

# Green Valley United Methodist Church Preschool



## Parent Handbook

(Revised 05/05/25)



# GVUMC Preschool Mission Statement

We strive to provide a secure, positive, friendly and wholesome Christian learning environment with the greatest opportunities for fellowship and cognitive and physical development.

# Parent Preschool Handbook and Statement of Services

Welcome to Green Valley United Methodist Church Preschool and Kindergarten!

The GVUMC Preschool and Kindergarten is an extension of the ministry of Green Valley United Methodist Church. We believe learning is a cooperative effort, and we include parents, teachers, and children as partners in the learning process.

We are called to the Christian ministry of caring for children, showing concern of families, and providing support and nurture for our community. In all our goals, we strive to live and share the message of God's love expressed through His Son, Jesus Christ.

We welcome you to the family of the GVUMC Preschool!

## **School Information**

1. Our preschool provides programming for children ages three and four years old.
  - Preschool Classes: Children must be three years old by September 30 and trained in the use of the toilet.
  - Pre-K Classes: Children must be four years old by September 30 and trained in the use of the toilet.
2. Preschool Hours:
  - Preschool classes: T/Th Half Day from 9:00 a.m. to 12:00 p.m.  
Full Day 9:00 a.m. to 3:00 p.m.
  - Pre-K Classes: M/W/F Half Day from 9:00 a.m. to 12:00 p.m.  
Full Day from 9:00 a.m. to 3:00 p.m.

The School Office telephone number is 702-405-2952.

3. The Church Office hours are 9:00 a.m. to 3:00 p.m. Monday through Thursday. The Church Office telephone number is 702-454-7989.
4. We ask parents to provide the snacks for our students on a rotational basis. We will provide a schedule shortly after school begins. According to the local health code, snacks must be consumed the same day they are brought to school. Therefore, we are unable to store snacks overnight or use "leftover" snacks from previous day's donations.

**Our goals:**

1. To provide opportunities for socialization with other children in a Christian and developmentally appropriate setting.
2. To provide learning experiences and activities to help each child attain a healthy self-concept.
3. To provide each child with a setting and program that encourages growth in the intellectual, physical, emotional, social, and spiritual domains.
4. To provide families with the security of knowing their child is in a happy, nurturing environment.
5. To provide our students with experiences that help them understand that we are all part of God's perfect design and creation.

**Ownership:**

We are a nonprofit, Christian preschool operated in the Green Valley United Methodist Church in Henderson, Nevada. Our preschool is governed by the Green Valley United Methodist Church Preschool Board.

**Admission Policy:**

The Green Valley United Methodist Church Preschool and Kindergarten accepts children of any race, color, national/ethnic origin or religion to all the rights, privileges, programs and activities generally made available to the children at the preschool. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies, and preschool administered programs.

1. Registration Fee - A non-refundable registration fee of \$125.00 is due at time of registration.
2. Parents will receive a registration packet which must be completed and returned prior to the first day of school. The Registration Packet will include the following documentation:
  - Student Information Form
  - Health Statement
  - Parent Contract/Release Form
  - Photograph Waiver
  - Immunization Record
  - Parent Complaint Form
  - Pest Control Notification

Only students with a completed registration packet on file will be permitted to participate.

### **Tuition Policy:**

We are a non-profit organization which operates solely on the tuition fees collected from our students. Therefore, it is essential that tuition be paid regularly and on time. Tuition is the same each month of our school year and we are unable to prorate the fees for any reason.

1. Tuition is due before a child is admitted to the preschool. A reminder for tuition will be sent home with the student each month. Timely payment is the responsibility of the parent.
2. Tuition for September is due by May 1. Tuition for October will be due the first week of school. It is our policy to collect tuition one month in advance.
3. Late Fees - It will become necessary to charge a \$15.00 late fee if tuition is not received in the preschool by the 5<sup>th</sup> day of the month or the second regularly scheduled school day of the month if school is not in session on the 5<sup>th</sup>.
4. There will be a \$20.00 charge for checks returned by the bank for any reason.
5. We are unable to offer discounted tuition fees or credit for absence due to illness.
6. We reserve the right to change our fees without prior notice; but notification of changes will be provided as soon as reasonably possible.

### **Withdrawal Policy:**

In the event that withdrawal from the school is necessary, we ask that written notification be made to the Director prior to withdrawal. ***It is not possible to refund pre-paid tuition fees.***

### **Arrival and Departure Procedures:**

1. The State of Nevada Child Care Licensing Board requires that parents sign their children into and out of the preschool every day they are in attendance. There will be a sign-in book at the entrance to each classroom.
2. If you will be late to pick up your child, please call and let us know so that we may communicate this with your child. We may need to offer

reassurance that you are coming. Children know when they are being picked up late, which may cause them worry.

