



403 S. Main Street
Duncanville, TX 75116
Phone: 972-298-5890

Dear Parents,

The staff and I would like to welcome you and your child to First Methodist School. We are pleased that you have chosen our program to provide the best school experience for your child. We are committed to providing all children in our care with the experiences that will help each individual child develop academically, spiritually, emotionally, physically, and socially.

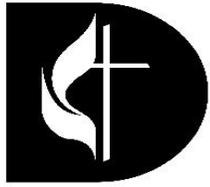
This handbook has been prepared to better acquaint you with the policies and procedures of FMS. Please keep this handbook for your reference throughout the year.

Parents are welcome to participate in special programs and classroom celebrations throughout our school year. Comments and suggestions are always appreciated.

If I can be of further assistance, please call or visit me in the school office.

Sincerely,

Erika Hemphill
Director
Erika@fumcd.com



First United Methodist Church **DUNCANVILLE**

Dr. Frank Alegria, Senior Pastor
Rev. Steve Sobczak, Associate Pastor and Director of Music

August 2018
First Methodist School
Duncanville, Texas

On behalf of the congregation and staff of First United Methodist Church of Duncanville,
Welcome! ¡Bienvenidos!

- We believe that Jesus Christ is the greatest hope for the world, and that your child will be blessed knowing that fact first-hand.
- We believe that when learning takes place, minds are ignited toward a hunger for knowledge and that helps make a positive difference in the community.
- We are honored that you place great confidence in us for your child's education and influence.

First Methodist School has had a great history in this community and your child is part of its success. We believe that the school is a place to be safe, be loved and affirmed as a gift from God and to learn the love of Christ through the teachers and staff.

Our goal is to help make your child successful. This will be manifested in their desire to learn educational and age-appropriate skills. When May 2019 arrives, your child will want to continue learn during the summer months and beyond.

May God bless you and your family this 2018-19 school year! Together, we have tasks to do. We will do our part; you will do your part, and God will do God's part.

We personally want to invite you to be part of our church family if you currently are not regularly involved in one. **You and your family are welcomed!** There is a place for you.

In God's Service Always,
Pastor Frank Alegria
Senior Pastor

Pastor Steve Sobczak
Associate Pastor

Our church website is www.fumcd.com; Sunday Worship times: 10:30A.M; we have lots of activities for children: music ministry, learning about Jesus and much more. We have a great staffed nursery as well. **Welcome! ¡Bienvenidos!**

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**403 South Main
Duncanville, TX 75116
Phone 972-298-5890 Fax 469-533-2372**

PHILOSOPHY OF THE PROGRAM

Our program is based on the philosophy that we shall provide the young child with the opportunity to develop their sense of identity and self-worth. We want to develop a sense of initiative and imagination and stimulate the child's curiosity while they are developing and learning skills. We want to help them learn about and understand themselves, others and God's world around them.

PURPOSE OF THE PROGRAM

Our purpose is to provide a planned program for children, appropriate to their age and within a Christian environment which will help them grow academically, spiritually, socially, emotionally, and physically. We hope to build habits and share experiences which will prepare them in developing and learning skills which will last a lifetime.

Many varied learning opportunities will be provided for the children which will stimulate and enrich their growth as persons. Although there is no denominational emphasis, we are Christian oriented and stress those elements of the Christian faith which are common to us all. We help the child learn that he/she is someone very special and worthy of the love of both God and man.

MISSION STATEMENT

Our mission at First Methodist School is:
To expose children to many different experiences that promote success in life.

PROGRAM INFORMATION

Curriculum

Preschool and Young School Classes

Teachers work from a thematic approach that presents new and challenging concepts to the children. The curriculum is a balance between learning centers, individual instruction, group time and teacher directed activities. The curriculum design recognizes that children learn best through active participation. Each child is encouraged to pursue their own knowledge, and to learn through interaction with the environment and with peers and teachers. Throughout the curriculum we endeavor to help each child understand that they are valued by God, specifically teaching holidays of Thanksgiving, Christmas and Easter with a religious emphasis.

Classroom Routines

Each classroom follows a daily schedule that is planned to provide a balance of developmentally appropriate activities. Parents may view the daily schedules posted in each classroom.

Chapel

Chapel is offered to classes ages 2 and up. The emphasis is on God's plan for a good and loving world. Appropriate stories from the Bible are shared with the children. Praise, thanksgiving and prayer are part of the experience. We seek to tell the good news of God's love, and to enable the children to respond in ways appropriate for their age. The chapel experience and the understanding of the religious importance of holidays are coordinated with the classroom curriculum.

Enrichment Classes – Preschool and Kindergarten Classes

Enrichment experiences are provided through classes in Music, Spanish, Computer, and Physical Education. Enrichment classes are integrated with the classroom curriculum.

Enrichment Classes – Young School Classes

Enrichment experiences are provided through classes in Music and Physical Education. Enrichment classes are integrated with the classroom curriculum.

