



August, 2017

Dear Parents,

Today is a new step in your child's life!

It is our pleasure to welcome your family to the 2017/2018 school year at Methodist School for Early Education. This marks the beginning of our 63rd year!

Our staff is committed to providing your child with a variety of social, cognitive, physical, and emotional experiences using methods and practices deemed developmentally appropriate.

Please review the policies outlined in our school handbook as this serves as a secure base upon which we are set to operate. The communication lines between staff and parents are always open. Please call the school office with any concerns or questions you might have.

We are most eager to get to know your child and to work together with you in creating a loving, spiritual environment at school.

Children are a gift from God; they are His reward. Psalm 127:3

Thank you for sharing a part of your child's life with us. We are eager to begin....

In Christ's Love,

*Rosemary Ubinger
Director
Methodist School*

STATEMENT OF FAITH

We hold to the simple statement of faith that reflects our belief and relationship with our Lord and Savior Jesus Christ. Our Staff and Administration affirm this statement.

We believe in the one God, maker and ruler in the flesh, our teacher, example, and redeemer, the Savior of the world.

We believe in the Holy Spirit, God present with us for guidance, for comfort, and for strength.

We believe in the forgiveness of sins, in the life of love and prayer, and in grace equal to every need.

We believe in the Word of God contained in the Old and New Testaments as the sufficient rule of both faith and practice.

We believe in the church as the fellowship for worship and for service of all who are united to the living Lord.

We believe in the Kingdom of God as the divine rule in human society and in the brotherhood of man under the fatherhood of God.

We believe in the final triumph of righteousness and in the life everlasting.

The Methodist School for Early Education seeks to nurture in young people a solid base upon which their faith can grow and mature. We affirm that an important part of our responsibility is to direct young children toward a life in Jesus Christ. We believe that as children relate to the natural world they are ready to respond to the Holy Spirit.

Therefore, we provide a curriculum that integrates Christian education with the development of appropriate social and academic skills. With the aid of Christian teachers in a Christian environment, these goals will be realized.

Children and Discipline

We are committed to the belief that children learn best in an atmosphere which values and respects the uniqueness of each individual child. We believe that an important part of our teaching task involves helping children develop an inner discipline. This means we must provide reasonable rules, logical consequences for breaking those rules, and be willing to give more personal responsibility to the children as they are able to assume it.

In this program we utilize positive techniques of guidance, including redirection, anticipation and elimination of potential problems, positive reinforcement, and encouragement. As the circumstances may require, we will use supervised time apart from the group. Consistent, clear rules and daily routines are established and we stress the importance that they be followed by everyone.

In the event of any persisting problem with your child, we will work closely with you so that together with our mutual understanding and reinforcement we can direct a behavioral pattern. If a child has continual difficulty controlling behavior to the extent that there is continual disruption to the class, making it impossible for others to have a successful school experience, a conference will be necessary to determine the continuation of the child in our program.

Remember that a crisis at home affects the child's behavior at school. Let us know the joyous happenings, the upsetting experiences, or important changes at home which may affect behavior. It is also important to let teachers know what a child has been told about an impending birth, serious illness, being adopted, or a recent death so any conversation can follow with complete empathy.

In all events, we like to consider this a joint venture with you in a mode of continuing development for your child.

I have read the "Children and Discipline" statement above.

Child's name _____

Signature of parent _____

** ** ** ** ** ** ** ** ** ** **

Childcare Facility Brochure Statement (chapter 4023125.FS.)

I have received a copy of Know Your Child Care Facility Brochure

Signature of parent _____

PARENT PARTICIPATION

ALL PARENTS AND VISITORS MUST SIGN IN AT THE OFFICE

The Methodist School offers a wide variety of involvement opportunities for parents. You are encouraged to participate to a level that makes you comfortable. We offer the following opportunities for you to get involved:

Volunteers : All parents of pre-k and older are invited to help in the classroom (2 & 3 year olds get upset when mommy or daddy come into the classroom before dismissal). Please sign up in the classroom at Parent Orientation. If you missed signing up, contact your child's teacher and ask to be placed on the schedule.

PARENT'S COMMITTEE: *Every* parent is a member of this committee by virtue of having a child enrolled in the school. We encourage you to participate in the Parent's Committee events, which include:

- ☺ Parent Coffee on August 24th, 2017
- ☺ Fall Festival on October 21st 2017
- ☺ Breakfast with Santa on December 2nd 2017
- ☺ Book Fair in March 5th, 6th, 7th, 8th 2017
- ☺ Teacher Appreciation (all year)

The funds raised by the Parent's Committee activities are used to purchase endless supplies for the school.