3. Continual late pick-up may result in late fees of \$2.00 per child for the first ten minutes and \$5.00 for each five minute interval thereafter. Late fees are due upon pick-up.
4. In the event your child is still at preschool after closing and we have not heard from you, we will take these steps in the following order:
  - a) Attempt to reach you at home, work, or school
  - b) Call those listed on your child's emergency form
  - c) After 60 minutes, we will contact the appropriate authorities
5. In the interest of safety, we will release children only to those individuals who have been previously authorized, by you, to pick them up. Any changes to the list of those authorized for pick-up must be done in writing, prior to the day of pick-up.
6. No one under the age of 18 may pick up a student without written permission from the child's parent.
7. Parents must accompany children in and out of the preschool during arrival and departure. Please make certain the teacher is aware of the student's arrival or departure.

### **Child Custody:**

Green Valley Methodist Preschool is committed to providing support for a child's emotional, psychological, and developmental needs. Thus, we will partner with parents to ensure consistency, reduce conflict, and promote healthy relationships during this time of transition. We will need the following information to avoid any potential issues that may arise at school:

- **Parties Involved:** Clearly state who the custodial and non-custodial parents are.
- **Regular Schedule:** Outline the regular schedule for daycare, including days of the week and hours.
- **Emergency Contact Information:** Provide contact details for both parents and any emergency contacts.
- **Authorization for Care:** Clarify that both parents have the authority to enroll the child in daycare and make decisions related to their care.
- **Communication Protocol:** Establish guidelines for how information about the child's day (progress, incidents, etc.) will be communicated between preschool and parents.
- **Cost Sharing:** Detail how preschool expenses will be divided between both parents.

- **Payment Arrangements:** Specify who will make payments to the preschool and how reimbursement (if any) will be handled.

### **Adjusting to Preschool:**

- **Consistent Schedule:** We typically follow a structured daily routine with set times for activities like playtime, learning activities and snacks. This predictability helps children feel secure and understand what to expect each day.
- **Adult Interaction:** Interacting with preschool staff fosters trusting relationships outside the family circle, providing children with additional sources of support and guidance.
- **Comfort and Reassurance:** Our teachers offer emotional support by providing comfort and reassurance during moments of anxiety or uncertainty.
- **Conflict Resolution:** Our teachers help children with learning conflict resolution skills, helping them learn how to navigate social situations and manage emotions effectively.

### **Discipline Policy:**

We believe strongly in the positive redirection of negative behavior. All discipline begins with communication accompanied by an emphasis on appropriate behavior. An attempt is then made at redirection, with possible removal from a negative situation. It is our policy to openly pray for the child, asking God to help them to “use kind words” or “be a good friend”, for example.

Corporal punishment is never used. No child will ever be shamed, humiliated, or left unsupervised for inappropriate behavior. No child will be punished for lapses in toilet training. Our teachers, whenever possible, will explain to a child why a particular behavior is not allowed, suggest an alternative, and assist the child to become engaged in acceptable activities.

If a child's behavior is threatening to himself or others or if he/she is disrupting the learning process, the child will be removed from the situation by the assistant or Director. The process of removing a child from his/her current location interrupts the child's unacceptable behavior and actions. The time-out procedure offers an opportunity to evaluate and vent personal feelings in a safe manner and to consider other options. No child will leave a time-out without a caring discussion with the teacher, director or assistant.

Dismissal due to ongoing, un-resolvable behavior difficulties will be at the discretion of the Preschool Director.

### **Parent communication:**

We enjoy and encourage open communication with our student's parents. Please feel free to contact your child's teacher, the Preschool Director, our pastors or the Preschool Board with any concerns you may have throughout the year. The School Office number is 702-405-2952.

We strive to keep our parents informed and offer multiple forms of communication which may include newsletters, calendars, classroom notes, bulletin boards, lesson plans and individual daily teacher reports.

Parental involvement is always encouraged. We welcome your comments and suggestions. If you have a concern, complaint or even a compliment, we would love to hear from you. Please talk directly to your child's teacher or to the Preschool Director.

### **Fire Drill/Evacuation Procedures for Teaching Staff (Drills Conducted monthly)**

1. Whistle will blow 3 times.
2. Preschool: Line students up at doors leading to great room.
3. Secure sign-in/attendance book.
4. Start line leader out door to evacuation location.
5. Turn off lights and close door.
6. Walk with students to designated evacuation area.
7. Take roll.
8. Wait for further instructions from the director. If the director is not present, the preschool teacher's assistant will assume the duties of the director.

#### **Reminders:**

- Remain with students at all times
- Students should remain **silent** through the entire drill

### **Health Policy:**

All children are required by the Southern Nevada Health District to have up-to-date immunization records on file in the preschool by the first day of school.

