



SAN CARLOS CHURCH
UNITED METHODIST

July 19, 2017

Dear Parent:

Welcome on behalf of the San Carlos United Methodist Church! We're thrilled to welcome you to this new school year, and we look forward to its joys and adventures. We are proud of the wonderful ministry that our preschool at San Carlos UMC has the pleasure to provide, and we are excited to partner with you in your children's education this year. The need for quality Christian preschool programs increases every year, and the fact that you have chosen the San Carlos United Methodist Preschool means a great deal to us. I am blessed to be able to introduce a program that is focused and really cares about each individual child. The staff is made up of caring and highly qualified professionals. The grounds and facility are kept in excellent condition. This high quality of service takes a coordinated effort between staff, teachers and you. Working together as a team we can continue to provide the best care and learning environment for your child. We consider your input to be extremely valuable, and you are always encouraged to join us at *any* of the Preschool Board Meetings. Information on the Board Meetings can be accessed through the Preschool office.

Another aspect of our quality program, that I am happy to share, is the offering of preschool scholarships. We all know how difficult it can be to make ends meet in our current economy. Therefore, if you meet our eligibility requirements, we may be able to help you with financial assistance. For more information on availability and eligibility, please contact Wendy Koza, the preschool director, directly. We also hope that you will see the church as a place when the spiritual needs of you and your family can be nurtured. Our goal is to provide a variety of programs that support parents and guide you in spiritually nurturing your children, encourage community bonding and of course bring families closer to God. You are also welcome to join us for worship and Sunday School at 10:00am on Sunday or any other activity that we have at the church during the year. Finally, if an occasion arises during the year in which you would appreciate pastoral assistance, do not hesitate to contact one of the pastors on our staff. We are here for you.

Peace and Blessings,

Diane

Rev. Diane Davis
Associate Minister of Children, Youth & Families

SAN CARLOS UNITED METHODIST PRESCHOOL

◆ SUPPORT SERVICES ◆

OFFICE HOURS: 7:30 AM to 5:00 PM
PHONE NUMBER: 619-464-4335 Fax: 619-464-5103
DIRECTOR: Director: Wendy Koza
SUPPORT STAFF: Cindy Prodor: Assistant Director

Web site: www.sancarlospreschool.com
Email us at: wendyk@sancarlospreschool.com

DIRECTOR: Mrs. Koza arranges programs, conferences, consultations, special events, health care evaluations, etc. Please feel free to contact Mrs. Koza with any questions or concerns you may have.

OFFICE STAFF: Mrs. Koza (Director), Cindy Prodor (Assistant Director) are here to help you and your child in any way they can.

TEACHERS: Your child's teacher will always be willing to make an appointment with you to give you feedback on his/her involvement in the classroom, to answer any questions and listen to any concerns you may have. This can be done by telephone or scheduling a conference.

CHURCH MINISTRY TEAM: San Carlos United Methodist Church is pleased to offer you the opportunity to participate in its community life and ministry of outreach. Our church is a fellowship of over 900 members who are committed to meeting human needs. We offer two services of Sunday worship at 8:30 AM and 10:00 AM. There is Christian education for every age group and interest. Church school classes at 10:00 AM on Sunday are for preschool through high school level. Adult classes meet on an ongoing basis, both on Sunday mornings and throughout the week. Childcare is available for both worship services as well as for most church events and programs.

Rev. Martha Wingfield, Sr. Minister

Rev. Greg LaDue, Associate Minister

Renata Freeland, Church Administrator

Wendy Bergeson, Communications Director

Sue Piszkin, Finance Administrator

Rev. Diane Davis, Dir. Of Children/Family Ministry

David Bramley, Dir. of Youth Ministries

Jeff McConnell, Interim Dir. of Music Ministries

Kim Ports, Director of Membership & Social Justice Ministries

Church Office Hours: Monday - Thursday 9:30 - 4:00

Church e-mail address: scchurch@sancarlosumc.org
Web address: www.sancarlosumc.org

◆ PROGRAM ◆

The staff at San Carlos United Methodist Preschool and Extended Day Care provides a high quality, safe and nurturing environment for your children. We respond to the needs of families by providing for the social, emotional, physical, intellectual, and spiritual development of our students. Our program promotes learning through developmentally appropriate, hands on, play-oriented activities. These activities are designed to develop the children's self-esteem and positive feelings toward learning. They also promote the following goals:

SOCIAL

1. Respect adults and other children.
2. Make appropriate use of classroom toys.
3. Learn to be attentive and listen to others.
4. Learn to share cooperatively.
5. Learn to take turns.
6. Help with clean up.
7. Participate in a) group activities; b) discussions; c) Show and Tell day.