IN THE EVENT OF AN EMERGENCY (hurricane, tornado, etc.): **We will follow Orange County Public Schools Emergency Plan on DAY ONE ONLY** - after day one, please call the school office (407-644-4313) for a recorded message. If there is no message, we have no electrical power or we have sustained damage to our building & are unable to conduct classes. We also have plans for in-house emergencies. Emergency days will not be made up and no credit will be given for days missed.

CLASSROOM CELEBRATIONS: Birthdays may be celebrated in the classroom, but please **NO ELABORATE PARTIES!** Each teacher has something special planned for birthdays, but if you would like to send in snacks on that day, please contact your child's teacher. Decorated paper products are a nice way to make a birthday special. Summer birthdays are celebrated in May.

Halloween, Christmas, Valentine's Day, and Easter are **class** party days (St. Patrick's Day is optional). You may sign up at Parent Orientation to help on party day. **Young children are easily overwhelmed and we ask that party food and activities be kept simple. Please (if attending a party) spend the time with your child and make**

**ALL CHILDREN IN 3 YEAR OLD AND ABOVE CLASSES
MUST BE POTTY TRAINED!!**

CONFERENCES AND PROGRESS REPORTS: During the school year, teachers will schedule a time to meet with you and update you on your child's progress in the classroom. For parents of 2 and 3 year olds and pre-kindergarten students, this meeting will be scheduled in January. Parents of kindergarten students will be asked to attend conferences in October and April to help monitor progress on a more detailed level. Teachers or parents can request a conference at any time during the year. Please contact the school director if you wish to do so. We are here for you and your child!

PHOTOS: *Occasionally* we have people from outside our school come in to video the children or take photos of them for various church related programs. The teachers also take photos in the classrooms & on the playground, they will sometimes post them online for you to view; A photo release form was included in your child's registration packet for you to give approval or decline..

FIELD TRIPS: Are for children in the pre-kindergarten and kindergarten classes only. A classroom representative will arrange drivers for each field trip. **Each driver MUST SIGN IN at the school office before leaving for any trip.** Please remember that teachers depend on their drivers to chaperone the children while on the field trip. As is mandatory with state laws, each child must have his/her own seat belt while riding in a volunteer driver's car.

SNACK BASKET: Each child will have a few opportunities to bring home the snack basket throughout the school year. Teachers will list the schedule on the monthly calendars. When your child brings home the basket, you are asked to return it filled with snacks for the upcoming school week. Crackers, cheese, fruit, pretzels, and popcorn are good choices. Snacks that coordinate with teaching units are great ideas! If you would like help with snack ideas, please consult your child's teacher, the newsletter, or the school office for help in choosing an appropriate snack. Please make certain you send enough snack for each child in the class (the teachers enjoy snacks, too!). Also, you might want to check with your child's teacher to find out about any food allergies the children might have. **Healthy snacks benefit all!** Please let your child assist in making the snack basket with you! If your child is ill during snack basket week, please do not worry! We always have extra items at school.....

FOOD ALLERGY POLICY: If a child has a food allergy, the parent/guardians must provide written notice to the Director, including documentation of the food allergy from the child's health care provider, instructions on precautions that need to be taken to avoid the allergic food and the health care providers order for medication., if any. MSEE will take the necessary precautions to keep the allergic foods away from the child and train staff on the proper management of the specific food allergy, including emergency procedures and how to administer medications.

SCHOOL BAGS: Each child will receive a tote bag that has been decorated by parent volunteers. If you would like to help decorate school bags, you may sign up at the Parent Orientation or contact your child's teacher. **The school bags are the most important means of communication we have.** All information coming from the school will be pinned on the outside of the bag. Any notes or fee payments from parents can be pinned on the bag and sent to school. Your child's teacher will check for incoming correspondence. It is your responsibility to check your child's bag each day, please! The safety pin should be kept pinned to the bag at all times. **PLEASE MAKE CERTAIN**

SCHOOL ARRIVAL and DISMISSAL

Early morning dropoff is from 8:00 - 8:50 a.m. You may pay for one semester (non refundable).
One morning a week: \$70.00 Two mornings a week: \$100.00 Three mornings a week: \$150.00
Four mornings a week: \$175.00 Five mornings a week: \$200.00 Daily: \$5.00

Class	Arrival Time	Dismissal Time
Kindergarten	8:50 - 9:00 a.m.	1:55 p.m. - 2:00 p.m.
	Wednesdays only	-11:55 a.m. - 12:00 noon

Kindergarten dismisses at NOON until August 18th, 2017!