Discipline and Child Guidance

The goal of First Methodist School's discipline and guidance is to teach social/emotional skills to all children for success in school and life. First Methodist School believes that the purpose of discipline is to motivate children in a positive manner so that they can regulate their own behavior. We strive to help children learn to be self-managing and socially responsible. Children are encouraged to express and manage their feelings, and to learn cooperation and negotiation. Only positive, non-punitive methods of discipline are used. We believe that redirection and/or conflict resolution can resolve conflicts.

The teachers will work to create an atmosphere of love and acceptance in the classroom, frequently using praise and positive reinforcement to communicate standards for good behavior to the children. By using a well-organized and motivational curriculum, we hope to reduce discipline situations.

At all times, First Methodist School recognizes the limitations of a young child's ability to manage emotions and control reactions. However, should a distressed child be in danger to themselves, or in danger of injuring another child, he/she will be removed from the situation and allowed private time in the presence of a reassuring adult to quiet himself/herself.

Teachers will use redirection and positive guidance to discipline students. If a student does not respond to these methods, the teacher will utilize our color system and move a student's color to help them understand that their current behavior is unacceptable.

- Blue- Role Model Behavior. Students move up to blue when we catch them doing good deeds.
- Green-Great! Very few or no redirections. All students begin each day here.
- Yellow-Watch out! Several redirections; possible time outs given
- Orange-Uh Oh. Repeated redirections and time out(s) for the same behavior(s)
- Red-Not a good day. Visited the office.

Teachers will also explain desired behavior(s). If changing the student's color does not result in improved behavior, a time out will be issued (no longer than 1 minute per year of age). If behavior is not improved after a time out, the student will be removed from the classroom and taken to the office for an opportunity to calm down and discuss necessary behavior changes. Teachers will communicate with parents in writing on the daily behavior chart regarding any behavior issues. Teachers may also call parents to discuss classroom behavior if warranted.

Parents will be notified if a child is continually disruptive (ie., biting, fighting, inappropriate behavior or language). The director and teachers will offer parents suggestions to help their student be successful in school. An individual behavior plan with goals and reasonable age appropriate timelines will be created for the student. If the student is unable to reach the goals in the specified time, the director may make the determination that FMS is not a good fit for the student and may dismiss the student from the program. Additional resources for parents may be found here:

Vanderbilt University: <http://csefel.vanderbilt.edu/resources/family.html>

Centers for Disease Control: <http://www.cdc.gov/parents/essentials/>

Administration for Children and Families: <https://www.acf.hhs.gov/programs/ecd/child-health-development/watch-me-thrive/families>

Biting

Young children occasionally bite when they are unable to express themselves verbally; however, we feel that biting is serious and can be upsetting to both the biter and the child who is bitten. Normal positive guidance techniques will be used in the classroom to attempt to eliminate biting, however children who continue to bite will be sent home. Parents will have to come for their child. The parent and the Director will discuss alternatives and methods to eliminate the problem before the child has to be withdrawn from the program.

Preventing & Responding to Abuse & Neglect of Children Policy

All FMS staff are required to attend at least one hour of training annually on preventing, recognizing, and reporting abuse and neglect of children, including:

- (1) Factors indicating a child is at risk for abuse or neglect;
- (2) Warning signs indicating a child may be a victim of abuse or neglect;
- (3) Internal procedures for reporting child abuse or neglect; and
- (4) Community organizations that have training programs available to child-care center staff members, children, and parents.

FMS staff will report suspected abuse/neglect by phone: 1-800-252-5400 or online www.txabusehotline.org. Information on prevention techniques, help from community organizations, and actions to take when a child has been victimized can be found at www.helpandhope.org/recognizing-abuse-neglect.html or see the school office.

Staff Immunization Policy

First Methodist School Staff are encouraged to be immunized according to the CDC's Recommended Immunization Schedule under the guidance of their primary care physician. Copies of recent immunizations are kept in employee files.

An employee may be exempt from immunizations for:

- Medical conditions identified as contraindications or precautions by the CDC; or
- Reasons of conscience, including a religious belief.

What are some examples of acceptable documentation for exemptions?

- For medical conditions, acceptable documentation may include a note from the employee's health care professional providing a statement that the required vaccine is medically contraindicated or poses a significant risk to the health and well-being of the individual.
- For reasons of conscience, acceptable documentation may include a signed and dated statement from the employee that states the employee is exempt for reasons of conscience, including the person's religious beliefs.

Procedures that an exempt employee must follow to protect children in care from exposure to disease:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores;
- An employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care;
- Wearing masks when the employee has respiratory symptoms to reduce the spread of droplets to surrounding areas;
- Wearing masks when taking care of children with respiratory symptoms;
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children;
- Excluding the employee from direct care when the employee has signs of illness.

PARENT INVOLVEMENT

The school's relationship with parents is of great importance, and we recognize that the first and most important teachers that children have are their parents. We also recognize that ongoing communication between parent and teacher is essential for a successful educational experience for each child.