EMOTIONAL

1. Separate from parents with ease.
2. Express feelings in socially acceptable ways.
3. Express anger with words or actions that do not hurt others.
4. Have a caring attitude towards others.
5. Exercise self-control.
6. Achieve independence in personal needs.
7. Develop a positive attitude to new experiences.
8. Make appropriate decisions.

PHYSICAL

1. Participate in motor development.
2. Participate in a variety of outside activities.
3. Develop good health habits.
4. Learn the importance of rest and relaxation.
5. Be responsible for his/her own space and possessions.

EDUCATIONAL, INTELLECTUAL AND ACADEMIC

1. Develop a love for learning.
2. Develop an interest in books, reading and listening to stories.
3. Participate in educational games alone and as part of a group.
4. Play with structured and non-structured toys and materials.
5. Participate in all "centers".
6. Develop an awareness of the environment in which they live.

SPIRITUAL

1. Staff example.
2. Monthly Chapel Time.
3. Observing Christian holidays.
4. Thank you prayers before snacks and lunch.
5. Music.

◆ PARENT INFORMATION ◆

HOURS:	Preschool	8:30 to 11:30 AM or 12:30 to 3:30 PM
	Extended Pre-K	8:30 to 1:00 PM
	Extended Day Care	7:00 AM to 6:00 PM

CLASSROOM DOORS will open five (5) minutes before class begins. The teachers use the time immediately before and after class to prepare and clean up, so please wait until the sign-in sheet is out to sign your child in. Your child must be signed in and out daily, after being checked in by his/her teachers. Please fill in all spaces on the sign-in sheet when you bring your child to class. Classroom schedules are posted in the classrooms.

CURRICULUM - Our preschool uses a theme based integrated curriculum. The teachers will be choosing from the curriculum what they would like to teach depending on the ages and individual interests of the children.

SHOW & TELL days will be set by the classroom teacher. Sharing items should be appropriate for the curriculum. Guns, weapons, action toys, sharp toys, coins, marbles or other items that may be put in the mouth or nose, etc., are NOT PERMITTED. Your child's teacher will provide suggestions. Please allow him/her to bring one item only on those days.

MONTHLY NEWSLETTERS will be sent via email each month. Bulletin boards outside each classroom will keep you informed of the daily activities of your child's class.

BIRTHDAYS may be celebrated at school during snack time. You may also bring snacks at any time during the year for your child's class. Please make arrangements with your child's classroom teacher ahead of time. Please confer with the teacher about any possible food allergies in your child's classroom.

OBSERVATIONS - CONFERENCES - Observations are sent home in January and June. However, if you would like to confer with the teacher at any time, please contact the office. Preschool conferences are scheduled in February and/or March.

BACKPACKS ARE REQUIRED for all children and should contain a change of clothes. Since children do not have individual "cubbies" we use the backpacks to send home important notices

CLOTHING – Play clothes are recommended and should be simple enough for the child to manage by himself or herself. Creativity is an important component of our program. Children will work in a variety of art media, and while they wear smocks, it is difficult to prevent all contact between clothing and art supplies. Please help your child choose clothes that can "take" the rigorous workout our young artists give them. Children must wear shoes with a back on them. Tennis shoes and socks are best. Please no flip-flops, sling back or dress shoes, cowboy boots or wedge shoes.

ALL PERSONAL ITEMS should be labeled with the child's first and last name -- backpacks, lunch boxes, show & tell items, rest sheets/blankets, sweaters, jackets, etc.

HEALTH INFORMATION - All emergency and health forms MUST be on file in the Preschool Office. Please bring in any updated immunization records, home phone and address changes, new work phone numbers and authorized persons for pick-up.

Only well children attend school. Only well children may attend school. Children who are contagious, have fever, or are unable to participate in the daily routine because of illness should not attend preschool. If your child has a contagious disease, please inform the school and keep him/her home until your doctor recommends that he/she may return to school. If your child is sick at school, it is imperative that a parent or another authorized representative pick up the child immediately. When your child is absent, please call the Preschool Office. Check the Exclusion Policy for more details on when to keep your child home.

As required by law, all medication given at school must be in its ORIGINAL container. We suggest that when prescriptions are filled, you ask that they be put in two ORIGINAL containers -- one for school and one for home.

We encourage any child on a restricted diet for medical reasons to only eat food brought from home. This includes classroom snacks, day care snacks, and lunches.

SCHOOL LUNCH – Lunches are available for \$2.50 and include milk. Children attending A.M. Extended Day Care need to make reservations by 10:00 A.M. for school lunch. Lunch menus are posted on the bulletin board in the Preschool Office and outside the Extended Day Care rooms. Monthly menus are also available in the preschool office and on line at www.sancarlospreschool.com under calendar.

