

2024-2025 PARENT HANDBOOK

Hayes Barton United Methodist Preschool



Hayes Barton United Methodist Preschool
(919) 832-9535 | www.hbump.org

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Statement of Purpose

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Statement of Purpose



Hayes Barton United Methodist Preschool (HBUMP) offers explorative and play-based learning experiences to children from infancy to five years old. As an outreach ministry of Hayes Barton United Methodist Church (HBUMC), we promote a loving, Christian atmosphere that fosters each child's social, emotional, physical, and cognitive development.



Registration and the Governing Body



A non-refundable registration fee of one-month's tuition is due upon submission of a child's application. There is a \$600 family maximum for registration fees. This is an annual administrative fee that applies to new, as well as currently enrolled families.

Priority of registration is in the following order: current students and siblings who are Hayes Barton United Methodist Church (HBUMC) members, current students and siblings who are non-HBUMC members, HBUMC members new to the preschool, and General Public.

HBUMP does not discriminate on the basis of race, color, national origin, ethnic origin, sexual orientation, disability, and gender in its educational policies, admissions, scholarships, and any school related programs.

The governing body of the preschool is the Hayes Barton United Methodist Church Preschool Board. They determine the tuition and fees for the school, as well as the operating and personnel policies of the school. HBUMP is audited yearly along with the audit of HBUMC. Please [visit our website](#) to learn about various financial assistance packages available at HBUMP.

The Parent Handbook will be revised in accordance with the rules and regulations of state, federal, and accrediting entities, best practices for preschool providers, or at the discretion of the HBUMP Board. Any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

TUITION AND WITHDRAWAL

Payment Options and Monthly Rates



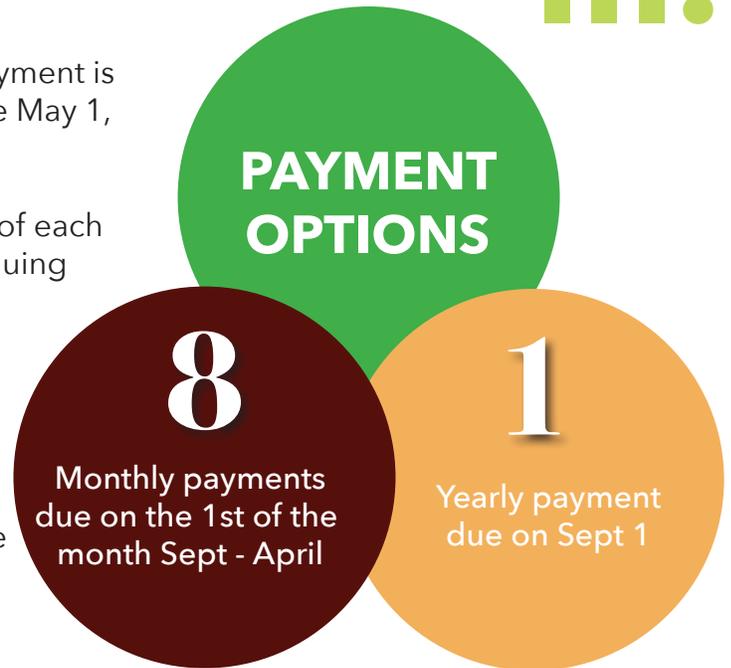
A one-month non-refundable advance tuition payment is required for ALL students and is due on or before May 1, 2024. This payment covers tuition for May 2025.

The remaining tuition payments are due the first of each month, beginning September 1, 2024 and continuing through April 1, 2025. HBUMP offers flexible payment schedules including one-payment or eight-payments.

Parents are encouraged to use our bank draft option for scheduled payments. A \$20.00 late fee applies if payment is not received ten business days following the due date. Returned checks or draft payments for insufficient funds will be assessed a \$25.00 fee. HBUMP reserves the right to dismiss any child when tuition payments are 2 months delinquent and a payment arrangement has not been made with the Preschool Director and Operations Manager.