Parents are encouraged to have an ongoing dialog with their child's teacher. Please let the teachers know if or when your child has an upsetting experience or disruption in their regular schedule, such as health problems, unhappy emotional events or even lack of sleep. When the teachers have the information, they are better able to meet individual needs and are better able to help children cope and heal.

Parents are always welcome at our school. However, we ask that you be discreet when visiting for the consideration of the whole classroom. If you are visiting other than at arrival and dismissal times, please check in with the school office before going to the classroom. You may discretely observe your child through classroom doors/windows to prevent upsetting your child or other students and to allow the class to continue with its normal routine. Extended visitation inside the classrooms by friends, relatives or playmates is not permitted.

Preschool children will experience four parties throughout the school year: Fall Party, Christmas, Valentine's Day and Easter. There will be a sign-up sheet in the classroom for parent volunteers. Young School classes (1s & 2s) will have small holiday observations at lunch. Please, no parental attendance in young school classes at this time as young students are more susceptible to disruptions in the normal classroom routine. You may discretely observe your child through classroom doors/windows to prevent upsetting your child or other students and to allow the class to continue with its normal routine.

Parents will receive information about volunteer opportunities at orientation. For more information, please see the flyer provided or contact Fun Shop and Volunteer Coordinators Bea Clack (972-637-4004) and Terry Sims (214-808-6048.)

Parent-Teacher Conferences/Progress Reports – Preschool & Kindergarten

Parent-Teacher conferences for preschool students may be scheduled as needed by the teacher or parent to discuss your child's progress and development at any time during the school year. Kindergarten Parent-Teacher conferences are scheduled in January. Kindergarten parents will receive a progress report five times during the school year. Preschool parents will receive progress reports in January and May.

Parent-Teacher Conferences – Young School 1s & 2s

Parents are encouraged to have an open and continual dialog with their child's teacher. Parents are welcome to contact the classroom teacher or the director if you wish to schedule a conference.

Program Evaluation In order to provide an appropriate and effective program for the children in our care, parents may be asked to complete a program survey/evaluation toward the end of the school year.

PARENT-STAFF COMMUNICATION

During the year, we will use many different methods to communicate with families enrolled in our program

Our methods of communication include, but are not limited to, the following:

- **Informal chats and/or notes:** Please check your child's backpack/folder daily for notes.
- **Conferences:** Parents and teachers can schedule conferences as needed.
- **Phone Calls:** Parents may request a phone call from the teacher. To contact a teacher during school hours, please call the office at 972-298-5890.
- **Bulletin Boards:** Main board is located in Hallway by the offices. Please visit your teacher's bulletin board for more information specific to your child's class.
- **Notes and information may be posted on the walls outside the classrooms.**
- **Calendar:** Monthly calendar and news will be sent out by the office.
- **Newsletter:** Monthly news will be sent out by individual teachers.
- **Email Newsletter:** Sent out monthly by director. Please provide a current email address to ensure delivery.
- **Brightwheel:** Parents will be invited to download the app, and then able to communicate with their child's teacher via instant message, view pictures, and receive school updates.
- **Behavior Color Chart in folder:** Please check daily.
- **Rainbow Reports:** These are sent home daily with our 1 year old class.
- **Any changes in policy will be provided to the parents in writing.**

Parents are encouraged to follow FMS on social media to find out all of the great things happening out school. However, our staff will not follow/accept friend requests from parents on their personal social media accounts.

FMS is not liable for any outside babysitting arrangements made between parents and staff. FMS will not be involved in negotiating terms of these agreements.

REGISTRATION

- Registration for the following year begins the 1st full week in February for currently enrolled students and their siblings.
- Registration is open to the public the 1st full week in March.
- A Registration form must be filled out and signed by a parent or guardian. *Class openings will be filled in the order that registration forms and fees are received. Registrations are not confirmed until all fees are paid.*
- **Registration fees are Non-Refundable**
- All tuition payments for children presently enrolled must be current to be eligible to register for the next school year, and tuition must be paid in full in May to maintain the registration for the next school year.
- Family Discounts: A discount will be given if three or more children are enrolled concurrently during the regular school year. Please see the office for more information.
- Enrollment fees/1st month tuition may be prorated at the discretion of the director dependent on enrollment date.
- Teacher Requests: Please be advised of the following guidelines regarding teacher requests:
 - Written teacher requests are acknowledged but **not guaranteed**
 - Written requests for the upcoming school year must be made to the office before the last day of school (May)
 - Teacher assignments for the new school year will be finalized in August
 - Final student placements are made at the director's discretion
 - Student placements are based on a number of factors including:
 - o Age of student
 - o Even distribution of the number of students in classes
 - o Even distribution of the number of boys vs. girls
 - o Temperament of students in relation to other students in the class
 - o Diversity of ethnicities of students in classes

Classes Offered

Preschool and Kindergarten

Kindergarten	must be 5 years old by Sept. 1
Five day 4s	must be 4 years old by Sept. 1
Three or Two day 4s	must be 4 years old by Sept. 1
Three or Two day 3s	must be 3 years old by Sept. 1

