



Opening Little Hearts & Minds

Family Handbook 2024-2025

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Mission and Purpose

The Huntersville United Methodist Church Preschool (HUMCP) is a ministry of Huntersville United Methodist Church (HUMC), whose mission is to provide a Christian environment that is safe, nurturing, accepting and respectful of all individuals. The preschool exists to promote the physical, intellectual, social/emotional and spiritual needs of young children in our community, in order that each child may become the person that God fully created them to be.

Philosophy

We believe that children learn best through play and developmentally appropriate activities. We believe that children learn by doing. We believe that children learn through interactions with caring adults who serve as role models. We believe that children learn through communication with others and develop important skills needed to live in a diverse world.

Program Goals

The goals in all our preschool classes reflect developmentally appropriate practices. This approach recognizes age and individual differences in a child's spiritual, physical, social, emotional and cognitive development. We integrate learning into a variety of activities that include opportunities to develop the following:

- A growing awareness of and connection with God's love
- Appropriate social skills
- A sense of trust and security
- Personal care skills
- Decision making skills
- Appropriate expression of self and feelings
- Problem solving skills
- Participation in individual, small, and large group activities
- Pre-literacy skills
- Small and large muscle skills
- Basic math concepts

HUMC Preschool provides opportunities for children to fully participate and interact in a positive, age-appropriate program.

Program Overview

Hours of Operation: Monday-Thursday | 9:00 a.m.-1:00 p.m. | Office Closed Friday

***Class Size:** 18-23 months | 6 children: 2 teachers (9:00 a.m.-12:00 p.m.)
2-year-olds | 10 children: 2 teachers
3-year-olds | 12 children: 2 teachers
4-year-olds | 12 children: 2 teachers
5-year-olds | 12 children: 2 teachers

*These are general guidelines. The Preschool Board reserves the right to change the class size if necessary.

Enrollment

- We hold registration each February for the following fall.
- We guarantee placement for currently enrolled children for the following year if the required paperwork is turned in on time.
- We take applications in the following order: currently enrolled children, siblings of currently enrolled children, alumni, church members, and general public.
- We hold a lottery to determine enrollment if there are more applicants than available spots the day registration ends.
- Applicants are notified via email within two business days after registration ends indicating whether children have a spot in the preschool or are on a waitlist.
- Enrollment is ultimately at the discretion of the Preschool Director and Preschool Board.

Requirements for Attendance

The preschool must receive the following forms by **August 1st**:

- Physician's Statement (with Doctor's office stamp or seal)
- Food Allergy Action Plan (if applicable)
- Proof of Up-to-Date Immunizations

School Supply List (due in September)

- HUMC Preschool tote bag required (may be purchased at the Preschool Office)
- HUMCP t-shirt (required for 4-year-old and TK field trip)
- Change of clothing (including underwear or 2-3 diapers/pullups, and socks) packaged in a gallon size Ziploc bag and labeled with your child's name
- 3 containers baby wipes (for wiping hands after painting, washing faces after lunch etc.)
- 2 containers Clorox/Lysol wipes
- Boys: 1 box gallon size Ziploc bags/Girls: 1 box of quart size Ziploc bags
- 2 rolls of paper towels

Financial Policies

- A \$90 application fee is required for each application submitted. There is a \$70 registration fee for each sibling attending in the same school year. The registration fee is \$60 per child for church members.
- The preschool retains the registration fee for every child offered a position in the preschool. This fee is nonrefundable.
- If we are unable to offer a spot in the preschool to a child, we will return the registration fee.