After the start of school, in order to withdraw a child, written notice must be provided 30 days prior to withdrawal, and tuition for that month and the subsequent month are NONREFUNDABLE. An early withdrawal administrative fee of \$50.00 will apply.

Our tuition amounts for the 2024-2025 school year are as follows:



	CLASS	1 DAY	2 DAY	3 DAY	4 DAY	5 DAY
MONTHLY RATES	Toddler Program (MMO)	\$175	\$345			
	2 year Olds		\$345	\$405		
	3 year Olds			\$405		\$495
	4 year Olds				\$460	\$495
	Transitional Kindergarten					\$520

SCHOOL CALENDAR

and Carpool

IV.

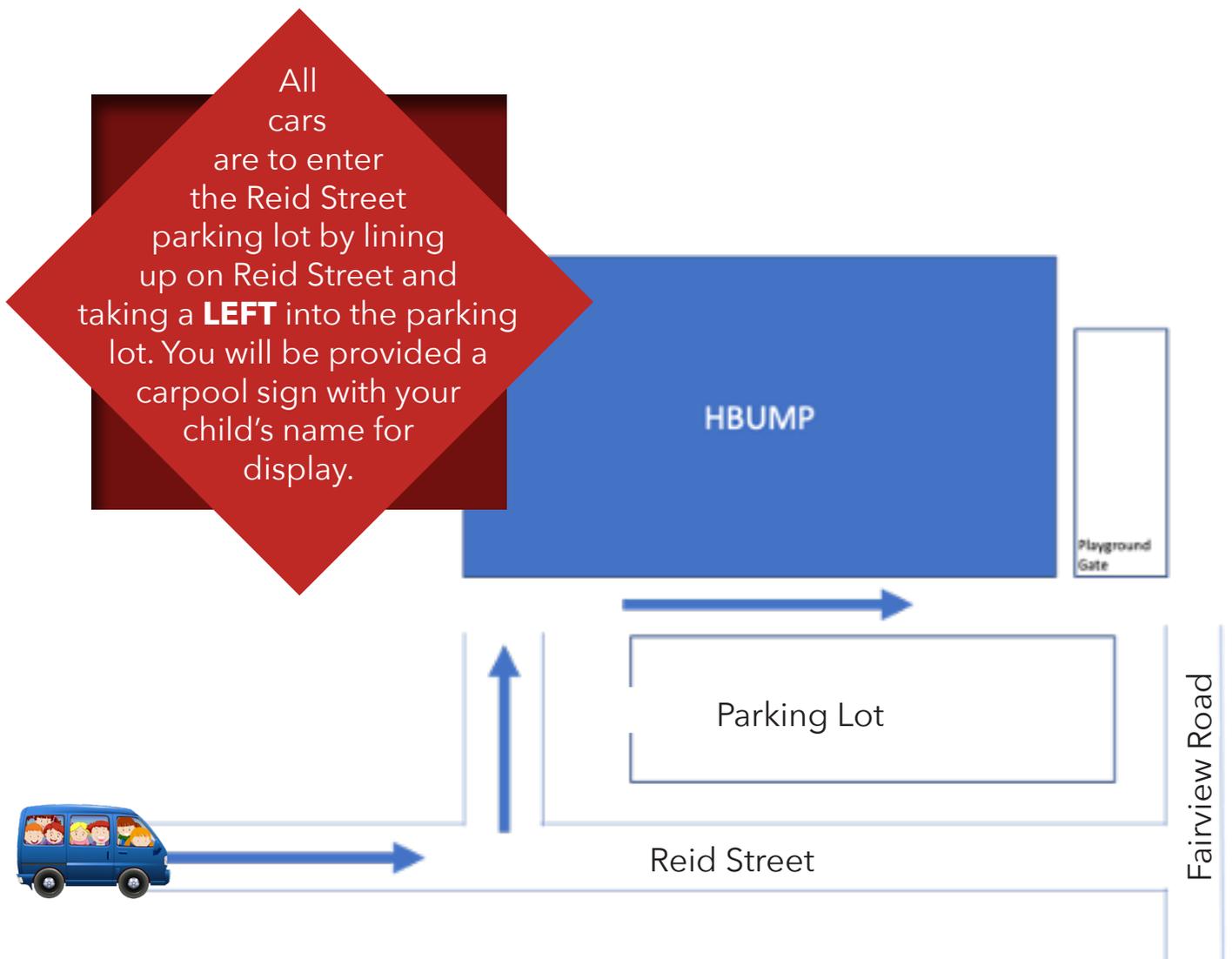
Our calendar generally follows the Wake County Public School System Calendar. A calendar will be provided to staff and parents via email prior to the beginning of each school year.