Young School 1s & 2s

M/W or T/TH 1s	must be 1 year old by Sept. 1
M/W or T/TH 2s	must be 2 years old by Sept. 1

PAYMENT INFORMATION

- Tuition is paid monthly, and is due on the 5th of each month.
- We accept checks, money orders, or cash at the church business office at 403. S. Main St. (the white brick building facing Main St.) Receipts will be provided for cash payments. Credit cards are accepted via our website.
- Credit Card Payments can be made at www.fmsduncanville.com/parents
Username: parent@fumcd.com password: parent
- Donations to cover processing online payments are appreciated. (the suggested amount is 3% of the payment amount)
- Make checks payable to First Methodist School or FMS.
- Your check or money order receipt shall serve as receipt for payment. If you need a written receipt, please notify the office.
- A \$25 fee will be charged on any check which is returned from the bank for insufficient funds. After two checks have been returned, all future payments must be made by money order or cash.
- If special situations arise necessitating different financial arrangements, please contact the Director. We would rather find a workable solution than to drop a child from our program.
- Full tuition is due for each month a child is enrolled. When a child withdraws, full tuition is due for the month in which he/she is withdrawn.
- Kindergarten, Preschool and Young School tuition is paid in nine payments (September – May).
- Failure to pay by the end of the month will result in dismissal from the program. Your child may not attend class until payment is resolved.
- All pre-paid amounts (to include, but not limited to: application fees, enrollment fees, tuition, etc) are **non-refundable**. In the event that a child leaves FMS prior to the end of a given school year, any pre-paid funds associated with that child will be forfeited and transferred to the First Methodist School Tuition Aid Fund (FMSTAF) as a tax-deductible contribution.

Tuition Fees

Kindergarten.....	\$320
Five Day 4s.....	\$250
Three Day 3s and 4s.....	\$195
Two Day 3s and 4s.....	\$155
Two Day 1s and 2s.....	\$165
Friday Fun (1s and 2s)	\$ 90

Lunch Bunch Fees

\$7 per day

Lunch Bunch is an optional program that is provided on a drop in basis for 3 and 4 year olds the days your child attends school. If you would like for your child to stay for Lunch Bunch, please send them to school with a lunch. You will be billed for any lunch bunch dates on the following month's statement. (Except for May when Lunch Bunch is prepaid only.)

Monday-Friday
12:00 p.m. – 2:00 p.m.

Stay and Play

Kindergarten	\$250.00	7a-9a & 2p-4:30p	M/W 2 yr. olds	\$100	7a-9a & 2p-4:30
Five Day 4 yr. olds	\$350.00	7a-9a & 12p-4:30	T/TH 2 yr. olds	\$100	7a-9a & 2p-4:30
Three Day 4 yr. olds	\$230.00	7a-9a & 12p-4:30p	M/W 1 yr. olds	\$100	7a-9a & 2p-4:30
Three Day 3 yr. olds	\$230.00	7a-9a & 12p-4:30p	T/TH 1 yr. olds	\$100	7a-9a & 2p-4:30
Two Day 4 yr. olds	\$160.00	7a-9a & 12p-4:30p	Friday Fun	\$ 50	7a-9a & 2p-4:30
Two Day 3 yr. olds	\$160.00	7a-9a & 12p-4:30p	(1yr. & 2yr. olds)		

Late Pickup Fees

For programs ending at 12:00pm

Pickup at 12:10pm will be assessed a \$10 late fee plus \$1 for each additional minute.

Pickup after 12:20pm – an additional \$7 Lunch Bunch Fee will be assessed.

For programs ending at 2:00pm

Pickup at 2:10pm will be assessed a \$10 late fee plus \$1 for each additional minute.

Pickup after 2:20 – a \$20 drop in fee for “Stay and Play” will be assessed.

For Stay and Play ending at 4:30pm

Pickup after 4:30pm will be assessed a \$10 late fee plus \$1 for each additional minute.

Pickup at 4:50pm or later will result in a \$30 late fee. Repeat late pick-ups may result in dismissal from the program at the director’s discretion.

Late Payment Fees

A \$15 late fee will be added to your account if payment is not received by the 12th of each month.

In accepting a child for enrollment, expenses are assumed that are not reduced by a child’s absence, therefore **WE CAN NOT REFUND TUITION PAID, OR CANCEL UNPAID OBLIGATIONS WHEN YOUR CHILD HAS BEEN ABSENT, OR WILL BE ABSENT IN THE FUTURE.**

Withdrawal from the Program

- In the event the parent withdraws a child from the program, a withdrawal form must be completed and submitted to the Director.
- The full month’s tuition is due for the month in which the child is withdrawn.
- Children may be withdrawn by the director due to failure of payment or failure to follow policies and procedures as stipulated in the parent handbook.
- Should the Director feel that a child cannot adjust to our program after a reasonable amount of time, or that the school does not meet the needs of a child, the Director will ask them to withdraw from the program.