Pre-k, 3s, & 2s noon	8:50 - 9:00 a.m.	11:50 a.m. - 12:00 noon
	Wednesdays only	11:45 a.m. - 12:00 noon

Afternoon Enrichment open to 2's 3s, pre-k, & K

Dismissal begins at 1:50 p.m. and ends at 2:00 p.m.

Afternoon Enrichment BEGINS AUGUST 21st 2017!

Afternoon Enrichment fee remains at \$15.00

Morning drive thru ends at 9:05 a.m.

The Methodist School offers drive through drop off and pick up. The entrance for picking up/dropping off 3s and 2s is just past the church building on Morse Blvd. and is open during the above times. The Pre-kindergarten and Kindergarten pickup at NOON only is on Lincoln Avenue. Your child will be assigned a pick up number the first week of school. Please keep this number in your car and show it as you progress through the drive. This allows the teachers to easily identify you and bring your child to your car as promptly as possible. Please note that 10 minutes has been allowed for arrival and dismissal during which times staff members will escort your child to and from your car.

Please DON'T GET OUT OF YOUR CAR in the drive through lane, wait for the teacher to bring your child to you. They will also put your child in their car seat or seat belt. **PLEASE REFRAIN FROM USING YOUR CELL PHONE WHILE IN THE DRIVE THROUGH LANE** for the safety of the children and staff, this will also allow you the time to greet your child. If you see that the car pool lane is full, please circle the block until you can safely enter. If you would like, you may escort your child to and from the classroom. We regret that we are unable to accommodate younger siblings in the classroom after 9:00 a.m. If you choose to walk your child into the school, please use available parking on Lincoln Ave. or the church parking lot on Interlachen Ave.

Please do not arrive at school before 8:50 a.m. (unless you have paid for early morning arrival) as our staff is busy preparing for your child's day. We appreciate your promptness in picking your child up from school **NO LATER THAN** the end of dismissal time. **YOU WILL BE CHARGED A LATE FEE (minimum of \$10.00) BEGINNING 5 MINUTES AFTER THE HOUR.** Please remember that our staff members have commitments of their own after dismissal.

As a safety precaution, children and parents are NOT ALLOWED to play on the playground while carpool is in progress.

IMPORTANT INFORMATION!!!!: Due to liability, **CAR SEATS** are the responsibility of the parents! Whether for carpooling or field trips!!! Teachers and Assistants will no longer put car seats into cars.

Tennis shoes are the BEST option for School. Flip-flops, sandals, cowboy boots, and especially CROCS are not safe for the playground!!!! Please honor this request.

SCHOOL POLICIES

All applicants **MUST** fulfill the following requirements (unless circumstances are changed by Director or the MSEE Board of Education):

Age Requirements:

1 day preschool	child must be 2 years old by Dec. 31, 2017
2 day preschool	child must be 2 years old by Sept. 1, 2017
3 year old preschool	child must be 3 years old by Sept. 1, 2017
Pre-kindergarten	child must be 4 years old by Sept. 1, 2017
Kindergarten	child must be 5 years old by Sept. 1, 2017

The following information MUST be provided by the first day of school, children will NOT be allowed to attend class until proof of immunizations are on file:

- **Medical Exam** (form is available at your physician's office) attesting that the child is in good health or that any known medical conditions or health problem are under control
- Florida Proof of Immunizations (obtained through your physician's office) appropriate to the child's age or indication that immunizations are being brought up to date
- Notarized Medical Release Form
- **Child Record Form** (obtained in the school office)
- **Child and Discipline Form** (also obtained in the school office)

PLEASE NOTE:

The school reserves the right to turn away any child who is judged by the teacher or director to present a health hazard to the class. Please notify the school if your child develops a communicable disease. If a child becomes ill during school hours, the child will be separated from the other children while we make every effort to contact a parent and await pickup of the sick child.