Preschool hours are from 9:15 am -12:45 pm, with a carpool drop-off and pick-up for preschool students beginning each day at 8:55 and ending at 12:45. Morning carpool runs from 8:55 am - 9:15 am. Afternoon carpool runs from 12:30-12:45 pm.

MMO hours are from 9:00am - 12:30pm, and parents should park and children should be physically walked to the side gate by the playground for drop off and pick up.

The 3.5 hour instructional day includes snack and/or lunch to be provided by the parent/guardian.

Occasionally, alternative routes may need to be used and those will be communicated by the Preschool Director.



SCHOOL CALENDAR

Pick-up Policy and School Closings

Pick-Up Policy

Parents will update Everyoak with a list of people who are allowed to pick up their child. The child will be released only to those people unless the parent gives written permission for someone else to pick up the child upon a child's arrival in the morning. If preschool staff does not recognize the person picking up, they will ask for identification. Installation of car seats and buckling of the passengers is the responsibility of the driver. Teachers are not to install car seats or buckle passengers.

Parents should make every effort to ensure children are picked up promptly. The school day ends at 12:45. A late fee may be applied if the child is repeatedly picked up late. There will be no late-pick-up charge for parents who call us about an **unavoidable** delay. Please arrive on time and pick up on time. If your student is late to arrive or you need to pick up early, please ring the bell located on the brick wall to the right of the exterior preschool door. A staff member will come to assist you.

School Closings

Hayes Barton United Methodist Preschool often follows Wake County Public School System for inclement weather; however, school closings are at the discretion of the Preschool Director. If there are more than five (5) days that the Preschool is closed for inclement weather, the missed days will be made up at the end of the school year, extending through the last week in May.

Please join our text alert system by sending a text to **81010** with the message **@hbump**. We use this as a way to get information out to our families quickly.



PARENT CONFERENCES

and Support Services

V. Phone conferences are held in the fall and spring each year and in-person parent-teacher conferences are held in January. Teachers are available for consultation at any time of the school year, if necessary. Ongoing informal and formal play-based assessments will be completed for each child. Teachers and parents will determine strategies to aid in the child's continued development in all areas.

Teachers aren't diagnosticians, but they are often the first to notice signs of possible learning differences in their students. HBUMP teachers use observation trackers for all students to help identify trends and patterns, such as particular times of day when students struggle or how they respond to intervention or small group instruction. HBUMP teachers are highly trained and can put into place supportive practices that are especially helpful to students with learning differences.

In some instances, teachers may request outside observations or evaluations in order to best support a student's classroom learning. HBUMP partners with various pediatric therapy providers to ensure children with a disability or delay receive necessary speech and language therapy, occupational therapy, and special education services. These services may be provided inside the classroom, in individual or small group sessions at preschool, in a clinic setting, or in the child's home. For additional information, contact the Preschool Director.

For additional support services, Project Enlightenment is a facility staffed with highly trained professionals in the field of early childhood education that is a valuable resource for parents and teachers. For additional information, contact the Preschool Director or visit

wcpss.net/projectenlightenment.