HOLIDAYS - We observe the same holidays as San Diego City Public Schools (see calendar).

PARENT CUSTODY – It is SCUMP’s policy to fully comply with and follow custody orders/judgments as issued by the courts. We *must* abide by any custody or visitation directives described therein. The most recent court custody order or judgment must be on file at all times. Parents/guardians are expected to comply with these policies, communicate with each other directly, and work together toward the best interest of their child(ren) in order for the child(ren) to remain enrolled at SCUMP.

COMMUNITY CARE LICENSING – The department has the authority to interview children or staff without prior consent. The department has the authority to inspect, audit, and copy child or child care center records. Records may be removed if necessary for copying.

CELL PHONES – San Carlos United Methodist Preschool is a cell phone free zone. Please refrain from using you cell phone on the preschool grounds.

VISION SCREENING- Elk’s Preschool Vision Screening Program, comes to the Preschool and provides a free vision assessment to all the children the in the spring.

TELEPHONE NUMBERS AND ADDRESSES – Addresses and phone numbers may be given to other parents for birthday parties, etc. This information will never be given to any other outside sources. Confidentiality of unlisted telephone numbers will be honored at the request of the parent. Classroom lists of each child’s name, address and telephone number are available in the Preschool Office.

VOLUNTEERS - Parent volunteers are an important part of our preschool program. If you can help in any way on a regular basis or occasionally, please leave your name and phone number with the office or your child’s teacher. Volunteers are required to have proof of immunizations and TB clearance. Stop in the office for more information. Please sign in & out on the classroom sign-in sheet when you volunteer. We especially need volunteers for the Halloween Happening.

CHAPEL TIME – Once a month all AM classes will attend chapel time presided over by the Director of Children / Family Outreach Ministry of San Carlos United Methodist Church.

COMPLAINTS – If you as a parent/guardian have a complaint/allegation against Preschool administrative staff, that complaint/allegation should be given to the Sr. Minister in writing. The Minister is the Church Staff Person in charge of the Preschool. Community Care Licensing can also be contacted at 844-583-8766.

◆ TUITION & EXTENDED DAY CARE PAYMENT AND GUIDELINES ◆

TUITION

- Tuition is **DUE** on the first day of the month and **PAST DUE** 10 days from the billing date. Your statements will be sent to you via email.

MONTHLY RATES REGULAR PRESCHOOL CLASSES

2 Day = \$234.00 3 Day = \$338.00

5 Day = \$525.00

EXTENDED PRE-K CLASSES

2 Day = \$304.00 3 Day = \$407.00

5 Day = \$623.00

Monthly tuition is figured on a 37 week/9 month school year. Tuition payments remain consistent from September through May: The months of August and June are prorated on a weekly rate. There are no tuition deductions for school holidays, absences or illness. Payments are due the 1st of each month.

TUITION/DAY CARE DISCOUNTS – Discounts are given when two or more children in one family attend.

WITHDRAWAL PROCEDURES - If you withdraw your child from the program during the school year a two-week notice must be given in writing to the Preschool Office. A final bill will be emailed, and payment is due upon receipt.

PAYMENT PROCEDURES

Tuition and/or extended day care statements will be emailed to you at the beginning of each month. Previous month's day care and the current month's tuition are included on one statement and are due 10 days from the billing date. **Please write your child's first and last name on the check.** If applicable, please combine day care and tuition payment together on ONE check. The Preschool Tax I.D. Number is 95-2263865.

PAST DUE/DELINQUENT PAYMENT PROCEDURES

All payments are PAST DUE 10 days from the billing date. You can place your payment in the office or through the slot in the office door if it is locked. If you are unable to bring your payment in, mailing may ensure it being paid on time (when postmarked 10 days from the billing date). A \$20.00 late fee will be assessed on all late payments. Please include the \$20.00 late fee if payment will be received in the Preschool Office after 10 days from the billing date. Parents whose tuition payments are delinquent will be notified in writing. They will be given five (5) days to pay their tuition or contact the preschool office. Children will not be allowed to return to school until parent(s) either make the payment or set up other arrangements with the Director. There is a \$20.00 bank charge for returned checks. If checks are returned twice for insufficient funds, payments must be made with cash or money order thereafter.