2024/2025 Tuition

18-23 month-old Morning Out class	\$125 per month
M/W 2-year-old class	\$210 per month
T/Th 2-year-old class	\$215 per month
Three day 3-year-old class	\$260 per month
Four day 4-year-old class	\$315 per month
Four day TK 5- year old class	\$335 per month

Enrichment Opportunities (Under Normal/Non-COVID Conditions)

- Monthly *Stretch ‘n Grow* will come in to work with the children, getting our preschoolers up and moving – which in turn helps with focus, self-control, improved academic performance and better health.
- The preschool welcomes various science programs into the preschool.
- Once a year the *Children’s Theatre of Charlotte* brings their traveling troupe up to HUMCP to perform for the preschool.
- Once a year, the preschoolers and their parents are invited to a church service where the preschoolers will perform. A reception follows the church service.
- **An enrichment fee is required for all age groups except the Morning Out class. This fee helps to cover the cost of the enrichment programs that HUMCP has going on throughout the school year. Enrichment fees are due with the first tuition payment on May 1, 2024. The fee amounts are based on specific age groups and are listed below.**

2-year-olds...	\$35
3-year-olds...	\$45
4-year-olds...	\$55
5-year-olds...	\$55 (TK)

Payment Schedule:

- Tuition payments are nontransferable and nonrefundable.
- For the 2024/2025 school year, the first tuition payment is due by May 1, 2024 and is a prepayment for September 2024. This payment is **nonrefundable**.
- The enrichment fee for the 2024/2025 school year is due on May 1, 2024. This payment is **nonrefundable**.
- The remaining eight payments are due on the first day of each month beginning in September and ending with the April 1st payment.

- It is each family's responsibility to turn in payments on time. Please be sure to make arrangements if the first of the month falls during a holiday or an extended break. **Payments are considered past due after the 5th of the month.**
- We base our monthly tuition rates on the *entire* school year. The preschool does not issue refunds for months that contain fewer class days or for missed days due to inclement weather, emergencies, illnesses, vacations, etc.
- Please make checks payable to *HUMC Preschool* and mail to PO Box 378, Huntersville, NC 28070 **or** place in the mailbox labeled TUITION outside the preschool director's office.
- We cannot accept cash for tuition payments.
- HUMCP can set up automated payments for Bank Accounts or Credit Cards. See the preschool director for more information.
- To ensure proper crediting, please **do not place payments in book bags or communication folders.**

Delinquent Payments / Return Checks

- Payments are due on the first day of each month and are considered late after the 5th of the month.
- We will automatically apply a late charge of \$25 for all payments received after the 5th of each month unless arrangements are made with the Director prior to the 5th deadline.
- Unless you have made previous arrangements, we cannot carry delinquent accounts beyond 30 days.
- Returned checks are subject to a fee of \$25.

Tuition Receipts

- We will issue tuition receipts, upon request. Please hold onto these receipts, as these will serve as your tax documents.
- If your business requires a different format for your tuition receipt, it will be the preschool family's responsibility to draw up the document and present to the preschool for the required signatures.

Withdrawals

- Tuition payments and enrichment fees are nonrefundable.
- We require a 30-day written notice prior to withdrawal.
- Any attendance during a given month will require payment in full for that month.
- Please note that the May prepayment is nonrefundable at any time.

Dismissal from Program

- The preschool reserves the right to dismiss a child from the preschool program for failure to adjust, inability of family members to comply with the policies set forth in this handbook, or whose behavior is detrimental to the classroom learning environment, or safety of others at the preschool.
- We will hold a conference prior to the dismissal of a child from preschool and will put a plan in place with specific deadlines and goals to be met, in an attempt to address the situation.

- The director may request immediate withdrawal if at any time she feels as though the health or safety of the child or others at the preschool are in danger.
- Tuition for a month that a child is dismissed is nonrefundable since **any** attendance during a month requires payment in full for that month.

Vacancies

- The preschool may fill vacancies at any point during the school year.
- The director reserves the right to pro-rate the registration fee and to adjust the tuition payment schedule for families entering after the school year has started.

Daily Procedures

Arrival

- Morning drop off begins when the doors are unlocked at 9:00 a.m.
- In order to ensure the safety and well-being of all children, parents are required to walk children into the building each morning and sign their child in upon arrival to the classroom each day.
- Please make every attempt to arrive no later than 9:15 a.m.

