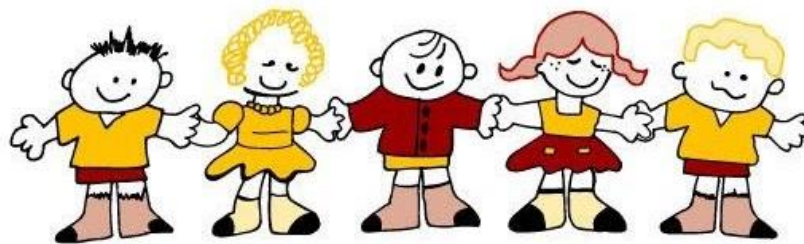


South Roanoke
United



Methodist Pre-School

Parent & Student
Handbook
2022-2023

**South Roanoke United Methodist Church
Weekday Preschool and Mother's Day Out**

2330 South Jefferson, Roanoke, VA 24014
(540) 982-3707 southroanokepreschool@gmail.com

A Not-for-Profit Private Preschool Religiously Exempt from Licensure

The Weekday Preschool and Mother's Day Out operates from August through May, and follows the Roanoke City School calendar for holidays and weather related closings.

Our Mother's Day Out (MDO) program is available for children 12 to 24 months of age by Sept. 30th, for half-day and includes Early Bird and Lunch Box Kids, or full-day.

Our Preschool program is available for children ages 2 to 5 years of age by Sept. 30th, for half-day and includes Early Bird and Lunch Box Kids, or full-day.

Lunch Box Kids (LBK) is included for half-day Preschool students and is included for full-day Preschool students. Students bring their own lunch.

The Early Bird Room (EB) is available to half-day Preschool students and is available for full-day Preschool students. This flexible drop-off option allows you to bring your child at your convenience between these times.

Please refer to pages 8–11 for specific information about our admissions policy, registration, tuition and fees, classes and class sizes, school hours, and drop-off and pick-up information.

We have a weekly chapel service with songs and Bible stories. Music instruction is also provided each week by Miss Cox. Our Pre-K Class has a Children's Choir session with Miss Judy each week. We offer special programs at Christmas and at the end-of-the-year, including a graduation for rising Kindergartners.

The preschool uses the church's education wing near the parking lot. A fenced-in playground is used for physical activity when weather permits. The Fellowship Hall/Gym and Sanctuary are also available. The church is located between 23rd and 24th Streets and Jefferson Street and Stanley Avenue.

We are pleased to serve as a not-for-profit faith-based private school. We are not government subsidized and are therefore not licensed, however we are regulated by the Department of Social Services, Roanoke City Building Occupancy Codes and Roanoke City Fire Codes. We are proud to participate in Smart Beginnings Greater Roanoke, which is a high quality indicator.

Safe Sanctuary of SRUMC

"The purpose is to help South Roanoke United Methodist Church provide a caring and secure environment for children, youth and vulnerable adults in all phases of church life" and "to establish a reasonable procedure to reduce the risk of physical, emotional and sexual abuse in children, youth and vulnerable adults as they participate in church ministries and to protect staff and volunteers from false allegations of misconduct."

School Hours

Half Day: Mother's Day Out and Weekday Preschool will be in session Monday through Friday from 9:00 am until 12:00 pm. All preschool children are eligible for the optional Early Bird 7:30-9:00. Half-day pick-up will be from 11:55 am to 12:05 pm. All children are eligible for the optional Lunch Box Kids (LBK) which is from noon to 1:00 pm (pick-up from 12:55 to 1:05).

Full Day: MDO and Weekday Preschool will be in session Monday through Friday from 9:00 am until 5:30. Early Bird is included as an option for students 1 yrs to 5 yrs. Old and starts at 7:30 am. Flexible pick-up times will be from 3:30 (after nap) to 5:30 pm.

Please keep aware of school closures and delays due to holidays, inclement weather, and others as shown on our school calendar and in local media. We keep the same schedule as Roanoke City Schools.

Confidentiality Policy

It is the policy of South Roanoke United Methodist Preschool to stress the importance of protecting the rights and privacy of children, their families and our teachers, and that any information regarding a child, a child's family, or other matters discussed with school management or staff will be kept in the strictest confidence.

Transfer of Records

It is the policy of South Roanoke United Methodist Preschool that a child's records may be transferred to another school only with parental permission.

