

FUNDAY SCHOOL

Parent Handbook



First United Methodist Church
505 West Marvin Ave.
Waxahachie, Texas 75165
(972) 937-4113
fundayschool@fumcwaxahachie.org

Jesus Blesses the Little Children

The little children were brought to Him that He might put His hands on them and pray, but the disciples rebuked them. But Jesus said, “Let the little children come to Me, and do not forbid them for of such is the kingdom of heaven.” And He laid His hands on them and departed from there.

Matthew 19:13-15



WELCOME TO FUNDAY SCHOOL

OUR PURPOSE

Funday School is a ministry of First United Methodist Church (“FUMC”) to parents of young children in our community. Preschoolers are offered the opportunity to spend time with children their age two days a week and learn in a loving, Christian environment. Parents can feel secure knowing their child is in an enriching atmosphere while they are away.

At Funday School, your child will learn through play, hands-on activities, age-appropriate art, music, and exercise time. Students learn basic preschool skills, have fun, and receive plenty of love and encouragement to develop a healthy, positive feeling about himself/herself and develop a love for learning.

As a ministry of FUMC, we feel it is our responsibility to teach children from a Christian perspective. Bible stories, praise and worship, memory verses, and prayers are part of our curriculum. We are inclusive in our approach and do not instruct children in United Methodism. We realize that families from many denominations participate in the program, and we are respectful of parents’ responsibility for involving their children in church and Sunday school.

If you or your family does not have a church home, we invite you to worship with us. Our pastor and church staff are available for you and your family.

Dr. Kevin Tully - Senior Pastor
972-937-4400
kevin@fumcwaxahachie.org

Samantha Kosoris - Funday School Director
Karen Butner - Funday School Assistant Director
972-937-4113
fundayschool@fumcwaxahachie.org

Christina Upchurch - Funday School Council President



Policies and Procedures

ENROLLMENT

Enrollment is open to children 6 months to 5 years of age. All enrollment forms must be completed and signed prior to the first day that your child attends.

HOURS OF OPERATION

Classes are held each Tuesday and Thursday from 8:30 am to 2:00 pm. All school holidays and inclement weather closings of Waxahachie I.S.D. will be observed, including delays in the start time. (Example: If W.I.S.D. is on a two-hour delay, we will begin at 10:30 am.) We will honor any “bad weather” days and early release days that W.I.S.D. deems necessary. There may be times that we are unable to give you timely notice of such days. In this case, we will post a sign on the door. These days will not be made up. We reserve the right to make changes, as necessary. You will be notified in advance of any changes to the calendar when possible.

REGISTRATION FEE

A non-refundable/non-transferable registration fee of \$100.00 is due at the time you register your child for Funday School.

TUITION

Monthly tuition is payable via Brightwheel and is due on the first day of the month. Tuition is based on one school year’s budget requirements, which include building usage, maintenance, salaries, and ongoing fixed expenses for program operation. Our 2023-2024 tuition is a flat monthly rate of \$135.00 for 1 day a week per month and \$275.00 for 2 days a week per month. We operate as a non-profit organization, but we do have bills to pay, so we appreciate your timely payment. A late fee of \$25.00 will be charged to your Brightwheel account if tuition is not received 10 days after the first of the month. If temporary payment arrangements need to be made, please contact an administrator in the office. Payment via credit card does incur additional fees. ***We require that you enroll in auto-draft for tuition payments via our Brightwheel software.***

REFUNDS/MAKE-UP DAYS

No refunds or credits will be made for days missed or if the school is closed due to illness or unforeseen circumstances such as bad weather, pandemic, or building maintenance problems.

TOURS AND MEET THE TEACHER

Scheduling and attending a tour of Funday School **is required** prior to enrollment. During tours, parents can meet the staff members, visit classrooms and playground areas, and ask any questions they might have about Funday School.

Meet the Teacher will be held before school begins for children and parents to visit the classroom and meet the teachers together. This will give your child the opportunity to meet his/her teachers and other children in his/her class.