Saying Goodbye

- For some children, separation from parents can be very difficult for both parties involved. We understand this is an important step in your child's development and we are more than happy to work with you during this transition.
- We have found that children adjust more quickly when parents do not linger.
- Assure your child that you will be back shortly, give them a hug and kiss, and quickly make your exit.
- Prolonging the separation makes things more difficult for everyone.

Adjustment of Children/Easing In

- The preschool implements an easing in schedule at the beginning of the school year for our Wednesday Morning Out and 2-year-old classes, as the transition to a preschool program may be difficult for some children. The purpose of this schedule is to help make the transition a positive one.
- During the first week of school, children in the Morning Out program will dismiss at 11:00 a.m. and the 2-year-old program will dismiss at 11:30 a.m.
- During the second week of school, children in the Morning Out program will dismiss at 11:00 a.m. and the 2-year-old program will dismiss at 11:30 p.m.
- During the third week of preschool, children in the Morning Out program will dismiss at 11:30 a.m. and the 2-year-old program will assume a regular schedule with dismissal at 1:00 p.m.
- During the fourth week of preschool, all children will assume a regular schedule with dismissal at 1:00 p.m. (except for the Morning Out class, which dismisses at 12:00 p.m. for the remainder of the school year).
- The Preschool Director and classroom teachers will work with any family whose child may need a longer easing in period.

Dismissal

- At 12:55 p.m., parents are required to walk into the building to sign out and pick up their children from the classroom.
- We only allow adults on the child's approved pick-up list to sign them out.
- Please communicate to us any changes to the normal pick-up routine in writing.
- We will kindly ask any unfamiliar adults to show identification.
- Should an adult need to pick up that is not on the approved list, we will need written consent. This adult must show identification when picking up the child.
- Parents may modify a child's pick-up list at any point in the year.
- Our staff has after school responsibilities that must be completed before they are able to leave for the day. We ask parents to be mindful of this, to limit conversation in the preschool hallways, and to exit the building in a timely manner.
- Parents and children are more than welcome to go out to the preschool courtyard at the end of the preschool wing to chat with other parents. We do ask, however, that you please monitor your children closely during this time.

Late Pick Ups

- Our school day ends at 1:00 p.m. Please be sure to pick up your child on time as late pick-ups create anxiety in children.
- We will charge a fee of \$1 per minute with payment due the following day to those parents arriving after 1:05 p.m.

Snack

- Children place their snack in a basket separate from his/her lunch when they arrive in the morning.
- Your child needs to bring a **peanut free snack** each day, clearly marked with your child's name.

Lunch

- Your child will need to bring a lunch to school each day, clearly marked with your child's name.
- **We are a peanut free school, so we ask that you do not send ANY products to school containing peanuts or peanut butter.**
- If your child brings in an item made with nut butters, please note this on the item packaging.
- As we strive to teach independence, children should be able to open containers with minimal assistance.
- The staff cannot microwave items for the children.

Schedules

- The children generally have free choice play in the mornings.
- Each class works in centers for a large portion of the day.
- Each class has a snack, lunch, and outdoor play (weather permitting) every day. During inclement weather, the gym will be used for play time.
- Each week the preschoolers will go to Chapel, Library, and Music.

General Policies

Calendar

- HUMC Preschool will closely follow the CMS calendar between Labor Day and Memorial Day with some exceptions. Please refer to the preschool calendar for more information.
- Dates do change throughout the school year. Please refer to weekly emails from the teachers and the preschool director for the most up-to-date calendar items.

Inclement Weather/Make ups

- We follow CMS for school closings or delays in the case of inclement weather.
- *We will not make up the first two full days missed* by any individual class due to inclement weather.
- If we miss additional days, the Preschool Board will determine if we make up the days. Factors considered are the ability to adequately staff the preschool, previously scheduled activities within the church, and whether make-up days match the days missed (i.e. a make-up day for a M/W class needs to fall on a Monday or a Wednesday etc.).

