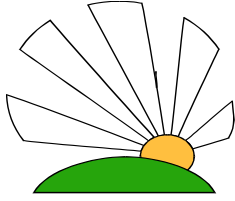


Sunrise United Methodist Church Preschool
 5420 Sunset Lake Road
 Holly Springs, North Carolina 27540

Parent/Guardian Handbook

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Introduction

Sunrise United Methodist Church Preschool's fundamental philosophy is to make sure we partner with our students' most valuable asset--their parent(s)/guardian(s), to ensure the best learning and operational environment. Clarifying and understanding the expectations of one another paves the way for the most effective learning experience of your child.

Purpose

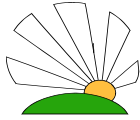
The SUMCP Handbook is designed to provide understanding and guidance to both our teachers and our parents as each embarks on educating and developing our students throughout the school year. SUMCP teachers and parents/guardians should become fully familiar with the Handbook, taking a few minutes to read and understand its contents. It outlines both operational and educational policies intended to guide our teachers and students to achieve a productive and safe learning experience. We would appreciate your cooperation in understanding and meeting the expectations of the Handbook, and if you have any questions, you may contact the Director for clarification.

Mission Statement of Sunrise United Methodist Church Preschool

The SUMCP was born out of care and concern in the ministry to local children (our future!), their parents/guardians, and to the community. The need was determined and through prayers, dedication and commitment, the goal of beginning the children's ministry was realized. We want to teach the children about God and how to live the Christian life, as well as learning social skills, language skills, respect, and obedience.

Teacher Expectations

There are several goals for our teachers. First and foremost, SUMCP teachers should provide a Christian environment for all children. For instance, teachers are expected to provide Christian learning opportunities and guidance to each student, teaching them about God's word and teachings. Teachers are expected to encourage lasting Christian relationships among all students and to nurture those relationships throughout the school year. They are expected to communicate God's love for one another. The SUMCP and its teachers are also expected to provide a quality learning environment where activities meet the physical, mental, social, emotional, and spiritual needs of the children. They can better do this by continuing their education in teaching young children; two of such courses per year are required. Finally, they are expected to understand the spiritual, emotional, and educational influence they have as the first teacher in the lives of their students and communicate student progress with parents/guardians.



Parent/Guardian Expectations

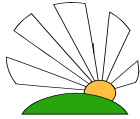
The spiritual and educational needs of our children are met not only by teachers, but also by their parents/guardians. Through this ministry to families of the community, parents are enabled to rejuvenate and have time to themselves in these hectic times. We ask that you take some of that time to reflect on the values of your family and children and support SUMCP teachers as necessary in their development efforts of your child. Communicate with your child's teacher as necessary and support their efforts to teach your child God's word and Christian values.

SUMCP Curriculum

Our curriculum revolves around Christian teachings, theme based activities, kindergarten readiness skills, imagination through play, and creativity through arts and crafts, physical exercise, speaking and listening. An example of a Preschool class daily schedule is:

1. Circle Time - A group activity of listening and communicating with one another, reading, sharing, and discussing the calendar and weather, focus for the day, etc.
2. Learning/Exploring Time - Center-based activities including a home area, blocks and other manipulatives, books, art activities and field trips.
3. Playground
4. Snacks/Rest Time
5. Music Time - Once a week with a music teacher.
6. Bible Time – Once a week with the pastor of the church or preschool director.

SUMCP is designed to be a Christian-developing Preschool; however the goal is not to be an academic Preschool, but to offer experiences that are prerequisites to academic learning. Learning/Exploring Time is designed for children to utilize their abilities and to grow their imaginations through the various activities listed above, all of which promote positive peer interaction and language development.



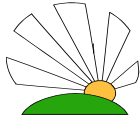
Administration

The Sunrise United Methodist Church Preschool is administered by the Sunrise United Methodist Church Preschool Committee, which is responsible for all operations and concerns relative to the SUMCP, and is accountable to the Sunrise United Methodist Church Board of Trustees. Membership of the Preschool Committee is as follows:

1. Representative from the Board of Trustees
2. Preschool Director
3. Four other church members.
4. The 2011-2012 Preschool Board Committee –Marya Lloyd, Committee Chair