EXTENDED DAY CARE (EDC) is available from 7:00 A.M. to 6:00 P.M. at an hourly rate of \$5.00. Hourly rates are billed by the ½ hour. Day care charges are billed by the month, due on the first of each month and past due 10 days from the billing date. **If a child is not signed out with FULL NAME AND TIME OF PICK-UP, you will be charged to 6:00 PM.**

Children may use day care regardless of what days they attend class. The EDC teacher cannot be responsible for your child before 7:00 AM. Please remain with your child until the EDC teachers indicate they are ready. Fill in all areas required on the sign-in sheet. Please write your name and time of pick-up legibly so correct charges can be billed to the right account. Make a name tag, using the masking tape and let the EDC teacher know your child has arrived. Please also let the day care teacher know when you pick up your child and advise other authorized persons to do the same.

All classrooms will be open at 7:00 A.M. If your child attends an AM class and is in day care prior to class, please leave LUNCH BOXES & BACKPACKS IN YOUR CHILD'S ASSIGNED CLASSROOM. If your child is attending an afternoon class, please put his/her backpack on the hooks outside room 3.

State law requires that all children resting at school have a crib sheet and a blanket. This applies to children attending AM classes but using day care after 1:00 P.M., children attending PM classes but using day care after 11:30 A.M. and those using day care all day. Please mark all rest items with your child's first and last name. Rest items may be left outside Room 3 (for children who rest) or outside Room 4 (for children who nap) in the children's individual container. Please take all bedding home over the weekend to launder, if your child uses a school sheet or blanket, you will be expected to launder them. Rest items need to be small enough to fit in the containers.

EXTENDED DAY CARE (EDC) LATE PICK-UP POLICY - Children must be picked up at the end of class time if not signed up for EDC. In an emergency, when the parent cannot be at school at the regular pick-up time, the parent must call the school. If the parent fails to notify the school, the children will remain in the classroom for 10 minutes after the close of the session and then go to EDC. The parent will be charged regular day care rates until 6:00 P.M.

EDC closes every day at 6:00 P.M. Children must be picked up promptly on or before that time. In an emergency, when the parent cannot be at the school by 6:00, it is his/her responsibility to notify the school and make arrangements to have the child picked up. If the parent has not notified the school or has not arrived to pick up the child within one hour after the close of EDC, and no one can be reached at the emergency phone numbers given by the parent in the child's records, the local police will be contacted. It is usually their policy to transport the child to Polinsky Children's Center. School staff is unable to transport children due to insurance coverage.

A \$1.00 per minute fee will be incurred for picking up after 6:00 P.M. and MUST be paid in CASH. If a child is here after 6:00 P.M. more than three times during the year, he/she will no longer be able to use day care in the late afternoon.

◆ POLICIES AND PROCEDURES TO MEET BEHAVIORAL PROBLEMS ◆

I. Policy

Inappropriate unacceptable behavior is defined as any abusive, disruptive, uncooperative, disrespectful actions toward adults and/or children to the extent that another individual may get hurt.

II. Procedures

1. Child's classroom teacher and director will meet to discuss inappropriate unacceptable behavior. Day care teachers may also be included if the child is showing similar behavior in day care. Possible alternatives will be discussed with a decision to choose the most beneficial one for the child.
2. Teacher, director and the parent(s)/legal guardian will have a conference to inform parent(s)/ legal guardian of the child's inappropriate unacceptable behavior and to gain insight as to what is happening at home.
3. A behavior modification plan will be discussed with parent(s)/legal guardian and put into action. A date will be established for evaluation. At this time, the policy and procedure for continual behavioral problems will be reviewed.
4. The director/teacher will continue to be in frequent contact with the parent(s)/legal guardian by phone, written notes or in person.
5. Teacher/director will keep detailed notes of the child's behavior and correspondence (verbal and/or written) with the parents.
6. Another conference will be scheduled with the parent(s)/legal guardian, director and teacher if no consistent improvement is shown. A decision will be made at this time, based on individual circumstances, for:
 - a. The parent(s)/legal guardian to seek professional guidance;
 - b. The child to have a time limit on school hours; or,
 - c. The parent(s)/legal guardian to remove the child from school.
7. In extreme circumstances, the parent(s)/legal guardian will be called at home/work to come for the child immediately. In this case, the child will be suspended until an agreeable behavior modification plan is established.

◆ DISMISSAL POLICY ◆

SCUMP reserves the right to request that alternative childcare arrangements are made if it is determined that a child's needs cannot be met, or the child has not adjusted to the group care provided at the Preschool. SCUMP also reserves the right to require alternative childcare arrangements if your child's behavior is disruptive to the program or poses an unsafe situation for your child or other children in the Preschool.

If you, the parent or guardian, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or city regulation, or fail to follow SCUMP policies and procedures, it may be necessary to dismiss your child(ren) from the Preschool. SCUMP ultimately reserves the right to dismiss any child with/without cause or notice

REPORTING CHILD ABUSE

The State of California requires all child care providers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines