

Dalton First United Methodist

Christian Learning Center



Teaching Our Children And Building A Faith Alongside Parents That
Will Last A Lifetime

Parent Handbook For Half Day

2020-2021

Linda Fitzgerald, Learning Center Director

Erika Mosteller, Director of Christian Learning Center Half Day Programing

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706-278-1075

Welcome to the Half-Day Christian Learning Center!

We are so thankful that you are a part of our CLC family, and we consider it an honor and a privilege to teach, nurture, and love your children each day. Our half-day learning program is designed to provide children ages one through four or five the opportunity to grow, learn, and play in a loving and safe environment. We believe your children are a gift from God, and we are thankful for the joy of teaching them the love of his son, Jesus! Our mission statement for our Half-Day staff is "to glorify God and teach our kids the love of Jesus," and we aim to provide opportunities for your child to explore God's wonderful world as they grow physically, emotionally, spiritually, and cognitively.

We ask that you please continue to pray for our CLC and for your child's teachers. May God protect us as we serve Him in our classrooms, playgrounds, and school grounds. Our theme verse this year is, "The Lord is with me. I will not be afraid!" Psalm 118:6. We know that God is good, wise, kind, all-powerful, and always with us. May we cling to these truths and teach them to our children! We look forward to a wonderful year!

Sincerely,

Erika Mosteller

Christian Learning Center Half-Day Program Director

dfumcpreschool@optilink.us, 706-278-1915

Half-Day Hours

1-year old MMO	Tuesday and Thursday	9:00 am-11:50 am
2-year-old MMO	Monday, Wednesday, & Friday	9:00 am-11:50 am
3-year-old Preschool	Monday through Friday	9:00 am-11:50 am
4-year-old Preschool	Monday through Friday	9:00 am-11:50 am

****We kindly ask that you do not bring your child before 8:50 am, as this is the time our teachers prepare their classroom for the day! Our carpool begins at 11:45 and finishes at 12 noon. Please pick your child up promptly within that time frame!**

Arrival/Dismissal of Children

All children and parents should enter the building through the Atrium Doors each morning. Please park in the parking spaces and not along the curb! ****New policy this year: We will require temperature checks for parents and students each morning until the Health Department advises otherwise.** Parents, you must wear a mask to check your child in at the temperature check point in the atrium.** Each child and parent will have their temperature checked and recorded, per Health Department requirements. A teacher or assistant will then bring your child to the Half Day Hall to their classrooms for the day. We will not be allowing parents to drop their children off at the classroom in an effort to limit the number of people on the hall. Thank you for understanding our new policy!

For dismissal, children will ALL be dismissed from the double doors at the south end of the parking lot. Cars will make a U-turn at the south end of the parking lot and stop facing west toward Valley Drive, parallel to the double doors. Teachers will then bring your child to your car. **Please stay in your car!** Once your child is in the car, please pull into a parking space outside of the carpool area to safely buckle your child into their seat. For liability reasons, we are not allowed to buckle your child into their safety seats.

In case of rain, we will dismiss from the covered portico door. Please, notify your child's teacher or Ms. Erika if your child will be picked up by anyone other than parents. Please also have whoever is picking up your child be ready to present photo identification. Please display your carpool tag on the passenger side of your front windshield.

Class Activities and Learning

We believe children learn through play and exploring the world around them, so our class time offers opportunities for both! Fresh air and sunshine are crucial for a child's overall well-being, so outside play is a daily part of our classroom routine. To that end, please make sure your child has appropriate clothing for our outside play, including a coat and hat for when it's cold outside.

Our classrooms have time for reading, crafting, kinesthetic learning, developing gross and fine motor skills, recognizing and learning colors/numbers/shapes/rhymes, writing/coloring, singing, recess, snacks, and free play. Much of your child's education will center around playing with other students and learning to socialize, share, take turns, work together, and respect one another.

Our 2s, 3s, and 4's classes will also participate weekly in P.E. with Susie Brown, Music with Mr. Austin McBryar, and chapel with various CLC and pastoral staff. We will be using *The Children's Gospel Storybook Bible* in our chapel and class time Bible learning, so we would love for you to be reading the same stories at home.



Ms.

Our 3K and 4K students must be toilet trained and able to take care of their routine bathroom needs. We consider a child to be fully toilet trained when they can recognize the need to use the bathroom on their own and express their need by asking their teacher to use the bathroom. Our 3's and 4's will experience more structured curriculum to work towards expressive language skills, pre-reading and pre-writing skills, number concepts, visual/auditory discrimination, self-help skills, fine motor skills, and gross motor skills. We definitely have fun learning in these classrooms!