Registration Requirements

1. Registration is conducted in February of each year, beginning with current students and their siblings followed by Sunrise United Methodist Church members, SUMCP Alumni, and lastly opened to the community. There will not be a pre-determined number of reserved spaces for church members; however, timelines and the first-come, first-served method will solely determine the pre-registration enrollment. We must, however, maintain a reasonable boy/girl ratio so we observe a modified first-come, first served system for registration.
2. All children entering the program must be the appropriate class age on or before *August 31st of the school year.*
3. All three year-olds and older are to be potty trained. A child that is completely potty trained can tell an adult when he/she needs to go to the restroom without the adult prompting the child to use the restroom and the child must be able to dress and undress themselves.
4. All children entering Sunrise United Methodist Church Preschool are required to have a physical examination and submit the medical form to the Director before the first day of school. All necessary immunizations should be updated before school starts according to the child's age. No child will be allowed to come to preschool until they are up to date.



Payment Policies

Registration Fees

The registration fee is \$150 per child. This fee helps with the cost of supplies necessary for your child for the preschool year as well as additional materials as the preschool expands. The registration fee is required at the time of registration and is **non-refundable**.

Tuition Fees

Tuition is a monthly fee. It is to be paid from September through May, by the 1st of each month. A \$20.00 late fee is charged for any tuition not received by the 5th of the month. The Preschool Committee will determine further action on unpaid accounts, however if satisfactory arrangements are not made, the child will no longer be able to attend SUMCP. Because tuition is a monthly fee created to work in our annual budget, no refunds are given for illness, vacations, teacher work days, or snow days. Checks should be submitted only to the Director or Office Manager personally or placed in a designated deposit box and be made payable to Sunrise UMC Preschool. Checks can also be mailed to the following:

Sunrise United Methodist Church (or UMC) Preschool
Attention: Kim Sain
5420 Sunset Lake Road
Holly Springs, North Carolina 27540

- **Do not send your check with your child. Teachers will not accept checks from students or parents.**
- **Delinquent Tuition—Unpaid tuition could result in the termination of the child from the SUMC Preschool. For the child to remain in the Preschool, documentation must be presented outlining the reason for the delinquency. All delinquent accounts will need to be paid prior to the end of the Preschool year.**

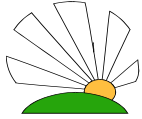
Fee Schedule

Tuition for 2010-2011

2-Day, 2-Year Old Class	\$170
2-Day, 3-Year Old Class	\$170
2-Day, 4-Year Old Class	\$170
3-Day, 3-Year Old Class	\$200
3-Day, 4-Year Old Class	\$200
5-Day, 4-Year Old Class	\$290

Withdrawals and Refunds

A notice of two weeks is required before a child is withdrawn for reasons other than illness. With such notice, tuition paid for the period after withdrawal will be refunded. Without notice, one month's tuition will be retained by the Preschool. When possible, a withdrawal in the Spring should take place before April 1st so that a child on the waiting list may have the benefit of at least two months of school. If the withdrawal occurs at the request of the Preschool, the unused portion of the tuition will be refunded. If a parent/guardian wishes to withdraw their child, they should contact Kim Sain, Preschool Director, by telephone at 303-3720.



Student Health Requirements

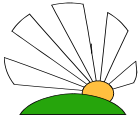
1. Public school-required immunizations (appropriate for the child's age) are also required for SUMCP students prior to admission. The children's Medical Report Form must be completed and updated as necessary.
2. If a SUMCP student is sick or displays any symptoms of an illness, it is expected that the parent(s)/guardian(s) keep the child at home for the well being of other students. **If the child has had a fever, diarrhea, or vomiting within the prior 24 hours, parent(s)/guardian(s) should also keep the child at home.** A child will be sent home if they have a rash, discharge from eyes or ears, sore throat or severe cough. It is required that the teacher/Preschool Director is notified immediately by the parent/guardian if the child has a contagious disease. Our main goal is to protect each and every student, therefore this requirement is essential.
3. The Preschool will not be responsible for the administration of any type of medication, whether it is prescription or over the counter. Parents, however, are welcome to come in to give medicine. Again, this would only be permitted if the child were not contagious.
4. In the case of a student with severe allergies, food allergies or other allergies, the parent must provide a Food Allergy Action Plan completed by the child's physician that is updated yearly. The parent must also provide an epi-pen and Benadryl to keep at the pre-school when the Food Allergy Action Plan calls for these medications to be administered by the pre-school staff in an emergency.

5. Sickness:

We try our best to prevent the spread of illness at Sunrise but we need your help.