Insurance

The preschool is covered by public liability insurance which provides coverage in the event that someone brings suit against the sponsoring religious institution for personal or bodily harm suffered during the operation of the preschool as a result of negligence. School accident insurance is provided by the preschool. Our agent is: HSR, Inc. 4100 Medical Parkway, Ste. 200, Carrollton, TX 75007

Student Discipline Policy

(The signed document from the online pdf document is maintained in the child's file)

Staff members attempt to prevent disruptive behavior by anticipating and eliminating potential problems and by encouraging appropriate behavior rather than competition, comparison or criticism. Guidelines for behavior are consistent and clear and are discussed with the children to make sure they understand. Desirable behavior is modeled and coached throughout the year. Teachers help the children develop and practice good coping strategies and problem-solving skills.

Extreme behavior such as biting, kicking or other aggressive actions, which may cause injury to other children, will not be tolerated.

The following steps will be taken:

- The child will be asked to discontinue the undesirable behavior no more than three times.
- The child will be redirected to another activity and not be allowed to return until he/she has more self-control. The child may be allowed to return to the prior activity with the understanding that the inappropriate behavior is not to be repeated.
- The child will be removed from special activity or playtime.
- For repeated and/or extreme behavior, as judged by the director or staff, the child will be sent to the director's office. The director and/or staff member will talk to the child about the unacceptable behavior and parents will be contacted. If the behavior continues, the parents will be asked to pick up the child from school. After the third occurrence, the child may be asked to leave the program.

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Philosophy

Your child's first adventure into learning is a significant milestone in their lives as they depart the family circle and are introduced to a school setting. It is our desire to make this a happy and meaningful experience.

The program at South Roanoke United Methodist Church Weekday Preschool emphasizes proper social adjustment through positive interaction with peers as well as the development of self-confidence and responsibility within the group.

Our innovative play-based curriculum stresses the necessary skills for a successful kindergarten experience. Eye-hand coordination is strengthened through physical exercise and developmentally appropriate motor skills in the classroom during work and play. Science experiments, ecology studies, literacy, and math skills are taught throughout the program.

South Roanoke United Methodist Preschool strives to maintain a high quality learning experience for each child in an atmosphere of Christian love and understanding. All children are welcome regardless of race, creed, religious or ethnic background.

Program Goals

During the year, our primary goal will be directed toward better social adjustments and improvement of the social, physical and academic skills that the child will need for future learning. We encourage positive interaction with peers and the development of self-confidence and acceptable work habits within the group. Our objectives are to strengthen hand-eye coordination and motor skills; to teach the child to become a critical thinker and problem solver; to communicate verbally; and above all, to balance the total experience in a creative and expressive way.

Curriculum

Curriculum for each class is developed by the Lead Teacher, in accordance with developmentally appropriate practice. Curriculum adheres to the mandates in the following resources: The Virginia Milestones of Development, The Virginia Building Blocks, the Virginia Quality Initiative, Early Childhood Environmental Rating Scale/Infant & Toddler Environment Rating Scale. Many other resources are consulted, such as the CDC Developmental guidelines, the Ages and Stages Questionnaire Assessment, the Phonological Awareness and Literacy Screening, the National Association for the Education of Young Children, and the Southern Early Childhood Assoc, etc.

Governing Body

A Preschool Committee shall establish policies and otherwise determine the rules and regulations for operation of the program. Membership of the committee shall consist of the following South Roanoke United Methodist Church members:

- Representative of the Church Board of Trustees.
- Bookkeeper and Director of the Preschool.
- Retiring Chairperson (will remain on the Committee to assist the incoming chair).
- One or more persons with expertise and experience in either early childhood education, business management, community resources, or health care.
- Coordinators of Children's Ministries (may be asked to serve).
- Work Area Chairperson on Education (may be asked to serve).

The preschool staff is responsible to the Preschool Committee through the Director, who acts as a liaison with the teachers to the committee. The Director is available for any help or questions, M-F 8:30 am-2:30 pm by phone at 540-982-3707 or by email at southroanokepreschool@gmail.com.