Safe Sanctuary Policy

- Huntersville United Methodist Church is a “Safe Sanctuary” facility meaning we have a Safe Sanctuary Policy that is in place throughout the church for the protection of all children and youth. A copy of the entire policy is available through the preschool director.
- The church requires a nationwide criminal record check every 5 years for ALL staff and/or volunteers that work with children.
- Two adults will always be present in the room with children. No child will be in a closed-door situation with one adult at any time.
- If there are circumstances that necessitate one adult being absent from the room temporarily, the door will remain open so as not to restrict the view to the room or support staff may be called in to cover until the adult returns.

Spiritual Life

- Children will have many opportunities to experience God’s love through daily prayers, stories, and blessings.
- Once a week all classes attend Chapel, where they hear the Bible lesson, sing age-appropriate worship songs, and pray.
- The teachers reinforce the Chapel curriculum through activities in the classroom during the week.
- Chapel visits are positive, upbeat, and child-friendly opportunities to learn about God and His amazing love.

Toys from Home

- We ask that children leave any toys or lovies at home or in the car for safe keeping. Some classes may choose to allow students to bring such items in for a scheduled “Show and Tell” day. This will be determined by each classroom teacher.

- We believe that many toys, video games and books encourage aggressive and/or inappropriate behaviors and ask that these types of things be left at home (examples include guns, war toys, knives, action figures, etc.).
- If a child brings a toy or item that we feel is inappropriate, we will put the toy(s) away until the child is picked up at the end of the day.

Communication

- We feel it is very important that our preschool families are informed and know what is happening in the preschool, therefore we communicate with families in many ways:
 - Weekly emails from the teachers
 - Weekly emails from the preschool director
 - Website
 - Facebook page (Huntersville United Methodist Church Preschool)
 - Instagram page (humc_preschool)
 - Flyers for special events
- Additionally, teachers post schedules, lesson plans, calendars, and important notices outside their classroom door.
- *If you are not receiving weekly emails from the preschool director or your child's teacher, please let us know so that we can verify that we have the correct email address on file.*

Preschool Folders and Tote Bags

- Each child is required to carry a preschool book bag (available for purchase from the preschool office) and the school provided communication folder each day.
- It is important that these items are brought to school each day to keep the lines of communication between home and school open.
- Teachers check the communication folders each day for items that need to be turned in or notes from parents.
- **Parents should check the folder nightly for communication from the preschool.**
- **Please do not place tuition checks in your child's folder.**

Parent Involvement

- For our preschool to be successful, parents need to stay involved, therefore we require that parents sign up to help plan one party or activity (per each child enrolled in the preschool).
- Other volunteer opportunities include:
 - Mystery Reader
 - Making play-doh or other classroom materials
 - Room Parent
 - Teacher Appreciation Committee
 - Special Events Committee
 - Substitute teacher
- Sign-ups for various committees will occur at the beginning of the school year.

Children with Disabilities

- HUMC Preschool welcomes children with disabilities, however, our preschool staff is not equipped to handle certain situations due to the lack of special education training and resources. **If you have a child with a known disability, we ask that you set up a conference with the preschool director to discuss appropriateness of placement, available equipment, and the ability of our staff to assist with any special needs.**
- If your child is diagnosed during the school year with a disability, (this includes any learning or behavioral diagnosis, ADHD, Autism, etc.) we expect that you share information from medical personnel and other practitioners so that we may work with you to address your child's needs.
- The preschool has an Occupational Therapist who will perform OT screenings on children whose parents submit a written request. There is a nominal fee for this service. Please see the Preschool Director for additional information.
- The preschool has an individual who performs Speech and Hearing screenings in the late fall for a nominal fee. Parents must submit a permission slip with the fee.
- If your child requires a support professional during the preschool day (Registered Behavior Technician, Occupational Therapist, or Physical Therapist), a conference is required, with all parties involved, prior to services start date. The preschool reserves the right to refer students who require certain professional support to another facility.

Food Allergies

- If your child has significant food allergies or is on a special diet, you may send in alternative snacks for us to keep on hand for party days or other special occasions.
- Our preschool policy is that **we are unable to offer ANY food items to children with life threatening food allergies (those that require the use of an epi-pen) except alternative snacks that are provided by the parent.**
- If a parent is not present for a birthday celebration, holiday party etc. and the child does not have an alternative snack at the preschool, **we are not able to serve any food to the child.**
- Parents of children with life threatening food allergies are permitted to come to *all* class parties.

Birthdays

- We encourage and welcome you to celebrate your child's special day at school. We do ask, however, that you **give the teachers at least 2 days-notice** when bringing a treat to the preschoolers.
- If there is a child in your preschoolers' class with allergies, you **must** let the parent of the child with allergies know 2 days before you are bringing in a treat and what that treat is so they may bring a comparable item for their child. (Please see the section on food allergies.)
- Please keep celebrations simple, with age appropriate, easy to serve refreshments.
- We do not allow balloons or party favors to be distributed.

- If you plan on passing out invitations for a birthday party outside of school, all classmates must be included, or we ask that you mail the invitations.

Celebrations for the Preschool and TK Classes

- We hold the following special celebrations throughout the school year which you will find on the school calendar:
 - Fall Parties (Classroom Only)
 - Christmas Parties
 - Christmas Program
 - Valentines Parties (Classroom Only)
 - Easter Parties
 - Preschool Sunday Spring Program
 - End of Year Parties
 - Graduation Ceremony (4-year old's & TK class only)
- The classroom only activities are for the children only (with the parents signed up to host the party) except for the 2-year-old classes or those who have children with life threatening allergies. These parents are welcome to attend *all* the celebrations.
- Each parent is required to sign up to assist with the planning of one celebration (for each child enrolled in the preschool).
- Parents planning the celebration usually include a few of the following themed activities: snack, simple craft, game, songs or music, and/or stories.
- Parents planning the celebration are asked to arrange the set up and clean up involved with the party.
- It is important that the parents communicate at least 2 days in advance of the party with any parents of children with allergies, so they may provide a comparable snack for their child. (See the section on allergies.)
- The preschool may plan additional school wide activities throughout the school year. While parents are not responsible for planning these activities, we may ask for contributions from parents.
- Our WMO class does not participate in classroom parties/celebrations due to the young age of the children and their shortened day.

Toilet Training

- Toilet training is a developmental process that some children are not ready for when they enter preschool. HUMC Preschool will support any children in this process once they show awareness, interest, and the muscle control needed.
- It is not a requirement for preschoolers entering into a three-year-old classroom to be toilet trained, however, it is strongly recommended. The three-year-old classrooms are not physically set up for diaper changing.
- Four and five year old children are expected to be able to attend to their own bathroom needs independently, barring any unusual circumstances that will be handled by the director on a case-by-case basis at the time of enrollment.
- We expect all children who are not toilet trained to have an adequate supply of diapers/pull ups, wipes, and a change of clothing at school at all times.
- If your child wears pull-ups, please use the type with the Velcro closures.

Dress

- Preschool often requires active and messy play; therefore, we ask that your child wear comfortable play clothes and **closed toe shoes with rubber soles**.
- Please send your child in clothes that you do not mind getting dirty.
- For safety reasons we **cannot permit sandals, flip-flops, jellies, or crocs**.
- Label all clothing, including jackets, hats, spare clothing etc. with your child's name.
- We require a change of seasonally appropriate clothing, including socks and underwear, to be kept at school at all times. Please remember to switch these items out occasionally to reflect the changes in the weather.

Visitation

- Parents are welcome to visit their child's class at any time.
- All other visitors must have written permission to visit/observe a child in their classroom. This includes private service providers (i.e. speech therapists), other relatives, and neighbors.

Solicitation

- In an effort to provide a quality preschool program free of unnecessary distractions and to protect the privacy of our children and families, we do not permit private solicitation by businesses.

Educational Program

Curriculum

HUMC Preschool provides a developmentally appropriate curriculum to address the early language, literacy, numeracy, social-emotional, physical, and spiritual development of all children. Curriculum/resources used include:

- The Creative Curriculum
- North Carolina Foundations
- The National Association for the Education of Young Children's Developmentally Appropriate Practice in Early Childhood Programs
- The Basic School
- Frolic Preschool Chapel Curriculum

Teacher Conferences

- Teacher conferences are opportunities for us to share with you all the ways we have seen your child grow. Teachers keep portfolios of children's work, their observations, and informal assessments throughout the school year.
- Communication regarding your child's progress will be ongoing throughout the school year.
- The preschool holds formal conferences in the Spring.
- Parents and teachers may request conferences at additional times if the need arises.

Field Trips

- The 4-year-old and TK classes usually take two field trips during the year.
- Parents will be responsible for transporting their own children to and from field trips and for any associated costs.
- The children are required to wear their HUMCP t-shirt during field trips.

Service Projects

- From October through April, the preschool focuses on a different Service Project.
- Specific details of these projects will be communicated in the director's weekly communication emails, as well as the weekly classroom communication emails.
- It is not a requirement that you participate in any or all of these projects. We ask that you choose the ones that are important to your family.

Discipline

- At this preschool, we believe that caring adults have an important role in helping children learn how to behave in appropriate ways and that it is important for parents and teachers to work together on this important task.
- Based on our belief of how children learn, our preschool will enforce the following discipline and behavior management policy:
 - We PRAISE, REWARD and ENCOURAGE.
 - We SET LIMITS.
 - We MODEL appropriate behavior.
 - We help children APPROPRIATELY EXPRESS their FEELINGS.
 - We STRUCTURE the classroom environment to allow for exploration and collaborative problem-solving.
 - We LISTEN to children.
 - We PROVIDE ALTERNATIVES to inappropriate behavior.
 - We may REDIRECT children to other activities.
 - We provide children with NATURAL AND LOGICAL CONSEQUENCES.
 - We offer DEVELOPMENTALLY APPROPRIATE activities.
 - We treat children with RESPECT and DIGNITY.
 - We attempt to IGNORE inappropriate behavior when there is no immediate danger being posed.
 - We EXPLAIN to children on their level of understanding.
 - We use SHORT, SUPERVISED PERIODS OF TIME OUT as a last resort.
 - We are CONSISTENT in following our behavior management policy.
- The preschool believes that parents and teachers must work together to deal with persistent behavioral issues such as biting, unusual or dangerous aggressions, or other issues. We will contact parents for a conference when significant or persistent issues arise. During this conference:
 - We will set mutual goals and reinforcement for home and school in order to assist children in learning positive social behavior. It is important that we all remain consistent in teaching children these skills.
 - We will schedule a follow-up conference with parents, teachers and the director to share progress.
 - If, after completion of the above steps, the child continues behavior that presents a danger or significant disruption to other children, the preschool may request removal from the program.

Health and Safety

We will strictly enforce the following policies for the safety and well-being of all children:

- All students must wash hands immediately upon arrival to Preschool, before and after eating, and after using the restroom.
- You **MUST** keep your child at home if they exhibit *any* of the following symptoms: **fever, shortness of breath, body aches, sore throat, headache, persistent or new cough, fatigue, new loss of taste/smell, diarrhea, nausea, and vomiting.**
- **If a child displays any symptoms of COVID-19 listed above, proof of a negative Covid test will be required in order for a child to return to school. The child must also be symptom free for 24 hours without the used of medication before returning to school.**
- The preschool will follow the current guidelines set forth by the CDC regarding exclusion and return to school when a child has symptoms, has been exposed to or been diagnosed with COVID-19.
- During the flu season, if there is a family member with the flu, we ask that you please keep your preschooler home to avoid spreading germs in the classrooms.