Children should remain home for at least 24 hours after vomiting has ceased or after fever has abated. Children **must** have been on an antibiotic for **48 hours** before returning to school. **Prescription medicines and over the counter medicines cannot be dispensed at school (unless in an emergency situation: Epipen, etc.). Authorization forms must be completed for all prescriptions.**

If your child needs to leave our school for medical or enrichment purposes during school hours, it is the responsibility of the parents to see that the child is placed on Orange County School bus or other means of transportation.

The Board of the Methodist School for Early Education is comprised of the Director, the Children's Ministries Director, and representatives from church committees. It is the responsibility of the Board to oversee and address administrative issues.

The School is accredited by the United Methodist Association of Preschools (UMAP) yearly. We are licensed by the Florida Department of Children and Families (#C09OR0155), and members of

DAILY SCHEDULES:

The following are general outlines for class schedules. Specific schedules are posted in each classroom and are discussed at Parent Orientation. Class calendars are sent home monthly.

Kindergarten:

8:50 - 9:15 morning work and quiet activities
9:15 - 9:30 opening area
9:30 - 9:45 special area - Spanish, Chapel, Music, Movement
9:45 - 10:00 circle time
10:00 - 10:30 math/snacks
10:30 - 11:45 Daily 5 - reading groups and word work
11:45 - 12:15 lunch
12:15 - 12:45 recess
12:45 - 1:10 Social Science/Art
1:10 - 1:30 center time
1:30 - 1:45 Bible study and closing circle

Pre-kindergarten, 3 year olds, and young 3s:

8:50 - 10:15 centers
10:30 - 11:50 time is divided as follows:
Monday or Friday - Creative Movement
Tuesday or Thursday - Music
Wednesday - Chapel
20 minutes each for: snack, circle, playground, story time

2 year olds:

8:50 - 11:50 2 hours center time
25 minutes playground
25 minutes snack time
15 minutes story time

Chapel is led by Niki Nash. Through stories, worship, songs, and prayer children begin to understand the Christian faith and build a deeper awareness of God.

Creative Movement is taught by Sara Cambron & Pam Massengale. Through exercise and games children are encouraged to experience movement and experiment with their developing coordination.

Music is taught by Mary Elizabeth Langston. This time provides an opportunity for children to hear music and use their voices, bodies, and even instruments in activities designed specifically for young children.

TUITION and FEES - Methodist School for Early Education 2017/2018

To REGISTER your child, you will need to:

1. pay the Registration fee
2. pay the Material fee
3. pay the 1st tuition installment

Registration:

There is a **\$80.00** NON-REFUNDABLE/NON-TRANSFERABLE registration fee (per child), which is **due when you register** your child.

Material Fee:

This NON-REFUNDABLE/NON TRANSFERABLE fee is **due when you register** your child. These fees are used to purchase educational and consumable supplies, and to HELP cover the cost of field trips when applicable (pre k and kindergarten classes).

<u>Class</u>	<u>Material Fee</u>	<u>Class</u>	<u>Material Fee</u>
Kindergarten	\$410.00	3 day 3s	\$195.00
5 day pre-kindergarten	\$210.00	5 day 2s	\$305.00
4 day pre-kindergarten	\$200.00	3 day 2s	\$160.00
Young 4s	\$200.00	2 day 2s	\$145.00
5 day 3s	\$315.00	1 day 2s	\$110.00

Tuition:

Tuition is based on a ten month calendar, beginning in August and ending in May. **TUITION IS AN ANNUAL FEE** which can be divided, for your convenience, into **10 equal installments**. Tuition is payable on an annual, semi-annual, or monthly basis. Full year tuition installments are due August 1st, semi-annual installments are due August 1st and January 1st, and **monthly installments are due the first day of each month**. We offer the convenience of **TUITION EXPRESS**, an automated payment processing system that allows you to pay online, or thru automated deductions through your credit card, or checking account. **There is a \$20.00 late fee charged for tuition installments received in the office after the 10th of each month.** A **WRITTEN two-week notice** to the school office **is required** when withdrawing your child from the program for any reason. You will be responsible for payment during this two-week period whether or not your child is in the classroom.

FIRST MONTH'S INSTALLMENT IS DUE AT REGISTRATION (THIS IS ALSO NON-REFUNDABLE/NON-TRANSFERABLE).