CONSCIOUS DISCIPLINE

VI. Teachers integrate social-emotional learning and self-regulation techniques to establish desired behaviors within their classrooms. Positive guidance, redirection, anticipation of/and elimination of potential problems, and encouragement of appropriate behavior set the students up for success. Consistent, clear rules are developed and practiced with the children to make sure they understand. Teachers abstain from corporal punishment, humiliation, or fear-based discipline techniques. Food, beverage, playground, or bathroom privileges are never withheld as a discipline device.

If a child repeatedly displays disruptive behavior, the teacher will inform the parents and Preschool Director. The situation will be discussed to determine an appropriate plan of action. If the child's behavior does not improve within a reasonable amount of time, an outside agency may be contacted to observe and make recommendations. The Preschool Director, with the approval of the Preschool Board, has the authority to inform the parents that the preschool can no longer meet the needs of their child and will request that they withdraw the child.

COMPREHENSIVE CURRICULUM

Age-Specific Curricula, Music, Movement, Lego Learning, & Science

VII.

HBUMP stands out within our community because of our small size, experienced educators, and exciting curriculum.

Hayes Barton United Methodist Preschool provides children with an individualized and developmentally appropriate education in an inclusive Christian setting. HBUMP follows an integrated curriculum, appropriate for children ages one to five, delivered through play-based instruction. It includes cognitive development (problem solving, critical thinking, pre-literacy skills), social and emotional growth, creative expression, fine and gross motor skills, and self-help skills. HBUMP follows the Conscious Discipline model, which sets the foundation for a very loving and mutually respectful environment. Our academic goals are achieved through relationships we cultivate between teachers, students, and parents. Teachers encourage students' growth by creating opportunities to explore and discover in the classroom. Activities are differentiated as needed and are child-led through play.

To remain child-centered, we have listed our curriculum goals as "I can" statements. These pertain to each child's social-emotional, cognitive, and physical development. These simple and attainable statements help students and parents understand what the goals are for each age group and convey the progression of learning as children get older. All children build skills at their own pace and teachers monitor this growth/progress throughout the school year. To learn more about our curriculum, visit hbump.org/resources.

HBUMP's curriculum includes activities that will enhance the student's developmental skills in the following areas:

fine and gross motor skills, self-help skills, social and emotional development, speech and language, cognitive development



The school day will include a free play activity period, group time, snack and/or lunch, and outdoor play or in an indoor playground area during inclement weather. Teachers individualize instruction as needed to ensure students are engaged and learning at an appropriate pace. Children participate in a chapel worship service each month for spiritual growth.



Our **Music** Instructor utilizes MusiCanopy, a fun and engaging preschool music curriculum that prioritizes creativity and expression through a wide variety of tonalities, rhythms, instruments, and cultural styles. Musical immersion is a vital part of early-childhood education due to its positive impact on social, emotional, and cognitive development. Music is a part of daily instruction in our classrooms at HBUMP and students participate in a more formal music class twice a month.

Our bi-monthly **Movement** class, which takes place in our on-campus gymnasium, focuses on the physical well-being of our students, builds teamwork, provides body-awareness, and socializes our students in an energetic setting. We value kinesthetic learning and its impact on our students' development and happiness.

CURRICULUM

Curricula, Music, Movement, Lego Instruction, & Science

Once a month, a **Lego**-certified instructor expands our four year olds' and Kindergartner's literacy and math skills through hands-on problem solving with Lego manipulatives. This reinforces our learning-through-play model at HBUMP.



Once a month, a certified **Science** teacher provides thoughtful, student-focused Science lessons. While many of the lessons have a focus on North Carolina Ecology, math, science & literacy skills are embedded into each activity.