Children need to be kept home when they have any of these symptoms:

- Fever of 100.6 or higher. Children should stay home until they have been without fever for at least 24 hours. Children should not be given Tylenol or Advil to reduce fever and then sent to school.
- Nausea or vomiting within the last 24 hours.
- Severe headache
- Diarrhea within the last 24 hours.
- Red, watery eyes with yellow drainage
- Unexplained rash
- Severe cough
- Excessive runny nose



Discipline

Teachers are required to give positive reinforcement as much as possible. Positive reinforcement encourages acceptable behavior. This reinforces a child's self-esteem about their behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about their unpleasant behavior enables that child to increase their self-control.

- Children who do not cooperate in a group listening situation, should be seated next to the teacher and reminded of acceptable behavior.
- Removal from the group for a period of "time out" is the next acceptable method of dealing with a child who continually demonstrates unacceptable behavior. This time out is not punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for themselves when they are ready to rejoin the group with appropriate behavior.
- Teachers are prohibited from using any type of physical punishment in any manner.
- If behavioral problems persist, the parents will be asked to attend a conference with the teacher to discuss what may be helpful in motivating their child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program, with parents having the option of being involved in the process. If a child is unmanageable and a constant disruption to the class, dismissal may occur.

Special Needs:

A child with special needs is basically a child who, because of his/her unique medical or developmental difficulties, has needs in addition to those of his or her peers. Sunrise UMC Preschool is not a special needs preschool. Our teachers are not trained to provide specific assistance to children who have special needs.

1. If known, children who have been evaluated and diagnosed with a specific disorder will be observed by the Preschool Director and age appropriate teacher to decide if the Preschool could provide for the child's needs without diminishing the care/time teaching to all children in the class. This will be done before the child is registered in Preschool.
2. If a child (not diagnosed) enrolled in the preschool exhibits developmental/behavioral difficulties which negatively affect the class, parents will be notified and a plan to help the child in the classroom will be implemented. If a change is not seen within 2 weeks, the Director will get the parent's signed permission to have the child observed by an outside source (i.e. Project Enlightenment) to determine the best source of learning for the child, if any therapeutic intervention is necessary and if placement at another Preschool is indicated.
3. If our Preschool feels it cannot provide for a child's needs, we will ask that the child be removed from our preschool.

Children whose parents request to receive therapy during Preschool must work with the teachers to establish times for therapy. Therapists will be encouraged to use the time before or after preschool hours in another room for the sessions.

Toilet Training

Two-Year-Old Students—Do not have to be toilet trained. If a parent/guardian is in the process of training their child, they should send them to school in pull-up training diapers, and provide a change of clothes in their bags/backpacks each day.

Three-Year-Old Students— Must be toilet trained before the start of Preschool. A child that is completely potty trained can tell an adult when he/she needs to go to the restroom without the adult prompting the child to use the restroom. The child must also be able to dress and undress themselves to use the restroom. The Teachers do help the children with any difficult snaps or buttons, if needed. If the child still has periodic accidents (daily accidents are considered more than periodic), they should come to school in pull-up training diapers. In the rare event that a child is not fully potty trained, the parents must work with preschool staff on a toilet training program. If “accidents” continue to occur, the parents will be required to come to school and change their child after one “accident” in that week. Medical situations will be discussed individually. If after one month of Preschool the child is not toilet trained, the parent may be asked to remove the child until toilet training is complete. The child’s position in the Preschool will not be terminated if the parent agrees to pay the required tuition during this time. Otherwise, another child will be given the position.

Communication with Parents

Teachers are required to inform parents/guardians of the activities of their Preschool class through monthly calendars, which will include weekly topics, class activities, field trips, and suggestions for parents.

There will be one Parent Conference offered during the year. Either the parents/guardians or the teacher may request an additional conference anytime there is a special concern.

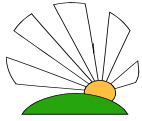
Parents are encouraged to visit the Preschool at any time. No advanced notice is necessary. Due to insurance concerns, siblings are asked to stay at home (including field trips), except for class parties.

Dress Code

Teachers are required to dress appropriately and professionally. Children are encouraged to wear play clothes and rubber-soled shoes. Socks should be worn at all times. For safety reasons, **no flip-flops, sandals, or clogs** are to be worn. Daily activities include active and messy play, and children should feel comfortable enough to enjoy themselves without worrying about their clothes.

The child’s name should be placed on all outdoor clothing and other belongings to help ensure the return of all of their possessions and clothes.

