

First United Methodist Church
of Tuscaloosa

Kiddie Kollege Preschool
of
First United Methodist Church

800 Greensboro Avenue
Tuscaloosa, AL 35401

(205) 345-7261 ext. 24

Paige Pollock
Preschool Director
paige@fumct.org

Our Purpose



The purpose of Kiddie Kollege is to provide a Christian environment for our young children that facilitates the total development of each child. We believe that a child needs cognitive, social, emotional, physical, spiritual and creative experiences to aid in the child's total development. Each child is a unique treasure; a gift from God. We use age appropriate activities to enhance each child's individual development. As preschool teachers, we understand that we shape the lives and futures of the children we serve and strive to use God's word, our actions, and our attitudes to ensure a safe and loving environment for the children.

Admission

Kiddie Kollege is open to all children regardless of race, creed, or religion. Classrooms are filled on a first come basis. Priorities are as follows:

- 1) Children of siblings currently enrolled, church members and then general public according to date of application.
- 2) Children on the waiting list according to date of application.



Ratio of classrooms:

Ones	5:1
Twos	10:1
Threes	10:1
Fours	10:1
Older Fours & Fives	10:1

Enrollment

Our preschool serves children ages one to five years old and enrollment is open to anyone, provided there is a spot open. If no spots are available, a waiting list will be established. When a spot becomes available, the parent is notified and asked to either reject or accept the open position. Upon receipt of the application form and fee (a non-refundable enrollment or wait list fee of \$50), the child is enrolled or placed on the wait list. The following forms must be completed and on file prior to the child's first day of attendance in the program.

- 1) Registration Form
- 2) Immunization record
- 3) Permission for Health Care
- 4) Handbook Agreement
- 5) Parent/Guardian Affidavit
- 6) Carpool Authorization
- 7) Field Trip Form (if appropriate)



Tuition

Kiddie Kollege is non-profit organization and is operated on the funds provided by tuition and fees. Tuition includes weekly music and bible stories, classroom materials, and a daily snack for all classes. Our classes have access to the FUMC computer lab and movie room. Tuition is subject to increase with notice to the families from the Kiddie Kollege Board of Directors.

Tuition is due on the 1st of the month and is considered past due if not received by the 10th. Pay by check or money order. ***Please mail in check or attach to the outside of child's lunch box or backpack; do not give to teachers or director.*** A \$20 late fee will be charged to all accounts not current by the close of business (12:00 noon) on the 10th of the month. Monthly tuition remains the same each month with no deductions made for absences or scheduled holidays. Full tuition is required for each child for the 10 months of August through May.

Tuition Fees

Registration (non-refundable)	\$50.00
Late tuition fee	\$20.00
Return check fee	\$40.00
Late pick up fee	\$5.00 late fee and \$1.00 for each minute late



<u>Ones</u>	<u>Yearly</u>	<u>Monthly Payments</u>
2 Days (Tuesday/Thursday)	\$1450	\$145
3 Days (Monday, Wednesday, Friday)	\$1850	\$185
5 Days (Monday-Friday)	\$2300	\$230
<u>Twos</u>		
5 Days (Monday-Friday)	\$2000	\$200
<u>Threes</u>		
5 Days (Monday-Friday)	\$2000	\$200
<u>Fours</u>		
5 Days (Monday-Friday)	\$2100	\$210
<u>Older Fours/Fives</u>		
5 Days (Monday-Friday)	\$2100	\$210

Please make checks payable to:
Kiddie Kollege
 800 Greensboro Avenue
 Tuscaloosa, AL 35401



Withdrawal

A one month notice is required, in writing, when withdrawing children from Kiddie Kollege. If withdrawal notice is less than a month's notice, then the next month's full tuition is required.



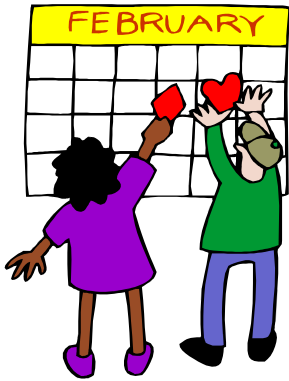
Scholarship

Thanks to the generous gifts of the United Methodist Women, Kiddie Kollege does offer a scholarship. If you feel you are interested in scholarship application, please contact the preschool director immediately.