Our goal for **Chapel** is to create a worship-filled experience so children may become aware of God's love as revealed in Christ, in nature, and in people:

Moving HBUMP children to **love God** by inciting **WONDER**

Moving HBUMP children to **love life** provoking **DISCOVERY**

Moving HBUMP children to **love others** by fueling **PASSION** and **SERVICE**



Parent Involvement

Parents are instrumental at HBUMP in many ways through the work of our Parent Council. Parent volunteer tasks include assisting with special events, teacher appreciation, parent education, center volunteer, mystery reader, classroom party host, parent socials, fundraising, etc. The parent volunteer experience mutually benefits the volunteer's child, other students in the class, the teacher, and the preschool. The benefits of family involvement are significant! Families are encouraged to participate in their child's preschool experience by visiting on birthdays, reading in classrooms, and sharing their talents.

← Field Trips

Field trips or special visitors* may be included in the learning experiences of the children as they relate to unit study. Drivers on such excursions shall be reminded to use extreme care, each child must have a car seat and rules of behavior and expectations of the children shall be enforced. Teachers will take emergency information on each child, list of children present that day and first aid kit on the field trip. Teachers cannot transport children during the field trip.

**Visitors will be strategically and safely scheduled with the classroom teacher and Preschool Director.*



RECORDS VIII.

Student records shall be kept three years from the time the student leaves the school. Upon request from an authorized school, copies of records will be sent to the appropriate person.

PERSONAL HEALTH AND SAFETY

Dress Code & Prohibited Items, General Health & Illness Guidelines

IX.

A

Dress Code and Prohibited Items

Children are most comfortable wearing play clothes and secure shoes. They should be suitably dressed for outside weather-appropriate play and wear sneakers or secure shoes rather than jellies, boots, crocs, clogs or sandals, which can be unsafe on playground equipment. In extreme temperatures or poor weather, children will not go outside.

Children should leave their toys and jewelry at home unless their class is having a special sharing time. Toy weapons are prohibited. For special celebrations, mylar balloons are allowed, however please do not bring latex balloons as the latex pieces pose a safety hazard should they pop.



B

Health and Illness General Guidelines

Preschool staff are expected to have a yearly physical and maintain proper hygiene and health practices. Students are expected to have yearly physicals and all immunizations shall be a part of the student's application form. Please turn in updated medical forms to the preschool after your child's yearly well-check visit.



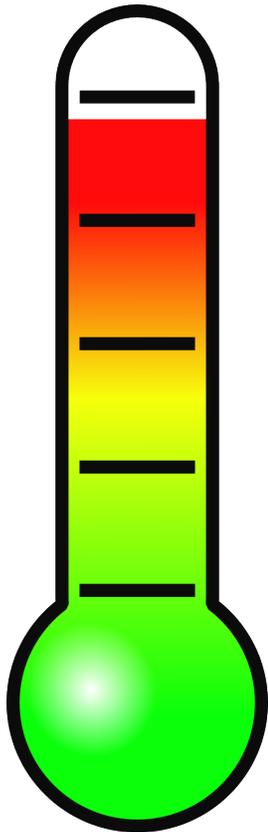
If your child has lice, please keep him/her at home until treated with a delousing shampoo and is nit free. Please inform the school so that precautions can be taken to prevent the spread of lice.



PERSONAL HEALTH AND SAFETY

General Health & Illness Guidelines

★★ Sick children are not to be brought to school ★★



If your child becomes ill at preschool, he/she will be isolated from the other children, and you will be notified and arrangements will be made for your child's immediate departure. You will be contacted if your child has a fever, diarrhea, vomiting, an unknown rash, or is uncharacteristically low energy and not participating as he/she normally would.

If your child has a **fever** before he/she is brought to the preschool, please **do not mask the temperature** by giving him/her medication such as Tylenol. This does not stop your child from becoming ill - it only masks the illness and also contributes to the spread of the disease. Please be considerate of your child and the other children at the school.

Children who become ill while at home with an infectious or contagious disease should not be brought to the preschool until the disease is cured or has run its course. Also, if a child is not well enough to go outdoors, please do not send him/her to school.