Preschool Committee Members

June Tegenkamp, Preschool Chair
342-7784
june@teg.name

Kailyn Bear, Director
982-3703
southroanokepreschool@gmail.com

Ellie Clark
353-6803
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Will Steffe
797-6953
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Melissa Newman
525-9173
melissatnewman@gmail.com

Sandy Arthur
521-9659
ksarthur1511@gmail.com

Admissions Policy

Enrollment is open to members of South Roanoke United Methodist Church and to families with children currently enrolled in the Preschool and MDO for an exclusive two week period and then applications from the general public will be received after that time. Announcements about enrollment will be made in the church bulletin, web site and newsletter, as well as in the Preschool newsletter. Admission is on a first come, first served basis. A completed application form including the registration fee is required. When a class has been filled, a waiting list is made. Should an opening occur, the director will contact those on the waiting list. Classes may be re-grouped at the director's discretion. Class size and overall enrollment numbers are regulated by the Department of Social Services in accordance with building and fire codes. We offer general education classes and do not administer Individual Education Plans (IEP) nor offer specialized care for children with developmental delays. All children must be properly vaccinated.

The following classes are available:

- **Mother's Day Out:** age 12-24 months by Sept. 30. Maximum of 8 children per day. 9:00-12:00 noon, Eligible for Early Bird 7:30-9:00 am and/or Lunch Box Kids attendance, until 1:00 pm. Full Day option available till 5:30.
- **Toddler Class (2 to 3):** Age 2 by Sept. 30. Maximum of 16 children per day. MWF or M-F 9:00-12:00 pm or full day. Eligible for Early Bird 7:30-9:00 am and/or Lunch Box Kids attendance, until 1:00 pm. Full Day option available till 5:30.
- **Three's:** Age 3-3.5 yrs by Sept. 30. Maximum of 20 children per day. MWF or M-F 9:00-12:00 noon or full day. Eligible for Early Bird 7:30-9:00 am and/or Lunch Box Kids attendance until 1:00 pm. Full Day option available till 5:30.
- **Four's Class:** Age 3.5-4 yrs by Sept. 30. Children must be potty trained. Maximum of 20 children per day. MWF or M-F 9:00-12:00 noon or full day. Eligible for Early Bird 7:30-9:00 am and/or Lunch Box Kids attendance until 1:00 pm. Full Day option available till 5:30.
- **Pre-kindergarten:** Age 4 or 5 by Sept. 30. Children must be potty trained. Maximum of 20 children; director's discretion may determine numbers allowed. M-F 9:00-12:00 noon or full day. Eligible for Early Bird 7:30-9:00 am and/or Lunch Box Kids attendance until 1:00 pm. Full Day option available till 5:30.

Registration Fees

A registration fee of \$60.00 applies for enrollment of each Preschool and Mother's Day Out child. Families who enroll more than one child in our program are charged registration fees as follows:

\$60.00 for the first child

\$40.00 for each additional child

Supply Fee

A supply fee of \$100 will be collected from each student on the first day of school with the first month's tuition. This one-time fee is used for classroom and educational supplies, and student insurance.

Tuition and Fee Information

Preschool

Half Day \$350/month

Full Day \$785/month

Twos, Threes, & Fours

5 Half Days \$350/month

3 Half Days \$275/month

5 Full Days \$785/month

3 Full Days \$471/month

Mother's Day Out 1-2 yrs.

5 Full Days \$985/month

3 Full Days \$591/month

5 Half Days \$375/month

3 Half Days \$325/month

Note: The months of August & June are pro-rated.

Quarterly and Yearly payment options are also available.

Tuition Due Date

Tuition is due on the first of each month. August tuition will be prorated and due on the First Day of School. Subsequent payments are due September 1, continuing through May. Quarterly payments are due September 1, December 1, and March 1. Annual payments are due the first day of school. ***Tuition payment received after the 10th of the month will accrue a late fee of 3% per month.***

Payments

Payments may be delivered in the following ways:

1. Via Bank Transfer or Credit/Debit card through the Brightwheel app
2. Tuition Drop Box
3. Mailed to the Preschool: 2330 South Jefferson Street, Roanoke, 24014

Please make checks payable to: South Roanoke UM Preschool or SRUMPS.

Late Enrollment and Early Withdrawal

Tuition fees for a child enrolling after the first of the month :

One week, the charge will be 3/4 of month's tuition.

Two weeks, the charge will be 1/2 of month's tuition.

If for any reason a child must be withdrawn from enrollment, **30 days notice in writing** shall be given to the Director so that the vacancy may be filled. Full tuition is charged for the month if the child is enrolled in any part of that month. *For example if you give notice on March 15th, you will owe 1/2 months tuition for April.*

Fees for late pick-up

A \$15 late fee will be charged for every 15 minutes late at dismissal time.