Curriculum

The curriculum for Kiddie Kollege has been developed with care by professional teachers who co-teach lessons throughout the year. The classrooms are set up to allow exploration and to enhance the total development of each child. The teachers understand that children will learn differently and at different rates, which they use as a guide for their units and activities. Activities are varied to include constructive and dramatic play, art, music, reading, language development, math, and science.



School Operating Schedule

The Kiddie Kollege calendar (closing dates and important dates) is listed on page 16 in this handbook. Kiddie Kollege uses the Tuscaloosa City School calendar strictly as a **guideline** for holidays and in-service days. Kiddie Kollege is a half day program, open from 8:30 a.m. – 12:30 p.m..

Arrivals



The Kiddie Kollege doors will open at 8:30 a.m., according to the preschool clock. ***Please do not bring your child into the center before 8:30 a.m. because teachers are preparing lessons for the day.***

Parents are to unbuckle children from the car, and remove the younger children from their car seats. Teachers will meet parents/drivers at the covered entrance at the back of the church (facing Lurleen Wallace Blvd). ***DO NOT allow your children to get out by themselves for any reason.*** Children exiting a vehicle must be accompanied by a parent or teacher.

The back door is locked promptly at 9:00 a.m. If you arrive after 9:00 a.m., you must park in the parking lot and walk your child to their classroom. Please do not allow your child to walk down the hallway alone. Your child's class may be in a different part of the building, or they may get lost. Children arriving at school after 9:00 a.m. will miss some social time and work time. The teachers may not be able to make up all missed activities due to late arrival.

Departures

Carpool signs should be used each day when entering the carpool area. Pick up will be at the back of the building at the entrance under the portico facing Lurleen Wallace Blvd. Your child's teacher will bring your child to you. ***It is the parent/driver's responsibility to place the child in the car seat and buckle them into the car.*** For your child's safety (and according to Alabama law), each child under 6 years of age and 80 pounds is required to be in a booster or car seat. Additionally, all children under 12 years of age must ride in the back seat. Because your child's teacher is always interested in good communication, carpool is not the time to attempt anything more than a brief conversation. Please schedule a meeting with your child's teacher if you have any lengthy questions.

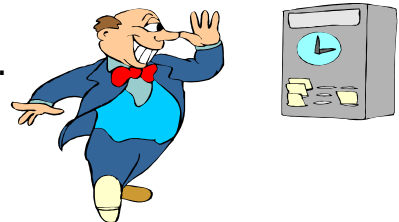
Pick up will begin promptly at 12:00 noon (by the preschool clock) and continue until 12:30 p.m. If you arrive early, you may park and come into the room to pick up your child.

Release of Children

Children are expected to leave only with their parents, unless a note is sent with the child stating that someone other than the parent has permission to pick up the child. Anyone other than the parent that picks up a child should have photo identification with them. Phone calls are accepted at the director's availability.

Repeated notes are not necessary for adults that regularly pick up children (for example, a grandparent that picks up every Wednesday). But, even if the director and teachers are familiar with the adult, please send a note with the parent's permission for non-routine pick-ups.

Please write notes about children going home with other children. ***Do not tell teachers and expect them to remember without a note.***



Health

If your child exhibits any of the following symptoms or you feel that your child may be contagious, please keep your child at home. Call 345-7261 ext. 24 to let the preschool director know that your child will not be attending school due to illness.



Reasons to keep your child home:

- he/she has had fever of 100 degrees Fahrenheit or higher during the previous 24 hour period,
- he/she has had discolored mucus from nose for 3 days or more (green/gray mucus is a sign of infection),
- he/she has vomited two or more times in the previous 24 hour period,
- he/she has had diarrhea (2 or more loose stools) during the previous 24 hours,
- he/she has symptoms of contagious infection like continual, productive cough or persistent sore throat (strep, croup) or infestation (head lice),
- any unexplained rash and or skin infection such as boils, ringworm, or impetigo,
- any eye puffiness or redness or evidence of pink eye and other contagious eye infections.