Parents are required to notify the preschool immediately if children contract infectious or communicable diseases. This policy helps to alert parents on signs/symptoms to look for and on precautions to take against the spread of infectious diseases/viruses. The preschool will, in turn, attempt to notify the parents of the classroom the infected child attends with the following information: the particular classroom, the name of the disease, symptoms to watch for, incubation period, length of disease, the date the preschool was notified, and only at the parent's approval, the child's name. Otherwise, the child's identity will remain confidential.

If your child or someone in your family has contracted Fifth's Disease, please notify the Preschool Director prior to bringing your child to school. While it is not a serious illness to children and adults, it can be very serious to a pregnant mother. Due to the obscurity of this illness, the preschool will be conservative in its decision for the safety of the fetus.



PERSONAL HEALTH AND SAFETY

Guidelines for Staying Home

Guidelines for Staying Home

Below are guidelines for illness in which a child should be kept home:



- **temperature** of 100.4° or higher
- **cold/cough/flu** with sneezing and excessive nose drainage: Parents should remember a cold can rapidly become Bronchitis or Pneumonia. Children with Bronchitis or Pneumonia do not necessarily run a temperature, but when they do, it is sudden and exceedingly high. Having to wipe a nose or cover a cough every 5 minutes is excessive.
- **diarrhea**: 3 stools within an hour (watery stools or foamy bowel movements, more frequent than usual).
- **vomiting**
- **pink eye**
- **rashes** that have not been diagnosed by a physician or that carry a virus and can be spread due to oozing sores such as Molluscum contagiosum. Lesions should be crusted over and covered when returning to school.