(includes 12:00, 1:00, & 5:30 pick ups)

Transportation

Please have your transportation schedule set before the opening of school or as soon as possible thereafter. It is imperative that everyone knows exactly where your child is to go after school and who they are to go with in order to avoid confusion or unhappiness. It is also imperative that you send a note (or message through Brightwheel) to your child's teacher if there will be a change in his/her normal routine.

Field Trips

Walking Field Trips and adventures are taken around our beautiful South Roanoke neighborhood and there will be some in house field trips.

Drop Off and Pick-Up Procedure

EARLY BIRDS ARRIVAL:

Drop off time 7:30-8:55: The Director or Lead Morning teacher will be at the curb ready to get them from the rear passenger side of your vehicle. Having your student on this side of the car will assist in a speedy check in process. We will assist in getting your child out of the car. Have all backpacks/lunch bags on the backseat floorboard with your child.

If you will be using Early Bird on a regular schedule, please inform us of what time to ensure proper staffing, prompt arrival check in time.

REGULAR DAY ARRIVAL:

Drop off time 8:55-9:05: The Director or Lead Morning teacher will be at the curb ready to get your child from the rear passenger side of your vehicle. Having your student on this side of the car will assist in a speedy check in process. Have all backpacks/lunch bags on the backseat floorboard with your child.

REGULAR DAY DISMISSAL:

Pick up time 11:55-12:05: Your child will have their belongings and ready for pick up from the curb outside. Please try to be prompt in your arrival to keep this process speedy and safe. On inclement days we will still have them ready inside and bring them out the curb for pick up. Parents are responsible for safely securing your child in the car seat or booster seat.

LUNCH BOX KIDS DISMISSAL:

Pick up time 12:55-1:05: Your child will have their belongings and ready for pick up from the curb outside. Please try to be prompt in your arrival to keep this process speedy and safe. On inclement days we will still have them ready inside and bring them out the curb for pick up. Parents are responsible for safely securing your child in the car seat or booster seat.

FULL DAY STUDENTS DISMISSAL:

Pick up time 3:30-5:35: Your child will have their belongings and ready for pick up from the curb outside. Please try to be prompt in your arrival to keep this process speedy and safe. On inclement days we will still have them ready inside and bring them out the curb for pick up. Parents are responsible for safely securing your child in the car seat or booster seat.

OTHER PICK UP TIMES:

If you are planning on picking up your child regularly at a different time, please let us know and we will accommodate this time for pick up with advanced notice. We need to know of any schedule changes as they should arise. You can send a note through the Brightwheel App this allows the teacher and director to know the changes.

SRUMPS & RCPS In-Session Inclement Weather Policy

School closings and delays will be announced via public service announcements on local radio and television stations and their affiliated websites and social media. We will follow the delay and closing decisions made by Roanoke City Schools. **If Roanoke City Schools are closed, SRUMPS is closed.**

If Roanoke City has a two-hour delay, SRUMPS will **open at 10:00 am**. There will be no Early Bird. Full-day drop off will begin at 10:00 am. Lunch Box Kids will be available. Parents should use their own discretion regarding driving conditions.

If it starts to snow (or if there is other severe weather) after school is in session, please listen for announcements of early closing, look for an e-mail from the director and a message in the Brightwheel app, or call the Preschool at 982-3707.

Safety Policy

The preschool considers the safety and security of the children in our care to be of the utmost importance. To that end, we have procedures in place for security, emergencies and natural disasters.

We practice Fire and Tornado Drills. In the event of a dire catastrophic event, the school will evacuate to the church Youth House located behind our playground on Stanley Ave. The doors of our building remain locked. Should a parent need to pick up or enter the building during normal school hours, please ring the doorbell, and someone will come to the door. Any other visitors must call the preschool office at 540-982-3707 to make an appointment for a visit.

SRUMPS COVID-19 POLICY

Updated 8-8-22

South Roanoke United Methodist Preschool (SRUMPS) will comply with the CDC's recommended COVID protocols. Outlined below are the policies that SRUMPS will be using as guidelines. The procedures may be updated as needed to best comply with safety requirements and the building setup at SRUMPS. All parents and caregivers will be notified of changes as we continue through the school year and summer programs.