Also, please let us know of illness or exposure to communicable diseases. If needed, the county health department or Kiddie Kollege medical advisor will be contacted. Upon our notification, we will notify parents of communicable diseases in their child's class.



You will be called to pick up your child if he/she becomes ill or injured while at Kiddie Kollege. Parents will be expected to pick up child immediately (sick children do not need to remain at school). Kiddie Kollege reserves the right to refuse child care due to suspected illness.



Emergency Policy

If an accident or illness requires emergency medical attention, the child's parent will be called immediately. If the parents cannot be reached, the child's physician will be contacted and in extreme cases paramedics will be called and the child will be taken to the hospital. A Kiddie Kollege staff member will remain with the child until parents arrive. Medical staff physicians will be used if the child's regular doctor is not available. The school-designated employee shall be authorized to secure and consent to such medical treatment and services as may be deemed necessary. Cost of all medical care is the responsibility of the parent.



Medication

Kiddie Kollege does not dispense prescription or over the counter medication but parents can come by and administer medication, if required.

Kiddie Kollege will keep Epi-Pens and asthma medications on hand for children with severe allergy reactions. These medications will be administered only in the event of an emergency, and only with written prior consent from the parents. If your child requires this type of medication, please contact the Director immediately.





Toileting Policy

Parents of children two and younger need several diapers for the day and a change of clothes. For those who have children who are potty training, we will be glad to assist the child and the parent when the child is ready and shows interest.

Our teachers understand that accidents happen and are prepared to help children understand this fact. However, if accidents become a frequent problem, then the Director will request a meeting with the parents. A change of clothes is required to stay at Kiddie Kollege for all children, in case of an accident.

Discipline

Policies for guiding young children are based on the understanding that children need clear limits. As a Christian school, all discipline is approached through that lens. Guidance is positive and age appropriate. Our goal is to try to assist the child in learning responsible behavior. Brief supervised separation from the group will be used when appropriate. If discipline problems persist, parents will be called in for a conference, and additional discipline procedures will be considered. The child may be dismissed from the program at the discretion of the director/teacher.

The following behaviors can warrant a conference:

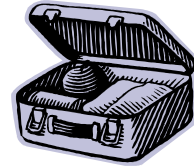
- 1) Continually disrupts the class
- 2) Endangering another child or himself (biting, scratching, hitting, throwing, etc.) This also includes staff members.
- 3) Destroys equipment or property of others.
- 4) Is defiant to authority.

Kiddie Kollege does not use any form of corporal punishment, ridicule or harshness of any kind when disciplining a child in our care. When you are in the building please help us by showing your child you respect our staff, the rules of our school and our property.





Food Program



Kiddie Kollege provides a healthy snack each day for the child. We use the nutrition guidelines set by the state to ensure healthy snacks.

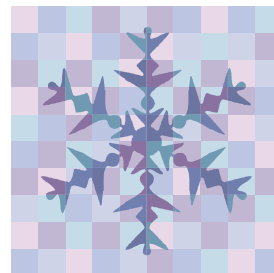
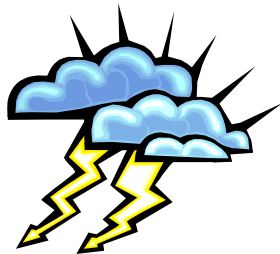
Children in the one year old class should bring a snack each day, while Kiddie Kollege will provide a simple snack for all other classes. This cost is included in tuition.

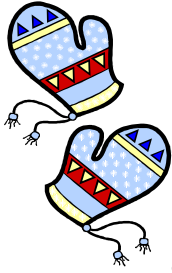


Inclement weather

We follow the Tuscaloosa City closing rules for inclement weather. If your child is currently at school when inclement weather hits, we request that you make arrangements for your child to be picked up as soon as possible.