Other instances when a child should remain home:

- Your child has a runny nose or cough that interferes with normal play or is such that we cannot keep toys and materials in the classroom clean.
- Your child is experiencing pink or red eyes with drainage. Your child should be kept at home until eyes are clear and free of drainage or until prescription eye drops have been started.
- Your child has head lice. Children may return to school after treatment.
- Your child has a new rash.
- If your child is not well enough to play outside or fully participate in classroom activities, your child is not well enough to attend Preschool and should remain at home.
- Any child who develops any of the symptoms mentioned above while at Preschool will have his/her parents contacted and the child will be sent home. Parents are expected to promptly pick up their children in cases of illness.
- Administration of medicine while at preschool will not be common practice except in the circumstance of a medical emergency or necessity communicated by a physician. Please administer all medications prior to arrival at preschool. If your child is taking a medication that may change his or her behavior, please make sure teachers are aware of these changes.
- Parent/guardians assume all responsibility for their children when they are on preschool property (i.e. before/after school, when dropping off/picking up, when attending a preschool function, holiday celebration etc.). **Please make sure your child is always with you and is behaving in an appropriate manner when on school grounds.**

- To keep our preschool safe and centered on our children, we ask that parents refrain from cell phone use in the building during drop off and pick up or when driving into or out of the parking lot.

Food Safety

- To avoid potential choking hazards please cut grapes, hot dogs, or other round foods into small pieces.
- If you are providing food for a party or special activity, please bring any items, other than fresh fruit or vegetables, in the original unopened package.

Parking Lot Safety

- Please **always drive slowly through our parking lot** for the safety of our children **and observe the one-way-in and one-way-out traffic pattern.**
- Parents should refrain from talking on their cell phone when driving or walking through the parking lot.
- Please make sure you are always attending to your children in the parking lot and do not walk ahead of your child, as this is a prime opportunity for a small child to be hit by a car if not seen when cars are backing out.
- Please be extra careful when backing out of parking spaces as other parents may be backing out at the same time.
- We ask that you do not leave any children unattended in vehicles during drop off and pick up. If you have a special situation, i.e., a sick sibling who cannot come into the building, please alert a staff member at the doors and will be more than happy to assist you.

Emergency Care, Fire, Tornado, Nuclear Power Plant Emergency, Lockdown

- We will contact 911 first in the event of a life-threatening emergency.
- We will make every attempt to honor the hospital preference indicated on the signed medical consent, but we cannot guarantee it.
- In the event of a fire, HUMC staff will follow evacuation guidelines as posted in each room of the building.
- HUMCP children will have at least one fire drill a year.
- In the event of a tornado warning, children and staff will be moved to an interior room until the warning period has expired and it has been determined that the surrounding areas are safe.
- In the event of a nuclear emergency requiring emergency evacuation of the preschool, the preschool will transport children by private vehicle to the Northwest Cabarrus High School reception center without stopping to contact or wait for parents at school. **Parents will need to report directly to the reception center, not the preschool, to pick up their children.**
- HUMCP has developed lockdown procedures for events that could occur both within and outside our facility.

Emergency Closing

- The preschool operates its normal business hours according to the school calendar established by the Board of Directors. If an emergency arises, the Board

of Directors reserves the right to close the preschool if normal program operations cannot be maintained i.e., loss of power/water to the school facility, natural disaster, or an emergency health situation where we are directed to close by the health department or cannot maintain adequate staffing.

- We will contact parents by phone and email in the event of an emergency closing.
- We will post any emergency closing information on our website and on the school's Facebook page whenever possible.

Grievances

Disagreements can occur from time to time, often resulting from miscommunication. We ask that if you experience a problem that you talk first with your child's teacher. If this does not resolve the problem, you may then contact the preschool director. Should this still not sufficiently resolve the problem, you may contact the preschool board in writing. You can find the list of current preschool board members outside of the preschool director's office.

Michele W. Brotherton
Preschool Director
Huntersville United Methodist Church
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704-949-1826

**The HUMCP Board of Directors reserves the right to amend this handbook at any time if deemed necessary.*