ENROLLMENT FORMS

The Texas Department of Protective and Regulatory Services requires that these forms be on file for each child:

1. Enrollment Form (completed in full)
 2. Family Profile Form (completed in full)
 3. Medical Form signed by the doctor
 4. Current Immunization Record
 5. Allergy Emergency Action Plan Form (if child has an allergy)
 6. Release Form
 7. Discipline & Guidance Form
 8. Acknowledgement of our School Operational Policies Form
 9. Divorce Decree/Custody Arrangement Documents/Restraining Orders if in existence
- These forms provide vital information, and are required for enrollment. All enrollment information must be received by the first day of school in order for a child to be enrolled.
 - When enrolling other than the start of the school year, Medical Forms must be in the office within one week; all other forms are due the day a child starts school.
-

EMERGENCY/ACCIDENT PROCEDURES

- **Illness**

In case of illness, the parent will be contacted to come for his/her child. If the parent cannot be reached, we will contact persons listed on the child's Health/Emergency Form.

- **Emergency**

If the injury is serious, we will call for a paramedic/ambulance immediately. In minor emergencies, we will attempt to contact the parent first, then other emergency contact numbers. You may be asked to sign an accident/incident report when you pick up your child. All head injuries require a phone call from the school.

- **First Aid**

In the case of a small scrape or cut, the staff will administer first aid treatment, consisting of soap and water cleansing of the area and a Band-Aid. At all times, there will be a staff member on the premises trained in First Aid and CPR.

EMERGENCY/ACCIDENT PROCEDURES Cont.

- **Relocation**

Since safety of children at First Methodist School is always a priority, we have in place an alternate location for the children in our school. In the event that we cannot remain here on campus at FUMC, all children and staff will be relocated to Trinity United Methodist Church at 1302 S. Clark Road in Duncanville. The phone number is 972-296-2155.

Our first choice will always be to stay here in the gym or sanctuary. If that is not possible because of a fire, tornado or hazardous waste spill from the railroad, we would then relocate to our alternate location. Church and School buses will be made available to transport the children.

- **Gang Free Zone**

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at license child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a Gang Free Zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

For further information please contact your licensing representative or your licensing office.

Child Care Licensing/jr
DFPS Form 2846
8/31/2009

- **Weapon Free Zone**

Firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center, unless the child-care center is also your residence. This prohibition does not apply to personal vehicles.

Child Care Licensing
746.3707 (b)

It is important that the school has correct phone numbers for parents and emergency contact persons. Please notify us of any changes.

ARRIVAL AND DISMISSAL

Arrival time is a busy time in the classroom for the teacher, so please keep communication brief. If you need to give the teacher special instructions, please do so by a written note. If someone else is to pick up your child at any time, please send a note to school indicating the name of the person who will be picking up or email the office to let us know. Please ask that individual to bring their driver's license with them and come to the office prior to picking up your child.

Early Drop Off: 7:00 a.m.- 8:55 a.m. – Walk in; Room A2; Teachers will take children to classrooms at 8:55 a.m.; any child dropped off at their classroom before 8:55 a.m. will be taken to early drop off room and early drop off fees (drop in rate) will apply.

Preschool 3s through Kindergarten:

Arrival

- Our Car Door service is available in the mornings from 8:55 a.m. until 9:10 a.m. for our Preschool classes 3 and up. You will need to line up facing East on Daniel Street heading toward Chase Bank. There will be someone to open your door in the mornings and help your child out (please have them ready to get out of the car). Please do not leave your car if you are in the drop-off line. Someone will be standing at the door to greet your child and our staff will make certain your child gets to the correct class. If the door is closed, you will need to walk your child to their classroom.
- You may also choose to walk your child directly to their classroom. Please park in any of the parking lots available on the campus. You may enter the school's main entrance, the door between the Asbury Building and Friendship Hall with the small blue awning. These doors will be open from 8:55 a.m. until 9:10 a.m. If you walk in, please do not use the Daniel Street door where we have the drop-off line. If you are later than 9:10 a.m., please use the Asbury Entrance with the small blue awning. If you arrive after 9:15 a.m., class will have begun already.
- Please drop your child off at the door with the teacher. To prevent upset children and to allow our staff to continue to supervise all students, please keep communication brief and do not enter the classroom at drop off time. If you need to have an extended conversation with the teacher, please leave a written note or arrange for a conference at the teacher's first availability.
- After 9:15 am, please bring your child to the school office and one of our office staff will escort your child to class.

Dismissal

- Car Door Dismissal is available at 12:00 p.m. and at 2:00 p.m. Parents will receive a Car # at Orientation that will be designated for your child. Please place the Car # on the right side of your car's windshield where it can be seen from the door. Again, drive up facing East on Daniel Street and a teacher will open your door for your child. Kindly drive forward or into the parking lot adjacent to our car line and buckle your child safely in their car seat.
- Walk In Pickup is also available at 12:00p.m. and at 2:00 p.m., please use the school's main entrance, the door between Asbury and Friendship with the small blue awning. Your child will be in Friendship Hall (to the right upon entrance,) awaiting dismissal. Please do not enter through the Daniel Street/Car Line Dismissal door.

ARRIVAL AND DISMISSAL Cont.