Tuition/Payment

Half-Day tuition is due monthly, and we require tuition to be paid via automatic bank draft on or around the 7th of each month. Please see Ms. Erika with any questions or concerns about this process. If you are unable to make payment, please talk with us about payment options. We will work with you in every way possible so your child can continue to attend our program!

We recognize that situations and plans change, so if you must leave our program, we ask that you give us at least ONE MONTH advanced notice, in writing, so that we can make arrangements to stop tuition payments.

2020-20201 Tuition Rates

1 Year Old's – 2 days

\$200, T, TH

3 Year Old's – 5 days

\$275, M-F

2 Year Old's – 3 days

\$230, M, W, F

4 Year Old's – 5 days

\$275, M-F

Safety Policies:

Your child is important to us! Therefore, we have enacted the following policies for safety and well-being.

1. Children are only released to parents unless we are notified of pick-up changes in advance, in writing or via text.
2. We require photo identification for whoever is picking up your child.
3. We practice fire drills and tornado drills to prepare for an emergency. In case of fire, our evacuation route leads to the Scout Hut on the west side of the parking lot. We will notify parents in case of emergency.
4. If Dalton City Schools close for inclement and/or threatening weather, the CLC closes as well. If we must close the CLC while children are present, we will notify each child's emergency contact for pick up.
5. All teachers and staff are certified in Infant/Child CPR and Child Safety Procedures, and our staff have been trained as Mandated Reporters for child abuse.
6. Our hall doors are accessible via access-badge only, so please ring the doorbell if you need assistance.
7. We have security cameras throughout the building.



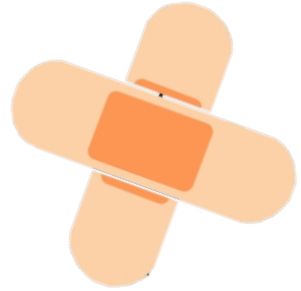
Health Policies

DFUMC Christian Learning Center will make every effort possible to protect the health of your child. However, we need parents' help to fight the spread of communicable diseases.

To keep our students and staff healthy, please keep your child home if he or she shows signs of illness. **If your child has any of these symptoms, please DO NOT send them to school:**



- | | |
|--------------------------------|---|
| Sore throat | Earache/ Discharging Ear |
| Severe coughing | Runny nose with yellow or green discharge |
| Inflamed eyes | Skin rash |
| Nausea or vomiting or diarrhea | Swollen glands |
| Fever | |



If your child becomes ill while at school, we will call parents or emergency contact numbers until we reach someone. **Please pick up your child within 30 minutes of being called.** Thank you for your help with this important policy that helps us limit germ exposure to students and staff within our school.

Your child MUST be fever-free and symptom-free for 24 hours without the use of Tylenol or Motrin before returning to school. Please notify us if your child has been diagnosed with a communicable disease so that we can alert other parents of possible exposure.

If your child is injured while at school, we will contact parents immediately. If a child becomes seriously ill or injured and we cannot reach a parent, we will seek emergency medical care for your child from Hamilton Medical Center.

Finally, please bring in immunization forms within the first week of school. You can have your child's pediatrician fax their forms to Attn: Erika Mosteller at 706.279.2696. We require standard immunizations for our students to attend school at DFUMC Christian Learning Center.

Discipline Policies

We view discipline as a positive learning experience as children explore their world and interact with their peers. To encourage discipline and self-control within our students, our teachers establish clear rules and expectations, encourage good behavior with specific and sincere praise, and model appropriate behavior. We also encourage our children to make the wise choice by offering them options. **We do not shame children or humiliate in our discipline. We do NOT use corporal discipline.** We discipline children through redirection, conversation, and offering choices. When necessary, we use "time for self" to allow the child to calm down and prepare to re-enter the activity at hand. We remind our students that they are always loved, even when they have made an unwise choice! And we model repentance and forgiveness, so that our students can better understand that they are forgiven in Christ when they repent and offer sincere apology for their misbehavior.

If a child bites, hits, or scratches another child, our teachers will document the incident and discuss the problem with the child. If misbehavior continues, the teacher or director may: 1) call the parents at home and discuss the problem 2) request a conference with the parents 3) request a conference with the parents and the director. If after these interactions the negative behavior continues, we will take appropriate steps to maintain the integrity of the program. We appreciate support from home in teaching our children to love their neighbor as themselves and to obey the teachers that God has given them!

