom and on the play yard. **Please do not allow your child to run, play, or climb trees on the Church grounds after you have signed them out.**

## Registration

There is an annual, non-refundable registration fee for students each September 1. The amount will be added to the September tuition. Occasionally, photographs and videos of the children will be taken by the school staff, the children’s families, and by the church. Upon registering your child, you give permission for the preschool to display this material to help promote the school. We do not allow the pictures to be posted on the Internet. Occasionally, Child Related Research, Inc. will come in to test products for child proofing.

## Admission

The EWUMC Preschool serves preschoolers. All registration forms must be completed before your child can start school. These policies must be read and all applications signed. Parents are encouraged to set up an appointment for any questions on policies that are not understood.

On or before the first day of school, the following must be on file with the Director:

1. Registration fee – non refundable
2. Tuition paid for the first month
3. Identification and Emergency form
4. Physician's report
5. Immunization Record
6. Health History
7. Emergency Release
8. Emergency information card
9. Parent's rights form
10. Child's Rights form
11. Elk's Lodge Vision Screen permission forms (2)
12. Preschool information sheet
13. Parent/School Agreement

In compliance with the state law, children are admitted only if the program can meet their needs and if their admission will in no way impede the ability of the program to meet the needs of the other children enrolled.

The Director, in consultation with the instructional staff, makes the final decision about placement of children in the program and makes the final decision about moving the children from class to class.

To be enrolled, a child must meet the following criteria (1) be at least 2-years-old (2) be physically, intellectually and emotionally able to participate in the program (3) have no health or behavior patterns which would be detrimental to other children in the program.

The admission contract between parent(s) and the preschool constitutes agreement by the parent(s) to be punctual in bringing the child to school and picking him/her up at dismissal time. Parents must pay for the contracted time whether the child is present or not.

## Immunization Requirements for School Entry

By law, the state requires that your child may not be admitted to school unless all immunizations are up-to-date. The following are the state requirements for child care entry for children two years through five years:

Polio:	3 shots
DPT/ DTAP /DT:	4 shots
Hepatitis B:	3 doses
MMR:	1 dose – after the 1 <sup>st</sup> birthday
HIB:	1 dose – after the 1 <sup>st</sup> birthday
Varicella:	1 dose
Hepatitis A	2 doses

In addition to the above, a complete Physician's Report, completed and signed by the doctor is required prior to entrance. A child may be exempt from the immunization requirements when the physician recommends against the immunization based on medical grounds. If your child is exempt and there is a disease outbreak, the Health Department may order us to exclude your child for their own protection.

## Discipline

It is our goals to have a friendly, safe, cooperative social environment where children can happily play and grow. When a child uses improper behavior, the staff will re-direct the child and reinforce positive behavior. When the child's behavior is continually unacceptable, the child will be placed in a "time out" until the child feels they are ready to rejoin the group and use appropriate behavior. The Director may choose to meet with the parents of the child. If the improper behavior continues, the Director and staff retain the right to determine if the child is compatible and/or benefits from this program. If a solution can not benefit both parties, we reserve the right to discontinue our services. Our philosophy of discipline is in accordance with Title 22, Section 101323.1- "any form of discipline or punishment which involves a child's personal rights as specified in Section 101223 shall not be permitted."

## Student Dismissal

Dismissal is the termination of a child's participation in the preschool by action taken by the Board of Directors or staff of the center. Grounds for dismissal are:

1. The failure of the family to pay established fees and tuition.
2. Failure of the family to carry out parental responsibilities as outlined in Parents Rights and Responsibilities.
3. Extended or excessive absence of the child without having made special arrangements. A situation in which continuing patterns of health or behavior of the child make it impossible to maintain a quality program for the other children.
4. A situation in which continuing patterns of health or behavior of the child make it a hazard to other children or the staff.
5. Situations in which the programs offered are considered inappropriate to the needs of the child.

6. A situation in which resources available to the preschool necessitates the discontinuance of the program in which the child is participating.

The Director of the preschool shall have the authority to immediately dismiss any student on grounds numbered 1-5, as listed above. Such administrative dismissal may be appealed to the Board of Directors through procedure provided in the policy on Parental Rights and responsibilities.

Dismissal on the basis of grounds 6 shall be done only by the action of the Board of Directors, which shall take action only after hearing the recommendation of the Director of the preschool. The parents shall be given a two-week written notice of any condition or situation that might lead to the dismissal of their child on these grounds.