- Stay and Play (2-4:30pm) – please come inside the building through the Asbury entrance (small blue awning.) Sign your child out outside room A2.

Young School 1s & 2s:

- Teachers will be ready to accept children in the classroom starting at 8:55 a.m.
- Please drop your child off at the door with the teacher after signing him/her in. Please hand your child's backpack, etc. to the teacher at the door. To prevent upset children and to allow our staff to continue to supervise all students, please keep communication brief and do not enter the classroom at drop off time. If you need to have an extended conversation with the teacher, please leave a written note or arrange for a conference at the teacher's first availability.
- Parents must sign their children in and out on the sign-in sheet each day.
- Class will end at 2:00 p.m. Children may be picked up earlier, if needed.

Release of Children

- Children will be released only to a parent or to persons authorized by parents, who are listed on the child's Release Form. Persons authorized by parents will be required to present their driver's license for identification.
- If you have an emergency and an authorized person cannot come for your child, you need to call and email the school office (972-298-5890) to explain who is coming to pick up your child. We must obtain written authorization (email) prior to releasing your child. That person is required to come to the office before picking up your child for their identification to be checked.
- At all times, our primary concern is for the safety of your child. Should the situation warrant, we will refuse to release a child until we have contacted the parent and written consent is provided.
- If a divorce decree/custody arrangement is in place, we are required by law to abide by it. All legal documents pertaining to a child's custody/living arrangements must be on file in the school office.
- Please let us know if someone other than a parent will be picking up your child.

*Please be sure that your list of authorized persons is current,
and that all phone numbers are correct.*

Late Pickup

Being picked up late is an emotional strain on a child. A child can experience a feeling of insecurity or fear of being abandoned when they are left at school after their classmates have gone; therefore we appreciate your promptness in picking up your child. Please refer to page 11 for late pickup fee information.

Texas Law (545.412) requires that children under age 8 and less than 4'9" in height are required to be in an appropriate child safety seat system whenever they ride in a passenger vehicle. Failure to use a car seat/booster for your child constitutes neglect and will be reported to the Department of Family and Protective Services.

There are NO extra car seats or booster seats kept at the school.

HEALTH OF CHILDREN

To be enrolled at First Methodist School each child must have on file a medical form *signed* by a physician, and be up to date with required immunizations. If your child receives an immunization during the school year, please submit a copy to the school office to update your child's records.

Well Check

Our staff will conduct student well checks daily upon arrival. We will document any visible physical anomalies (bruises, scratches, etc.) on each student. If you are aware of any of these circumstances, please let our staff know.

Illness

Illnesses are common in young children and spread quite easily in a group setting. We ask that you please reconsider before bringing your child to school if you suspect that he/she might be sick. Staff may refuse to accept a child if they feel the child may be ill. Parents will be called to come for their sick child.

Obviously ill children and those with the following symptoms should not attend class.

- Fever of 100 degrees or more within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Croup
- Severe runny nose
- Severe cough
- Conjunctivitis or Pink Eye
- Symptoms of any contagious disease
- Any illness that prevents a child from participating comfortably in activities or going outside to play, weather permitting

Chicken Pox: Children are excluded from attendance until all blisters have crusted over and fever is gone.

Head Lice: Children are excluded from attendance until they have received treatment and are free of visible lice/nits.

Conjunctivitis/Pink Eye: Children are excluded from attendance until permission/permit is given by physician or are symptom free.

Communicable Disease: Parents must notify the Director if their child develops a severe illness such as meningitis, chicken pox, etc. so that the Director can notify families in classes with children who have signs/symptoms of illnesses that require exclusion from care.

Children with the following may attend class:

1. After 24 hours of which a child has been on therapy for an ear infection or strep throat
2. A rash, runny nose or cough known to be caused by an allergy such as hay fever or asthma
3. Children who have seen a pediatrician and have been told they are not contagious

Medication: The school will not administer medications except in the case of an extreme condition, for example, an asthma inhaler. This medication must be in the original container, clearly labeled as belonging to the child. A release form signed by the parent must be on file with our school.

Mosquito and Sunscreen Information: Our policy is not to apply any sunscreen and/or mosquito repellent to your children. You may apply your choice of sunscreen and/or mosquito repellent before your child comes to school. The repellent and/or sunscreen you apply should last for the time they are with us. We limit the length of time children spend outside on hot days to early mornings while our playgrounds are shaded.

HEALTH OF CHILDREN Cont.

Allergies: If your child has any allergy that exposure to the allergen requires immediate medical treatment, an Allergy and/or Chronic Condition Emergency Action Plan must be completed by your doctor. Please be advised that exposure to allergens while at school is possible.

Diaper Rash: Parents may leave signed permission and diaper ointment for teachers to apply. Diaper ointment must be labeled with the child's name.

Vision and Hearing

The state requires that all children who are four by September 1st of that year be screened for Vision and Hearing. We will provide a trained professional to screen our four and five year olds for a nominal fee. If your child has already been screened by his or her doctor, please bring us a copy of the documentation. We are required to keep these on file.