YEARLY / MONTHLY TUITION RATES:

<u>Class:</u>	<u>Tuition: year/month</u>	<u>Church member/2nd child</u>	<u>Class</u>	<u>Tuition: year/month</u>	<u>Church member/2nd child</u>
Kindergarten	\$4850.00/\$485.00	\$4750.00/\$475.00	3 day 3s	\$3100.00/\$310.00	\$3000.00/\$300.00
5 day prek	\$3600.00/\$360.00	\$3500.00/\$350.00	5 day 2s	\$5900.00/\$590.00	\$5800.00/\$580.00
4 day prek	\$3400.00/\$340.00	\$3300.00/\$330.00	3 day 2s	\$3300.00/\$330.00	\$3200.00/\$320.00
Young 4s	\$3400.00/\$340.00	\$3300.00/\$330.00	2 day 2s	\$2600.00/\$260.00	\$2500.00/\$250.00
5 day 3s	\$4850.00/\$485.00	\$4750.00/\$475.00	1 day 2s	\$1400.00/\$140.00	\$1300.00/\$130.00

Afternoon Enrichment fee will be \$15.00 per day (12:00 noon - 2:00 p.m.) - open to all children - **begins second week of school**

Church members receive a discount on tuition for each child. Non-church member families with *more than one* child enrolled in the school will receive a discount for the younger child (ren). Please note that because our expenses are continuous, no credit can be given for absences. No credit given for scheduled school holidays, vacation periods, or days cancelled due to weather emergencies or other unforeseen catastrophes. **WE FOLLOW ORANGE COUNTY PUBLIC SCHOOLS EMERGENCY PLAN ON DAY ONE.**

AFTER DAY ONE, please call the school office for message on answering machine. If there is no message, we have no electrical power or we have sustained damage to our building and, therefore, are not able to conduct classes. We also have plans for *in-house* emergencies. Emergency days will NOT be made up unless Methodist School Board of Education advises. The Methodist School for Early Education admits students of any race, color, and national, or ethnic origin.

2017/ 2018 (dates are subject to change)

August 1 st – 11 th	Teachers preparing for the new school year Teachers contact parents about classroom visitation
August 1 st	Staff Meeting 9:00 a.m. FLC 205
August 7 th – 11 th	Classroom Visitation (times set by teachers)
August 10 th	Parent Orientation - 7:00 p.m. – Church Sanctuary
August 14 th	First day of classes - <u>everyone</u> Noon dismissal
August 21 st	Afternoon Enrichment & Special Programs begin, K to 2:00 p.m.
August 24 th	Parent Coffee - 9:00 a.m. - Fellowship Hall
September 1 st	<u>Everyone NOON dismissal!</u>
September 4 th	Labor Day - <u>School Holiday</u>
October 21 st	<u>Fall Festival – entire campus!</u>
October 26 th & 27 th	School Holidays
November 16 th	MSEE Moms Advent workshop
November 29 th	Pre-K and Kindergarten informational meeting for 2018/2019 FLC 313
November 22 nd – 24 th	<u>Thanksgiving Holidays</u>
December 2 nd	Breakfast with Santa - FLC Gym
December 13 th	Christmas Musical - 3s, pre-k, and Kindergarten - church
December 13 th	<u>NOON DISMISSAL - NO LUNCH BUNCH</u>
December 14 th – January 1 st	<u>Christmas Holidays</u>
January 2 nd -Tuesday	School resumes
January 2 nd -5 th	Registration for 2018/2019 school year for church members, current students, and their siblings
January 8 th - 12 th	Parent/Teacher Conferences - Fellowship Hall
January 15 th	Martin Luther King Day - NO SCHOOL
January 16 th	Registration for 2018/2019 opens to the community
February 3 rd	"Dad is Special" Day
February 19 th	President's Day - <u>School Holiday</u>
March 5 th , 6 th , 7 th , 8 th	Book Fair
March 15 th	Methodist School Art Fun Day
March 16 th – March 23 rd	Spring Holidays
March 26 th	School Resumes
March 30 th	Good Friday
May 23 rd	Kindergarten Luncheon – FLC Gym
May 24 th	Last day of classes. NOON DISMISSAL-NO LUNCH BUNCH
May 25 th	Teacher Workday

Dates to be announced:

Children's individual pictures - September	Spring Kindergarten Conferences – April
Fall Kindergarten Conferences - October	Class Group Pictures-April
Black & White Picture days – February	Summer Program-May 29 th -June 8 th