COVID-19 INFORMATION:

Signs & Symptoms from the Center for Disease Control:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-10 days after exposure to the virus. People with these symptoms may have COVID-19:

<ul style="list-style-type: none">● Fever or chills● Cough● Shortness of breath or difficulty breathing● Fatigue● Muscle or body aches	<ul style="list-style-type: none">● Headache● New loss of taste or smell● Sore throat● Congestion or runny nose● Nausea or vomiting● Diarrhea
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For more information on COVID-19 and testing, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- If a SRUMPS employee or student tests positive for COVID-19, they will follow the current CDC guidelines that correlate with their vaccination status.
- If a parent tests positive and their child is unable to be isolated from them, we will follow the current CDC guidelines for quarantine time according to their vaccination status and age.
- In the event of confirmed cases becoming an outbreak, we may need to close classrooms OR the full preschool temporarily based on the health departments recommendations.

COVID CONTACT /QUARANTINE POLICY:

Currently, children who are not displaying symptoms of COVID-19 are not being tested for the virus. However, if there are positive cases within a household, (or secondary childcare- grandparents, etc) even if the employee or child is NOT positive or showing symptoms, the student or employee will be required to stay home for the duration of the quarantine period set forth by the CDC for the positive case. To return to SRUMPS, the positive household case must present proof of a negative COVID-19 test or finish the

quarantine duration. This policy has been put in place to best protect all students and staff at SRUMPS.

TRAVEL/ VACATION POLICY:

While traveling out of town, SRUMPS strongly encourages families to practice safe social distancing and masking policies for unvaccinated persons. As vaccines are not yet approved for the age group represented at SRUMPS, we want to do our best to protect all students. In the event your family does have a positive exposure to COVID, we will still enforce the quarantine time set by the CDC. This is to limit the exposure to staff and other students in our program.

PERSONAL HYGIENE:

Staff and children will be required to wash their hands often with soap and water for at least 20 seconds-- these times include: upon arriving to school each day, when entering the classroom, before meals or snacks, after outside time, after toileting or diapering, after contact with any bodily fluid, and after play time and prior to leaving for home.

FACE COVERINGS:

SRUMPS is allowing all students and staff the choice to wear a mask regardless of vaccination status while our community level is Low or Medium. In the event our community goes to High risk or we have a school outbreak, we reserve the right to reinstate mask wearing until returning to a medium or low risk status or we have the outbreak under control. Our goal is to keep teachers and students in school and healthy.

CDC has created a color system to communicate when localities are at high risk and should wear a mask. SRUMPS checks this daily and will follow the guidance as it shows below.

Know the COVID-19 Community Level where you live
COVID-19 Community Levels are a tool to help communities decide what prevention steps to take based on the latest data.



Low

- Wear a mask based on your personal preference, informed by your personal level of risk



Medium

- If you are immunocompromised or at high risk for severe illness
 - Talk to your healthcare provider about additional precautions, such as wearing masks or respirators indoors in public

- If you live with or have social contact with someone at high risk for severe illness, consider testing yourself for infection before you get together and wearing a mask when indoors with them.



High

- Wear a well-fitting mask indoors in public, regardless of vaccination status or individual risk (including in K-12 schools and other community settings)
- If you are immunocompromised or at high risk for severe illness
 - Wear a mask or respirator that provides you with greater protection

To Check out your community and places you may travel click on this link for their current status.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

SANITIZATION PRACTICES:

- In each classroom and in the hallways and bathrooms, objects and surfaces that are frequently touched will be cleaned and disinfected by both teachers throughout the day and by a professional cleaning service at the end of each day.
- Carpets (where present) will be sprayed at the end of each day with an EPA approved COVID-19 disinfectant.
- Cots have been purchased for naps. Cots will be sanitized each day after nap.
- Surfaces in shared spaces including the lunch rooms, gym, playground, and restrooms will be cleaned and sanitized after use by each group.

TEMPERATURE and HEALTH CHECKS:

SRUMPS requests all parents to evaluate your child's health each morning before arriving at school. The following measures outlined below will be in place each day prior to entering the building:

- Regular health checks of staff and children will be completed and documented to look for symptoms of sickness or fever during the school day.
- Children and employees are required to stay home when sick, and any child or employee who becomes sick with a fever of 100.4 will be sent home immediately. They must be fever free for 24 hours before returning to school.
- If they have Covid symptoms they will need to be tested to return to school.