TORNADOS: During tornado warnings, we ask that for everyone's safety you wait until after the warning has expired to pick up your child. If you are caught in transit when the warning occurs, please come to the basement of FUMC to sit with your child. No child will be released until the warning has expired, regardless of the parent's presence or absence. Please realize that during these warnings we are guiding your children to a safe place, so we will be unable to answer the phone. Messages will be returned when the warning has passed.





Clothing and Personal Belongings

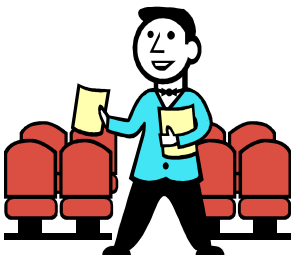
Children will enjoy many activities from hands on experiences. Despite our efforts to protect clothing, paint and makers may get on clothes; therefore, dress your children in play clothes which are washable and comfortable. Clothes should be easy to put on and take off so that children will not become frustrated while learning the skills of self help. Be sure to send jackets, mittens, caps, as the weather changes. Most classes will go out even on very cold days, so dress accordingly. Please send your child to school in laced or buckled shoes. Safety is our concern, so boots and flip-flops should stay at home. **Mark all clothing.** Children bring identical items frequently.

Security blankets and stuffed animals are sometimes needed to help a child adjust. You may allow your child to bring these if you feel it is needed. However, please do not let other toys, purses, money, jewelry, guns, candy, or gum come to school.



Exceptions:

Each class has a share day. Items related to our units or a special toy may come to school. **No weapons are ever allowed.** Books are always welcome.



Special Programs

Each year, Kiddie Kollege will host a program. All classes sing seasonal appropriate songs that relate our love for God and each other. Grandparents and special persons in the life of the child are all welcome. Cameras and video tapes are welcome as well.



Special Occasions

Invitations to outside parties will be passed out for you if all class members are invited. Refreshments for birthdays or other happy days may be sent to school. Kiddie Kollege is a place that we know will be special to your child and you. The staff looks forward to our relationship with your family and want you to know that your child's care and well being are our utmost concern. We are excited to watch your child grow during these special years.

Parent Involvement

Your child's happiness and constant progress are our top priorities and Kiddie Kollege feels parent involvement aids our program in this goal. We will start the year with an open house, in which you and your child can visit their classroom and teacher. We encourage your involvement whenever possible. You might consider the following opportunities:



- > As a parent you are invited in to be in the building at any time.
- > We encourage you to sign up as a parent reader.
- > Come and eat lunch with your child.
- > Join us for playtime.
- > Go on field trips.
- > Come and share any important family traditions.

Kiddie Kollege also has a Parent Advisory Council. This council helps to make decisions concerning Kiddie Kollege policies, aids in keeping open lines of communication between parents and Kiddie Kollege, and coordinates special occasions for families within their class. A representative from the Parent Advisory Council also sits on the Kiddie Kollege Board of Directors.



Communication to Parents

The four and older four/five classes will have scheduled conferences with parents concerning their child's progress. The one, twos, and threes will have conferences as needed. If at any time you feel there is a need to speak with your teacher or the director, please do not hesitate to call or send a note.

Enrollment Termination

Kiddie Kollege reserves the right at any time to terminate a child from the program for the following reasons:

- > non-payment of tuition and fees (account delinquent 45 days) without written verification of attempt to meet financial obligation,
- > if the Kiddie Kollege director feels that the needs of the child or the needs of the program are not being met,
- > if parents or guardians display inappropriate behavior, such as, but not limited to: profanity, physical aggressiveness, verbal abuse, etc..., toward staff,
- > if parent or guardians fail to follow the policies of Kiddie Kollege,
- > excessive behavioral problems persist with a child.



Kiddie Kollege
Of
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Parent Handbook
Agreement form

Please sign this agreement saying you have read and understood the Parent Handbook. No child will be able to attend school until their parent(s) has submitted this form. An agreement form is needed for each child registered with Kiddie Kollege.

I, _____, have received, read and understand the policies set forth by the First United Methodist Church Kiddie Kollege program as stated in the Parent Handbook.

Parent's Signature _____ Date _____

Child's Name _____