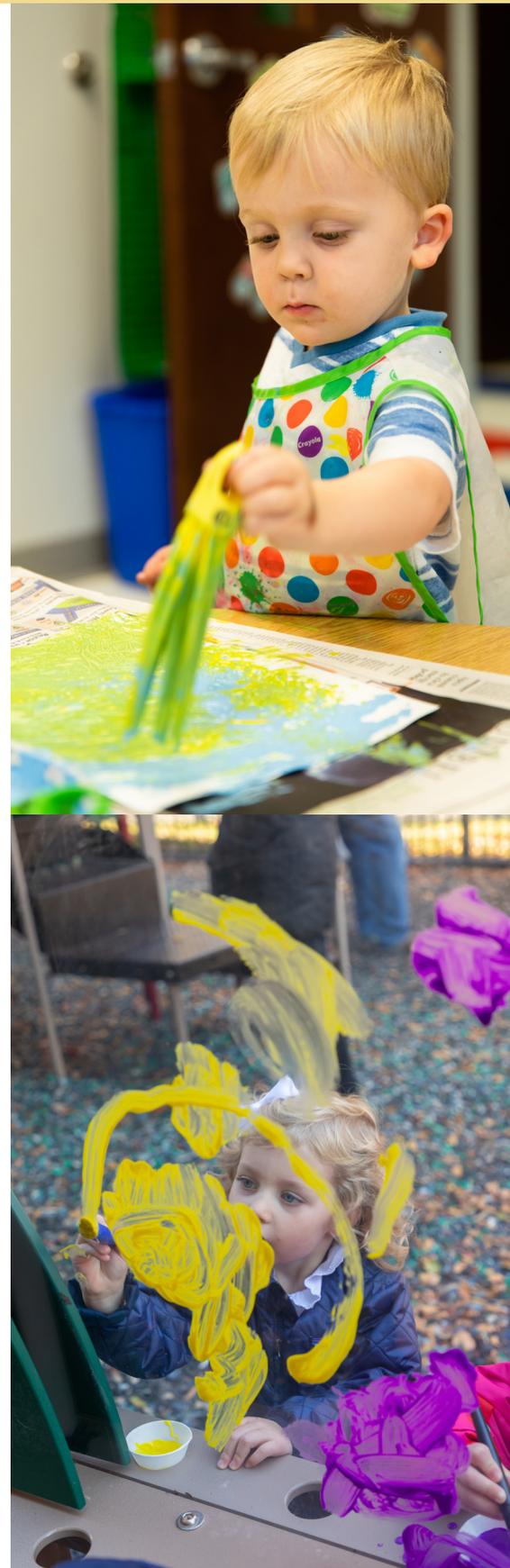


PERSONAL HEALTH AND SAFETY

Guidelines for Staying Home

- **impetigo:** a skin infection consisting of blisters surrounded by a reddened area. When blisters break, the surface becomes raw, weeps and oozes. The lesions eventually become crusted and yellowish. Lesions must be healed before bringing a child to school.
- **conjunctivitis:** an eye infection commonly referred to as "pink eye." The eye is generally red with some burning, and there may be some yellow drainage. The child must be kept home for 24 hours once the treatment has begun. If after 24 hours there is excessive drainage, the child should continue to remain at home.
- **bronchitis/croup/rsv:** which can begin with hoarseness, cough and a slight temperature. The cough may be dry and painful and then becomes loose.
- any of the usual childhood **contagious diseases:** Some of these are measles, mumps, rubella (German measles), chicken pox, roseola, and Fifth's Disease.
- **hand foot and mouth disease:** blisters are sometimes in the mouth or on the lips, often at the site of broken skin. Infections are usually mild, but can become very painful and make eating difficult for the child. It is very contagious.
- **strep throat:** Common symptoms include sore throat, fever, and swollen lymph nodes in the neck. If the doctor diagnoses a strep throat infection and places your child on antibiotic medication, the child should not be brought to the preschool until he/she has had medication for at least 24 hours.

By helping us observe good health standards, you will be protecting your child and the other children who attend preschool. Any child's individual medical concerns should be discussed with the Preschool Director.



PERSONAL HEALTH AND SAFETY

Preventing the Spread of Respiratory Viruses, Medicines / First Aid Kits / Allergies, Security

Preventing the Spread of Respiratory Viruses (Influenza, Covid-19, RSV)

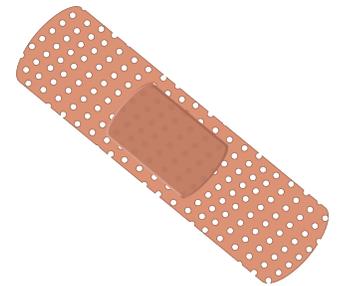
People should not be at HBUMP if they are showing any symptoms of a respiratory virus including fever (100.4° or higher), chills, shortness of breath, difficulty breathing, new cough, new loss of taste or smell, runny nose, congestion, vomiting, and/or diarrhea.



The individual may return to HBUMP when symptoms are overall getting better AND the individual has been fever free for greater than 24 hours without the use of fever reducing medication. The CDC recommends additional precautions, such as masking and physical distancing, for the 5 days after being ill. We acknowledge that these measures might be challenging for preschoolers and instead stress the significance of symptom improvement before returning to school.

In addition, Section H Emergency Pandemic Response outlines potential steps taken by HBUMP to limit spread of infectious diseases in a pandemic scenario.

Medicines and First Aid Kits and Allergies



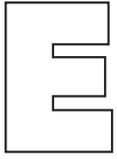
Preschool staff will not be responsible for administering prescription medicines or any other medicine, except in a life threatening situation such as a severe allergic reaction requiring the administration of an EpiPen or Benadryl or a chronic disease that requires medication like asthma. Forms giving the teachers and the Preschool Director permission must be filled out by the parent. First Aid Kits are available in all preschool areas and the playgrounds.

Parents of children with any allergies need to provide information on the child's emergency form. If an EpiPen is required, the school must have one at all times in the classroom along with a medication permission form. Children will not be served any foods that list allergens on the packaging. Any foods brought that do not have the original packaging will not be served to the at-risk child. We do not want to take the chance that this particular food might contain an allergen that would cause an allergic reaction. We are a nut-free school, so we do not at any time allow nuts or any nut butters to be served.