If you have questions about which immunizations are required, please see the preschool Director or visit <http://www.southernnevadahealthdistrict.org/iccp/state-laws.php>.

It is the responsibility of the parents to inform the Preschool Director about any special needs, allergies or medical conditions pertaining to their child. Changes



in a student's medical or physical condition should be reported in writing to the Preschool Director. We are unable to administer medications to our students.

Sunscreen is considered a medication. If a student needs to have sunscreen applied during school hours, a tube or bottle of sunscreen should be furnished to the preschool, clearly labeled with the student's name and specific written instructions regarding its application should be included.

All staff is trained in CPR and first aid. Both will be provided to an injured child. In case of an emergency, every effort will be made to contact the parent or designated adult responsible for the child. If neither can be contacted and transportation to the hospital is necessary, a staff member of the preschool will accompany the student.

In the event a child is ill, we respectfully request that they remain at home. This helps us ensure the health and safety of all the students in our school. If a student develops symptoms of illness while at the preschool, the parent will be called for immediate pick-up and the student will be isolated. The following is a list of symptoms of illness which would require removal of a student from the preschool:

- Fever of 100.4 degrees F
- Vomiting, nausea, diarrhea, or sore throat
- Discharge from the body
- Any undiagnosed or contagious rash
- Severe headache
- Infected skin patches
- Unusual behavior
  - a) child is cranky or less active than usual
  - b) child feels general discomfort or just seems ill
  - c) child cries more than usual
- Red, watery eyes with recurring yellow/green discharge
- Lice or nits

Parents will be notified of any potential exposure to communicable diseases while in the preschool. Parents are responsible for notifying the Preschool Director if their child is diagnosed with a communicable disease. For purposes of isolation and prevention of further illness, a child with a contagious sickness may be considered non-contagious 24 hours after beginning antibiotics (for bacterial infections, not viral infections).

### **Children with Special Needs:**

Children with special needs may be admitted after an evaluation has been done to determine whether the preschool will be beneficial to their development. The child's family shall provide the Director with a written program based on the

determination of a qualified consultant. Together, the family and the preschool will regularly evaluate whether the needs of the child are being satisfied.

### **Transportation:**

We are unable to provide transportation for the preschool children at this time. Any field trips will require parent volunteers for transportation.

### **Procedure for Reporting Abuse:**

The Green Valley United Methodist Church Preschool Board and the staff of the preschool are required by law and morally bound to report any suspected incidence of abuse or neglect to the State of Nevada Child Protective Services, county sheriff, or city police. Any suspicions of abuse or neglect are documented and maintained in a confidential record.

### **Parent Volunteers**

We welcome and encourage parent participation in our preschool. There are a variety of ways parents might help. Occasionally, we request help in setting up for a special event, we have projects that require an additional set of hands or we might ask a parent to come in and talk to the children during our "Community Helpers" week.

We may also have a "parent helper" table set up in Noah's Park. This table may contain items needing to be cut, punched or otherwise prepared for our student's lessons.

If a parent wishes to assist within the preschool area, they must be supervised at all times by a preschool employee.

### **Preschool and Kindergarten Hours**

Under no circumstances may anyone, other than school employees, be allowed in the school area during the school hours, unless supervised by a school employee. The school hours of operation are 9:00 a.m. until 3:00 p.m. This is a requirement by the State of Nevada licensing authority.

### **Extra Notes:**

Parents have the right to visit and view the classroom at any time. All visits are to be supervised by a preschool employee.

The children play outside everyday (except in extreme weather) and the staff of the preschool will expect all students to participate. We are not staffed in such a

way as to be able to accommodate children who prefer to remain inside during outside playtime.

Children should leave personal toys at home. Our preschool has many developmentally appropriate materials for your child to explore. Toys brought from home often become lost or broken, and can be a major source of conflict between children.

Birthdays are special and recognized in ways chosen by your teacher. Simple treats to share with the class are always welcomed. Please prearrange special days with your child's teacher.

Per NRS 202.2491, the use of tobacco in any form is prohibited in the facility at all times.

As with all young children, potty accidents happen. Therefore, we request that all students provide an extra set of clothing to be kept at the preschool. Please place your child's items in a Ziploc bag, clearly labeled with his or her name.

#### **Exceptions to the Handbook Policies:**

If you find that you are unable to abide by the contents of this handbook, you may submit a written request for exception to the GVUMC Preschool Board. The Preschool Board and Preschool Director reserve the right to make the final decision for all requests.

#### **Dedication:**

The Green Valley United Methodist Church Preschool is dedicated to the mission of serving our Lord Jesus Christ through the love and care of our students and their families. We are blessed by the opportunity and privilege of providing a quality learning environment for our students. We pray that God blesses you in your time spent with us.