Parents/guardians should plan to leave a change of clothes with their child's teacher each season. Parents/guardians should place the clothes in a Ziploc bag and clearly label the bag with the child's name.



Snacks

Children should have eaten breakfast before they arrive in the morning. SUMCP will provide a mid-morning snack each day. Due to the increased number of children with food allergies, please check with your child's teacher before sending in any special treats during the school year.

Rest

For all children, a rest period will be included each day. Parents/guardians are asked to send in a regular-sized bath towel for their child to use during rest time. The towel should be labeled with the child's name.

Field Trips

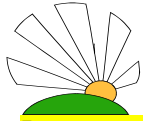
In the event of scheduled Field Trips, parents/guardians will receive a **Field Trip Permission Form to be completed prior to the trip**. Details of each planned trip will be furnished on the Permission Form. To comply with North Carolina State Law, the use of seatbelts and car seats are required for these trips. In the event a child does not cooperate during these trips, they will not be allowed to attend future field trips. Parents/guardians are encouraged to pack a snack for field trips. If a parent/guardian does not wish to send his/her child on the trip, the child will need to stay at home that day. Field Trips are a time for learning for each child enrolled at SUMCP, so please make other arrangements for siblings if you plan on attending the trip with your child.

Arrival

School begins at 9:00 am. No child should arrive before the 9:00am church bells ring! Please abide by this rule as teachers need to focus on preparing the classroom and materials for the day and cannot supervise children before the beginning time.

Parents of 3 and 4 year old children need to use our carpool system by entering the parking lot on the right, circling around so that the passenger's side of the car is adjacent to the sidewalk. See the Carpool Guidelines in the Appendix.

If a parent chooses not to use carpool the first few weeks of school, they should park in the parking lot to the left of the church, bring their child into the building and leave the child in the Narthex with their class, following a brief goodbye. This may be difficult at the beginning of the year, but will quickly promote independence as the child learns that Sunrise is a fun, loving and safe place to play and learn. All 3 and 4 year old children will be required to use carpool starting the first week in October.



Parents of 2 year old children are asked to park in the parking lot to the left of the church and bring their child to the classroom each morning to drop them off.

Departure

Students will be dismissed at 12:30 p.m. Any child left later than 12:40 may be picked up in the director's office; however, parents should make every effort to pick up their child promptly at 12:30. If you have an emergency that prevents you from picking up your child by 12:30, please call the church office at 303-3720. If you have not contacted us and arrive to pick up your child after 12:40 you will be charged \$1.00 for each minute after 12:40 payable immediately.

Both arrival time and pick up time can be hectic, therefore, for the safety of the children, parents and teachers should arrange for an alternate time or day to discuss the child's day or progress, other than during arrival and pick up. A phone conference could quickly be scheduled and would be more confidential.

School Term/Inclement Weather

Except for the opening and closing dates, the SUMCP will operate on the same schedule as the Wake County Public School System traditional calendar, including holiday, teacher workdays, snow days, etc. When the public schools open one hour late due to weather conditions, SUMCP will begin at 10:00 am and when the public schools open on a two hour delay SUMCP will begin at 10:30 am. Schedule changes will be announced for Wake County delays and closures on WRAL (TV5) and WPTF Radio (680 AM). Closing information can also be found on the church website at www.mysunrise.org.

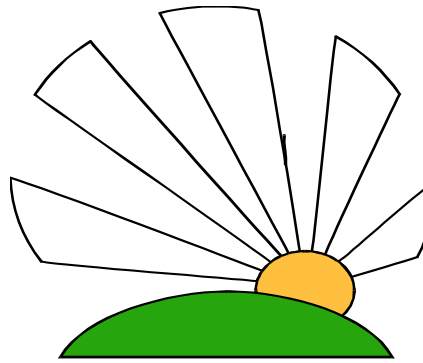
The Preschool will be unable to make up snow days.

Emergency Procedures

The child's Application Form has emergency contact information, which will be used in the event of an emergency situation. Parents/guardians will be contacted as quickly as possible. All appropriate procedures (evacuation, etc.) will be initiated at the discretion of the staff.