Please call the school office – 972-298-5890 – when your child will be absent.

SCHOOL CALENDAR

- We have different starting and ending dates than the public schools, and will have some school holidays that coincide with public schools and some that do not. Please refer to the annual calendar, as well as monthly calendars, provided to you.

WEATHER CANCELLATIONS

- *In the event of inclement weather conditions, we will close when Duncanville Independent School District closes their schools. School closings are reported through TV and radio announcements. Also, your child's teacher will attempt to contact you about the closing.*
- First Methodist School will also close if the Director deems necessary due to weather or other situations. Parents will be notified of special school closings.
- If it appears that the weather has the potential to become extremely hazardous, please come for your child as soon as possible. Do not wait for us to call you.
- **In the event school closes due to weather, tuition will not be refunded and days will not be made up.**

SNACKS

- A snack is provided for all classes. Please be sure to include your child's food allergies on your registration form. Special snacks from home are permitted. *We are not a peanut free facility.*
- The snack lists are made available for parents to view upon request. Please inquire in the office.
- We serve water with snacks. Please send an empty spill proof cup to school daily that we may fill with water.

NUTRITIONAL STATEMENT

- I understand as a parent, if I choose to send my child's snack or lunch, that First Methodist School is not responsible for the nutritional value in these foods.

CLASS PARTIES

- Parties celebrating holidays or other events will occur periodically throughout the school year.
- Your child's teacher will communicate to you their classroom needs and wishes for each individual event.
- Parents of children in classes 3-kindergarten are welcome to attend a classroom party when included and communicated by the teacher. Small celebrations for 1 and 2 year old classes will occur at lunch time, just prior to nap time.
- FMS "Fall Parties" are celebrating fall and the colors black and orange. Dressing in black and orange is encouraged on party day, however, please do not send your child dressed in a Halloween costume.
- Birthdays are very special to the children and to us. Parents are welcome to send special birthday napkins for use during snack time. We will sing "Happy Birthday" and send home special mementos to mark the day. FMS will not host birthday parties. **Please DO NOT send food of any kind, balloons, or treat bags to school.** Invitations for parties hosted outside of school will only be distributed if an invitation is provided for each child in the class. Invitations will not be distributed to classes for which the birthday child is not enrolled.

LUNCH

Preschool 3s & 4s/ Lunch Bunch (12:00 p.m. -2:00 p.m.)

This is an optional program that is available for use on an as needed basis. No reservation is required; send your child to school with a lunch when planning to stay. You will be billed on the following month's statement, except in May, when Lunch Bunch must be pre-paid.

- If staying for Lunch Bunch, please send a lunch and drink. (Water is served as well. Please send an empty spill proof cup for water.)
- All foods should be as ready to eat as possible—fruit peeled, food cut into proper size pieces, etc. Please note: We do not have refrigeration for lunch boxes. Cold packs can be used to keep food items cool. Food should be ready to eat as staff cannot microwave any foods. Please use a thermos to keep items warm. NO glass containers please.
- Please DO NOT send candy, soda, or gum.
- Please label all containers and lunch boxes with your child's name.
- Parents are allowed to join students for lunch only if there is a class party scheduled during lunchtime.

Young School 1s & 2s

- Send a lunch and a drink in a spill-proof cup daily. (Water will be served as well. Please send an empty spill proof cup for water.)
- All foods should be as ready to eat as possible—various finger food items such as cut up pieces of fruit, meat, cheese, dry cereal, etc. are best. Please note: We do not have refrigeration for lunch boxes. Cold packs can be used to keep food items cool. Please use a thermos to keep items warm. (Only the Nursery room is equipped with a small refrigerator and microwave.) NO glass containers please.
- Please DO NOT send candy, soda, or gum
- Please label all containers and lunch boxes with your child's name.
- Visitors from outside people are difficult for younger children to adjust to and disrupts classroom routines. Therefore, parents/visitors are not allowed to be in the classroom with their child during lunchtime.

DRESS

Kindergarten & Preschool

- Children should wear comfortable, washable play clothes.
- Dress your child appropriately for the current weather conditions.
- Children should wear **closed toe shoes to protect their feet.** Tennis shoes are preferred footwear.
- Please label everything with your child's name including backpacks and lunch boxes.
- Please label sweaters and jackets.
- Extra clothes, including socks and underwear, are needed in every child's backpack.
- If your child has a bowel movement in his/her clothes, the underwear will be disposed of.

Young School 1s & 2s

- Younger children should be dressed in comfortable, washable play clothes that are easy and accessible for diapering and for using the toilet.
- Children should wear **closed toe shoes to protect their feet.** Tennis shoes are preferred footwear.
- Please label everything with your child's name including backpacks and lunch boxes.
- Extra clothes, including socks, are needed in every child's backpack.
- Please label sweaters and jackets.
- For the 1s, you may send a blanket and/or a special stuffed animal or lovey to offer extra comfort during naptime.
- Extra diapers/pull ups
- If your child has a bowel movement in his/her clothes, the underwear will be disposed of.