SICK CHILD PROCEDURE:

Symptomatic individuals are separated from others until they are picked up from the facility. You will need to provide an on call emergency contact to ensure prompt pick up in the case your child becomes ill.

FACILITY SANITATION SUPPLIES:

Adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels and alcohol-based hand sanitizer, mask, are all available onsite for staff and students.

Things to Pack Each Day

Please label all items listed below with your child's full name

- Change of clothing, including socks and underwear and shoes in ziploc bag
- Back pack
- Snacks (2 if staying for Full day)
- Water Bottle
- Lunchbox, if staying for LBK or Full Day

Things to Send to School

Diapers or pull-ups (Twos, Threes, & MDO) *

Diaper wipes (Twos, Threes, & MDO) *

Full-day children only:

Blanket and stuffed animal that fit in a backpack and used for naptime. Blankets will be sent home each Friday for washing and should be returned to school each Monday. * Please send in one additional package of diapers & wipes for afternoon children who are not yet potty trained.* Please send one change of clothing, in addition to the morning set, including socks and underwear in a Zip-Loc bag, labeled.* Items will be stored in your child's backpack during the school year.

*To be re-supplied as needed.

Toys

Toys should be left at home. We have all the toys your child will need while at school. Bringing toys from home creates problems in the classroom, like jealousy, hurt feelings, fear of having them snatched or lost. Your child's teacher may have special days when your child will be asked to bring certain items or will have a show and tell. Your child may bring a book, music, small toy, or object of educational interest. Please instruct your child to bring only one item. Toys with lots of, and/or, small parts are not advisable. **We do not have any war toys or guns at school. These toys are not to be brought to school.**

Snacks

Parents will be responsible for providing all snacks and beverages for morning and afternoon (Full Day). Please send a reusable water bottle each day, labeled with your child's name. It will be

We follow USDA guidelines for healthy nutritious foods for our growing children.

Some suggestions are:

- Fresh fruit, dried fruits, raisins
- Granola bars, rice cakes
- Crackers and cheese (string, cube or blocks)
- Raw vegetables
- Cereal, pretzels, goldfish crackers, pasta
- Proteins such as lunch meat, pepperoni, beans, possibly peanut butter if there are no allergies in the school.
- Your own specialty

NOTIFY THE DIRECTOR and LEAD TEACHER OF ANY FOOD ALLERGIES

Birthdays

Please make arrangements with your child's teacher regarding birthday treats. She will recommend special snack treats such as cupcakes, cookies, ice cream cups, etc., and/or non-food birthday treats such as favorite book, balloons, or stickers.

Recommended Clothing

Please dress your child comfortably, taking into consideration weather conditions and the often messy or rugged activities which we encounter, including the mulch on the playground. Playtime is always safer in tennis shoes. **No boots, flip flops or shoes with slippery soles.**

Parent Helpers

We would encourage parents to participate in special activities at SRUMPS. We will be asking for volunteers this year. The Preschool also asks that parents share talents or careers with the children. Remember, when you come to school, this is your child's special day; so if possible, leave younger brothers and sisters at home. This eliminates a lot of confusion in the classroom and makes it a special day for both you and your child. Parents may also assist with field trips, participate in the Pumpkin Patch, volunteer to decorate bulletin boards, occasionally assist in the office, library time, or classrooms, etc.

Communication

We realize that communication from home is very important. We ask that if there is anything occurring at home, such as a new baby, a family illness, a death, a move or anything that might be disruptive to the child, that you notify the teacher so she can help your child deal with his/her feelings. If you need to speak to your child's teacher, please send a note or message through the Brightwheel app and she will reply as soon as possible.

Brightwheel is our communication application for parents and teachers to connect throughout the day. Please reach out to us through the app if there is a sudden change in your routine, ie. grandma is picking up instead of mom, the student didn't have a good morning, the student will be absent ect. This will keep the teacher and director informed of all changes and allow for adjustments to be made. Please enter all of your students' information into the app as well as emergency contacts and authorized pick up persons.