Preschool Contact

The director, Kim Sain, can be contacted during preschool hours at the church by phone: 303-3720. In the case of an emergency, she can be reached at her home Phone: 577-0134. The email address for the preschool director is ksain@mysunrise.org



Appendix

Guidelines for Release of Students to Separated or Divorced Parents

Release of the Child

- A. If there is no court order or separation agreement concerning custody of the child, either parent or legal guardian) has the same right to see the child at school or have the child released to him or her at the end of the school day.
- B. Parents must notify the school director of visitation or custodial limits if the school is to be expected to follow them.
 - 1) Unless notified otherwise, the school assumes that both parents have equal access to the child.
 - 2) The custodial parent should provide the school a copy of the cover page, pages specifying applicable provisions, and signature page of the court order or separation agreement. In the absence of official documentation, school officials have no authority to deny either parent access to the child.
 - 3) Out-of-state court orders should be honored by the school.
- C. School officials should carefully read the specifics of the court order or separation agreement.
 - 1) If a court order or separation agreement awards custody to either parent, the school should follow the wishes of the custodial parent regarding school day visits with the child or release of the child at the end of the school day.
 - 2) When limited visitation privileges are specified, the school should act in accord with the specified provisions (e.g. custodial rights on certain days which allow for visiting the classroom with the child for school events or picking up the child after school).
 - 3) Visits with the child during the school day should conform, not only to the court order or separation agreement, but also to the rules and usual procedures of the school.
- D. When the school has not been provided a court order or separation agreement and a non-enrolling parent seeks physical custody of the child at the school over the objection of the enrolling parent, the school should notify the enrolling parent before releasing the child.
 - 1) School officials should clarify with the parents that school officials cannot settle parental disputes and can only follow the provisions of a court order or separation agreement.
 - 2) When in the judgment of school officials the health and/or safety of the child is at issue, the school should not release the child to the non-enrolling parent. In such instances, the director or designee should notify the Department of Social Services, the police department, and the enrolling parent to explain the situation.
- E. When the custodial parent is incarcerated and two (2) or more parties present themselves to have the child released to them, school officials will make every effort to ascertain the wishes of the incarcerated custodial parent before releasing the child to the presenting persons.
 - 1) If the wishes of the incarcerated custodial parent cannot be ascertained, the director must use her/his best judgment in releasing the child to the non-custodial parent or other relative.
- F. Legal orders regarding custody and visitation are kept on file in the school office.

Sunrise Preschool CARPOOL Guidelines

We are happy to offer a carpool service for our 3-year olds and 4-year olds for drop-off and pick-up every day. This service is optional the first few weeks of school, so if you choose to walk your child into the building, we ask that when you enter the church grounds, go only into the parking lot on your left. For those new to our carpool system, when you come in the entrance to the church there are two parking lots. **Carpool takes place only in the lot on the right.**

Please follow these guidelines:

- Carpool will begin in the morning when the church bells ring.
- **Parents need to remain in their vehicles.**
- Wait until a teacher is at your car to assist your child in getting out.
- Each teacher will only take **2 children at a time** into the building
- Please begin talking to your child about parking lot safety!!
- We will only help those cars that are at one of the **4 orange cones.**
- Carpool will end at 9:10 and 12:40.
- Children arriving after 9:10 will need to be walked inside.
- Parents arriving after 12:40 will pay a **\$1.00 per minute late fee** when they pick up their child.
- All 3's and 4's will wait in the Narthex (lobby) area at drop-off and pick-up and will sit with their class.
- Please display your child's carpool tag on the windshield or dashboard.
- If you are not using carpool, please walk your child into the building and leave your child with his/her class in the Narthex (all teachers are helping with carpool therefore, there is no one in the classroom)

Carpool is required by all 3 and 4 year olds starting the first week in October.

This will give you and your child plenty of time to make the transition during September. Thank you for keeping the carpool running smoothly and keeping our children safe!

SUMC begins September 6th, 2011
 SUMC ends May 24th, 2012

WAKE COUNTY PUBLIC SCHOOL SYSTEM 2011-2012 TRADITIONAL CALENDAR

LEGEND

H - Holiday

W - Teacher Workday

W - Teacher Workday*

V - Required Vacation Day

ER - Early Release Day

Q - End of Nine Weeks
R - Report Cards Issued

★ First and last days

Interim Reports Issued:
 Quarter 1 - Sept 22 - 29
 Quarter 2 - Dec 5 - 12
 Quarter 3 - Feb 23 - Mar 1
 Quarter 4 - May 4 - 11

**High School Exam Window:
 January 4 - 20
 May 22 - June 7
 Enloe & Broughton:
 May 15 - June 7

Weather Make-up Days: (in order)

September 30
 November 23
 December 22
 February 21
 February 20
 June 8
 April 2
 April 3
 April 4

JULY 2011							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3							1