Parental Participation

Because of COVID, our parental participation is limited for this school year. However, we would still love to have a Parent Committee to plan quarterly Teacher Appreciation treats for our lovely teachers and staff. Please let Ms. Erika know if you would like to join the Parent Committee.

Snack Policies

In an effort to prevent the spread of germs, we will NOT be using snack bags or bringing in snacks daily from home. We ask that each parent please bring in a large box of individually wrapped and age-appropriate snacks for their child's classroom within the first week of school. We will store these snacks to be used in your child's class throughout the semester. Because of allergies, **WE DO NOT SERVE SNACKS WITH PEANUTS OR TREE NUTS, so please plan accordingly.** The CLC provides snacks for the 1-year old MMO class. We do have a refrigerator for cold snacks. Ms. Erika will provide fruit periodically for the children's snacks.

APPROVED SNACK FOODS 2020-2021

The following is a list of APPROVED snacks for consumption by the children in our church programs who have allergies to peanuts, tree nuts, or any product containing these in any form. Parents of these children have checked the list. Please stick to the brands and flavors given and continue to check labels carefully. Manufacturers do change ingredients from time to time.

Approved Snacks - Please send SPOONS if needed

Nabisco/Sunshine Saltine Crackers	Nabisco Teddy Grahams
Fresh Vegetables (thin carrots, celery, etc.)	Jell-o brand Jell-o cups
Yoplait Trix Yogurt or GoGurt	Dole Fruit & Juice Bars
Cold Cuts (turkey or ham)	All Cheeses
Apple Sauce	General Mills Plain Cheerios
Pepperidge Farm Goldfish	Nabisco Triscuits
Sunshine Cheez-Its (cheddar)	Nabisco Cheese Nips
Frito Lay Rold Gold Pretzels	Keebler Vanilla Wafers
Ritz Crackers/Sunshine Hi-Ho Crackers	Keebler Graham Crackers
Nabisco Honey-Maid Graham Cinnamon Sticks	
Sara Lee Iron Kids Bread (White Wheat, Honey Wheat, Wheat, White)	
White Bread (Colonial or Sunbeam)	
Kellogg's Nutri-Grain/Kroger Fruit & Grain Cereal Bars	

**** If you choose to send a drink with the snack, please send Apple Juice, Orange Juice, or Water ONLY.**

Birthday Policies

Parents are welcome to send a special snack for the class on their child's birthday, but please make arrangements with your child's teacher in advance. If you are providing cupcakes, please provide the mini-cupcakes. **Unfortunately, parents are not able to attend classroom celebrations this year in an effort to limit germs on our hall.** Our teachers will make sure to take great photos of your students celebrating, though! No balloons or presents are allowed at classroom celebrations. **Birthday party invitations sent at school MUST include every classmate in your child's class, and the party should be planned for a time other than school hours.**




Special Events

Our Special Events will look a little different this year. We will not be able to invite parents or grandparents to attend school events. Thank you for understanding our Covid policy! We will assess the possibility of outside attendance based on the temperature of COVID-19 in our community.

Some examples of Special Events include: Farm Day, Holiday Parties, Thanksgiving Week of Gratitude, Christmas Musical, Reading Palooza Week, Book Fair, Easter Hat Parade, P.E. Day, Pirate Day.

Registration

Registration for the upcoming school year is open each February, and each child must register for the new school year. We have a non-refundable \$100 registration fee per family. We also require a \$75 supply fee per child. We open registration first to children currently enrolled in the program, then to church members and siblings of children currently enrolled. Finally, we open registration to the general public.



DFUMC Christian Learning Center Half - Day

2020-2021 Calendar

August 24-28

Staff Development and Workdays

September 1

Parent and Student Orientation via Zoom

September 8

First day of school

October 12

Fall Break

November 23-27

Thanksgiving Break

December 9

Christmas Musical

December 18

Last day of school before Christmas break

January 4

Staff Workday

January 5

Students return to school

January 18

MLK holiday

February 15

Winter Break

March 29-April 2

Spring Break

May 13

End of the Year Party and last day for 1's

May 14

End of the Year Party and last day

May 17 - 18

Staff Workdays

*Please note that Dalton FUMC Christian Learning Center Half-Day Program is not licensed and is exempt by the Georgia Department of Early Care and Learning. *

Please note that due to Covid-19, we will not be able to invite parent participation for class parties or events at this time. We will be in touch regarding policies for our Christmas Musical so that we can all safely celebrate together. Policies are subject to change as we receive information from the Health Department and gauge the state of our community.