PERSONAL HEALTH AND SAFETY

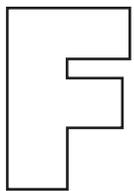
Abuse and Prevention, Social Media, and Pandemic Emergency Response



Security and Fire / Safety Drills

The preschool space cannot be accessed from the Church during preschool hours without credentials. All visitors, including parents, must check in at the preschool reception desk upon arrival. A visitor pass will be provided and should be visible while inside the preschool. Fire exit plans are posted in each classroom. Fire extinguishers, smoke detectors, and AEDs are located throughout the building and are checked yearly to ensure they are in proper working order. HBUMC and HBUMP are smoke free facilities. Announced and unannounced fire and safety drills occur regularly in the preschool and emergency lockdown procedures are in place. If you would like to review any of these procedures on file, please contact the Preschool Director.

Abuse and Prevention Policy



HBUMC and Preschool are committed to the safety and protection of children in every way possible and have adopted an Abuse Prevention Policy by the Safe Sanctuaries Committee in the Fall of 2005. Children and adults are to be visible at all times, and a child and a teacher are never to be alone in a room unless visible or with a third party. Any suspected abuse should be reported to the Preschool Director. To review this extensive policy, please see the Preschool Director.

Social Media Policy

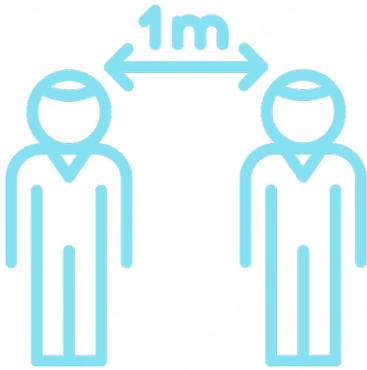
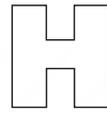
This policy includes (but is not limited to) the following technologies: social networking sites, blogs, discussions forums, etc. As part of our duty to safeguard children it is essential to maintain the privacy and security of all of our families. Photographs taken within the preschool setting or at special events and outings with the children are NOT to be posted for public viewing, except those of your own child or children with whom you have permission. Please update your Media Release form on Everyoak prior to the start of the school year as HBUMP uses Instagram as a means to communicate with parents while sharing special moments of each school day. If the form is not updated in Everyoak, it will be assumed the child is allowed in photos on social media. Follow HBUMP **@hbumweekdaypreschool**.



PERSONAL HEALTH AND SAFETY

Pandemic Emergency Response

Pandemic Emergency Response



The preschool has developed our Pandemic Emergency Response under the guidance and direction of the CDC, federal and local governments, NC Department of Health and Human Services, and the National Association for the Education of Young Children.

To ensure the safety of children, families, and staff the preschool will monitor pandemic situations and make decisions based on the recommendations set forth by the above-named authorities. Decisions may include, but are not limited to:

1. Daily health screenings of individuals entering the facilities. These screenings could include, but are not limited to, temperature checks and questions about health of child and family members
2. Exclusion of children or staff from entering the facilities who share a home (including siblings) or have been in close contact with anyone suffering from pandemic related illness
3. Implementation of modified morning and afternoon drop off/carpool procedures to limit physical interaction
4. Limitations on what children and staff may bring into the school building, including “show and tell” items
5. Elimination of “family style” or “community” snack
6. Closure of community water fountain
7. Increased ventilation even when HVAC is running
8. Increased handwashing protocols
9. Increased sanitation protocols including the elimination of water play and sensory play such as rice, beans, sand, or playdough activities and “dress up” clothing when necessary
10. Protocol to keep children and teachers as a “family unit” to eliminate cross contamination (i.e. staggered playground times, cancelling of whole group activities such as chapel, holiday celebrations, etc.)
11. Adjusted hours of service
12. Closure of the preschool

The preschool will communicate these decisions and any changes to these plans through email to all stakeholders in as timely a manner as possible.