### Suspension of a Student

The suspension of a student is an administrative action taken by the school Director to temporarily exclude an enrolled student from participation in the preschool. Grounds for suspension are:

1. A clear and present danger to the physical safety or health of the other students or staff.
2. A situation in which the regular program of the classroom, playground, or the preschool can not be implemented while the student is participating. A suspension is considered an emergency measure and requires no advance warning. The following procedures shall be observed:
3. The Director shall hold a conference with the parent(s) within 48 hours or as soon as possible after the beginning of the suspension.
4. The parents shall be given written notification of the suspension signed by the Director.
5. The duration of the suspension shall be at the discretion of the Director except that it shall not exceed 5 school days except with the agreement of the parent(s) or by action of the school board.
6. The Director shall report all student suspensions to the preschool Board of Directors.

### Rights and Responsibilities of Parents

Parents of the EWUMC Preschool students have the right to:

1. Know that the safety and health of their child is being protected and maintained in every reasonable way possible while he/she is at the EWUMC Preschool.
2. Know that their child is being treated with respect, love and wisdom by the preschool staff.
3. Have school policies, rules, and procedures clearly communicated to all parents.
4. Discuss their child's needs with the teacher or Director.
5. Request information about –or discuss- any preschool program, policy, rule, or procedure from or with the Director.
6. Visit their child's classroom at any time except when parents' presence is a disturbing factor in the classroom.

7. Know that confidential information about the child and family will be held in confidence by preschool teachers and staff except when action of the Board of Directors may be necessary, in which case the Board will be given such information as may be needed in confidential closed session.
8. Be given timely notice of any condition that might lead to the dismissal of their child by the preschool.
9. Appeal the decision of the Director to the Board of Directors.
10. Contact the Chairperson of the Board of Directors.

Parents of the EWUMC Preschool's students have the responsibility to:

1. Pay appropriate fees and tuition promptly.
2. Pick up children punctually at the end of the program each day.
3. Notify the staff of any unusual conditions that may affect the child's health or behavior while participating in the preschool program.
4. Comply with preschool policies, rules, and schedules.
5. Comply with reasonable requests of the preschool staff.
6. Support special preschool activities.
7. Maintain pertinent information such as telephone numbers; address changes etc. for their child's personal file.

Procedures for Parent Appeal to the Board of Directors

1. The parent(s) shall contact the chairperson of the Board of Directors.
2. The chairperson, in consultation with the parent, shall schedule and determine the nature of the presentation to the Board, i.e. a letter, a personal appearance, etc.
3. The Director shall be notified in advance of the appeal and its substance.
4. The Board shall hear the appeal in closed session with the Director in attendance.
5. The Director shall have the opportunity to respond to the complaint in closed session with or without the parent present depending on the preference of the majority of the Board.
6. The Board shall discuss the complaint and its own course of action in closed session with or without the Director present depending on the preference of the majority of the Board.
7. The Board shall take any formal action in open session.
8. The parent, if not present at the Board meeting, shall be notified of the Board's decision in a timely manner by the chairperson of the Board.

## Termination

The parent or guardian will give a **two-week written notice** when the child is to be withdrawn and their contract terminated. No fees will be refunded and the account must be paid in full upon notification that the child is leaving the center. If notice is not given, the parent will be responsible for half the month of the monthly tuition.



## Emergencies

The preschool will exercise reasonable care and judgement in all matters related to the welfare and safety of each child. In case of illness or accident to the child, the center will promptly take such measures as we, in our judgement, deem is in the best interest of the child, and we will notify the child as soon as possible.

In case of an illness or accident requiring a physician and a parent or guardian can not be reached, the Director or staff member in charge may call the physician at the parent's expense.

Parents are responsible for keeping emergency telephone numbers and addresses of those persons designated to pick up their children current (including their own).

## Parent Involvement

We are an open school and invite parent participation in the classroom at any time. Parents are encouraged to share with the administration any concerns, praises, or problems concerning school issues. Parents should be aware of the events in the classroom. If there is ever a serious change in your routine at home such as an illness, or death, please let the Director know so we can help the child at school.

Our newsletter is for you. It contains important information regarding upcoming events, tuition, and holidays. Each parent is responsible for reading the information contained in the newsletter. The Newsletter is also available on the internet at [ewumc.org/preschool](http://ewumc.org/preschool). Upon registering, you give your permission for the school to give telephone numbers out to parents in your child's classroom.

The preschool has a Board of Directors that meets on a monthly basis. It is composed of the Director, church members, and parents from the school. If you are interested in or have questions about the board, please see the Director. The Director's office hours are M-F 9:00 a.m.-3:30 p.m.

## Permission to Publish

As part of your child's education experience at EWUMC, his/her photo may be published in conjunction with a school activity or craft, event, or on brochures and newsletters. EWUMC Preschool will not post photos on the Internet.

## Reporting Child Abuse

All preschool employees are mandated by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

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## Most Important

We need the prayers that the staff, parents, and church may all work together to make your child's preschool years a time of love and wonder, with an abundance of spiritual, educational, social, mental, and physical growth.