FMS does not allow any toy guns or weapons. Please do not bring any toys, jewelry, photos, etc. of firearms or weapons.

OUTDOOR PLAY

- All of our classes go outside every day—weather permitting.
- Outdoor play is an important developmental component of a child’s day. When a child is too ill to play outside, the child needs to be kept at home for that day.
- Closed toe shoes are the best choice for protection. Tennis shoes are best. It is difficult to run and play in open toe shoes or boots.

“WHAT TO BRING...”

Kindergarten and Preschool – please label everything with your child’s name.

- One complete change of seasonal clothes including socks and underwear
- Backpack (Regular size. NO SMALL BACKPACKS)
- An empty, spill-proof cup (water will be served throughout the day)
- Lunch and drink, if staying for Lunch Bunch
- Sweater or jacket when weather necessitates

Young School 1s & 2s – please label everything with your child’s name, including bottles, food containers, lunch boxes, blankets, jackets, backpacks, etc.

1s

- Lunch that consists of finger foods and a drink in a spill-proof cup
- An empty, spill-proof cup (water will be served throughout the day)
- Bottles must be prepared by the parent and labeled with the child’s name. No glass containers
- Disposable diapers labeled with your child’s name
- One complete change of seasonal clothes including socks
- Backpack (not small) (Diaper Bag -1 year old class)
- Blanket for naptime (1 year old class only)
- Favorite naptime stuffed animal
- Any other item you know your child will need to make him/her comfortable
- Sweater or jacket when weather necessitates

2s

- Lunch that consists of finger foods and a drink in a spill-proof cup
- An empty, spill-proof cup (water will be served throughout the day)
- Disposable diapers/pull ups labeled with your child’s name
- One complete change of seasonal clothes including socks
- Sweater or jacket when weather necessitates

If no extra underwear are in your child’s backpack and we provide disposable underwear for your child, there will be a \$1 charge for each occurrence added to your bill. If there are no extra clothes/shoes in your child’s backpack and we provide clothes/shoes for your child, the clothes/shoes must be returned to FMS within 2 business days. If the clothes/shoes are not returned within 2 business days, there will be a \$2 charge for each item of clothing/pairs of shoes not returned.

Please label everything with your child’s name.

REST TIME

1 year old class

Rest time is an important part of the day, as quiet time is essential after a busy morning. We provide crib sheets for our beds. Please send a blanket if one is used for napping.

Stay and Play Class

Rest time is an important part of the day, as quiet time is essential after a busy day. We provide nap mats for our students. Please send a blanket from home for your child to use during rest time.

TOYS FROM HOME

We understand that there are many instances when children need to bring a special toy, stuffed animal, blanket, etc. from home. Children may bring these transitional items, and we will work with the child to put these items in a safe place.

We strongly discourage children from bringing *play toys* from home. *Play toys* are difficult to share and many times get lost, creating a difficult and sad situation for the owner. When a child brings a *play toy* to school, the teacher will help the child put the toy in his/her backpack or cubby.

FMS does not allow any toy guns or weapons. Please do not bring any toys, jewelry, photos, etc. of firearms or weapons.

First Methodist School Scholarship Fund

The First Methodist School Tuition Aid Fund (FMSTAF) was established in 2011 to aid FMS families who are in need of temporary assistance in paying their tuition at FMS. This fund is provided through forfeited tuition and abandoned fees (see Tuition Policies) and is granted by the FMS School Board on a case-by-case basis to currently enrolled students. The use of funds from the FMSTAF are intended to allow children to continue at FMS despite unforeseen circumstances that may affect their families such as critical illness, job loss or other family hardships. Approved tuition aid will be applied under the following guidelines:

- Approved aid must be applied to current outstanding balances first, before application to future obligations
- No more than three (3) months of aid may be requested/approved for any one child during a single school year
- Should the student withdraw prior to the approved funds being applied, said funds will be returned to the FMSTAF

Applications for FMSTAF are available from the FMS Director. Tax deductible donations to FMSTAF are also appreciated.

Contact Information
School Address/Phone Numbers

School Phone.....972-298-5890
Fax.....469-533-2372
Email.....erika@fumcd.com
Office.....fmsoffice@fumcd.com
Student Accounts.....fmsaccounting@fumcd.com

Director: Erika Hemphill
Assistant Director: Paula Schultz
Student Accounts Manager: Karissa Sashington

Mailing	First Methodist School	Physical	First Methodist School
Address:	403 S. Main Street	Address:	206 W. Daniel
	Duncanville, TX 75116		Duncanville, TX 75116

First United Methodist Church.....972-298-6121

LICENSING

First Methodist School is licensed by the Texas Department of Protective and Regulatory Services.

Texas Dept. of Protective and Regulatory Services....1-800-582-6030
Child Abuse Hotline:.....1-800-252-5400
Website for Licensing: www.dfps.state.tx.us

A copy of the Minimum Standards for Licensed-Child Care Centers is located in the school office for viewing. If you are interested in seeing this, please contact the director.