If at any time you are having issues using the app please feel free to reach out for assistance or check out the link below for some quick tutorials:

For Parents:

- [Example Emails for Notifying Parents about brightwheel](#)
- [Parent Overview Handout \(PDF\)](#)
- [Brightwheel Guide for Parents \(YouTube\)](#)
- [Brightwheel Guide for Parents BILLING \(Youtube\)](#)

Parent Conference Day

Conference days for preschool parents are scheduled in November (phone conference) and February (meeting with teacher). If you would like to have a conference at any other time, you may call, message the app or email your child's teacher to schedule one. The morning time before school begins for the day is the teacher's preparation time and is not a good time to talk. Please feel free to send a note asking for a time to meet with your child's teacher, or send an email request to the school, or message the app.

Assessments

During the school year, your children may be assessed by the ASQ (Ages and Stages Questionnaire), Gold Literacy and Math, PALS Pre-K, Vision Screening, and/or Speech & Hearing Screenings. You will be notified in advance of the assessments and asked for your permission to administer them. More detailed information about these assessments will be sent home as the time draws nearer.

Child Development Policy

We recognize that each child develops physically, mentally, socially, emotionally, and cognitively at an individual rate. Speech & hearing and chronological age guidelines may be factors.

Please refer to page 5 [in your Parent/Student Handbook] for our Philosophy, Program Goals, and Curriculum. To these ends, we support the child's best interests. Teachers monitor the children's progress and developmental maturity in these areas to see that milestones are met.

There may be times when a child requires additional assistance in developmental areas. A plan of action may be created for parents and teachers. We will do all that we are able in order to help the child strengthen and improve skills. However, these are general education classrooms and unable to provide professional services which some children may require. Outside interventions and therapies are welcomed in our classrooms.

Children who may benefit from extended services will be noted and parents consulted. A partnership between parents and preschool is essential to the success of the child. Parents may wish to directly engage services, and we encourage you to do so. In addition, Roanoke City Public Schools offers services at no cost. Roanoke County has similar programs. The Preschool Director may refer a child to the appropriate district agency and request that a Child Study be conducted. These agencies work with the parents to ensure that every available and appropriate assistance is granted to the child. These requests must be submitted by December 1st of each year. To that end, we will make every attempt to identify children and notify parents in a timely manner.

In some cases a child's progress in developmental capabilities may impact the decision to advance the child to the next class level. These decisions will be reviewed and notifications sent home at the beginning of May each year.

Illness Policy

School Entrance Health Forms are required to be completed and on file for each child. This certificate is completed by the parents and physician. Immunizations must be up to date; no waivers accepted.

Please refer to the above COVID-19 Policy for additional 22-23 School Year Illness procedures.

A daily health screening of each child will be done to include observing them to identify changes in a child's pattern of behavior or physical appearance that might alert staff to an illness. Appropriate action may then be taken both to protect the ill child from avoidable health risks and to prevent exposure of well children to an illness which might be contagious. In case of an accident or illness, a parent will be notified immediately.

Children with flu-like symptoms such as fever, chills, cough or sore throat will be sent home. If your child does not feel well, please keep him or her at home. Colds and other communicable diseases are most contagious during the early stages of illness.

If your child requires medication to control a fever or other contagious illness, they may not attend school; please keep them at home. Ill children must be kept at home for at least 24 hours after the symptoms subside. Those with vomiting or loose stools must be kept at home for at least a minimum of 24 hours after symptoms subside.

Regulations do not permit staff to administer medications; over the counter or prescription, including cough syrup and fever reducer.

Please report communicable diseases (see list below) to school immediately so they may be reported to other parents to alert them of the symptoms.

Communicable Diseases:

Covid-19, Chicken Pox, Diphtheria, Encephalitis, Flu, Infectious Hepatitis, Measles (German rubella), Meningitis, Mumps, Pertussis (whooping cough), Poliomyelitis, Streptococcal Infection (strep throat, scarlet fever), Smallpox, Conjunctivitis, Pinworms, etc.

Communicable Skin Diseases:

Scabies, Impetigo, Head Lice, Ringworm, Hand Foot Mouth, Molluscum Contagiosum, ect.

Preschool Staff

Teachers hired for our preschool program should have at least a two-year associate degree in early education or a related field. There may be exceptions to this in the case of some assistants who have become teachers after several years of experience. Teachers and assistants should have at least one-year work experience in the early childhood field or other child-related work. They should exhibit enthusiasm, a love of children, and a Christian-based value system.

The staff must be certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. Staff must also pass a background & fingerprinting check.. We also maintain certification in CPR/First Aid.

Biographies available on our website: www.srumc.com