CLASS PLACEMENT

Funday School follows W.I.S.D. guidelines when determining class placement for our students. The child's age on September 1 of the current school year will determine which class the child is placed in. He/she will remain in that class for the entire school year. Children are assigned to new classes at the beginning of each school year.

ARRIVAL AND PICKUP

Funday School uses a car line for arrival. The carline is located under the awning between the Funday School building and FUMC. Carline begins at 8:15 am and concludes at 8:45 am. However, we do want to stress the importance of your child arriving by 9:00 am. When a student arrives later than this, he/she misses classroom activities and will not get the full benefit of our program. Late arrival also causes disruption in the classroom. We understand that drop-off time can be stressful and upsetting for some parents and children. Please know that we will do everything in our power to comfort your child and make them comfortable. We recommend a quick kiss, hug, and a reassuring smile goodbye. You are always welcome to call the school to check on your child.

For safety, Funday School doors will often be locked after drop-off time until pick-up time.

At the end of a school day, if your child is not picked up by 2:00 pm, a late fee of \$10.00 will be charged beginning at 2:05 pm and \$5.00 each 5 minutes thereafter. It is very important that your child is picked up on time. Children often become anxious when they are not picked up on time. In an emergency, please call the office to let us know you will be late; this will help the teachers to reassure the child who is waiting.

ABSENCES

Since the fees set forth are minimal for the operation of our program, there can be no refunds for temporary absences. Continued payment assures that the child's place will be held. If your child will be absent, please call Funday School at 972-937-4113 as early as possible or message the teacher through Brightwheel. If your child misses **four** consecutive school days *without* contacting our office, we cannot secure your child's spot in our program.

FUNDRAISER REQUIREMENT

To attend Funday School, each family **must** commit to participating in Funday Run Day, which is a Tot Trot held in early March during school hours. Each family is **required** to sign up on our online fundraiser platform and collect a minimum of \$50 in pledges. This is our only fundraiser, and it allows Funday School to purchase current educational materials and update and improve our facility and outside spaces as needed. We will also host a silent auction on this day. *Even if you are unable to attend the event, collecting the minimum pledge amount is still required.* Please note that the fundraiser event format is subject to change from year to year.

EMERGENCY NUMBERS

Parents are responsible for keeping current emergency numbers on file at school. Please see the staff in the office to update, add, or change emergency contact information. In the event of an emergency, a parent or guardian will be contacted immediately.

COUNCIL

Funday School is a ministry of FUMC and is also provided guidance by a council composed of the following:

- Funday School Director
- FUMC Pastor(s)
- Representatives from the First United Methodist Church body

The Funday School Council meets regularly to review and evaluate programming and policies and to strategically vision the future of the program. Members give of their time and talents to advise and assist the director in making plans and decisions. We thank each of them for their part in our ministry. Please feel free to contact us if you have any questions or comments.

DISMISSAL TO ANOTHER PERSON

If someone else will be picking up your child, please provide the office with the person's name and have him or her prepared to show a picture I.D. when they pick up your child. In an unplanned situation where prior notice has not been given, you must notify the directors by email or phone call before 2:00 pm with the person's name and they will be required to show a picture I.D. These policies are for the protection of your child and will be enforced.

WITHDRAWAL

If it becomes necessary to withdraw a child during the school year, the directors of the program must be informed in writing at least two weeks before the date of withdrawal. A final tuition statement will be prepared at the time of notice.

KINDERGARTEN READINESS CLASS

Beginning in October, Pre-K students have the option to attend an additional Wednesday morning class from 8:30 am – 11:30 am. Registration begins in September, and the registration/supply fee is \$25 per semester. Tuition is \$50 billed monthly through Brightwheel with your regular tuition.

“Kinder Readiness” is the name of this optional class for Funday School's current Pre-K students. This class consists only of academic lesson plans with a short recess. A small morning snack will still be offered, but there will be no specials, lunch, or nap time.

BIRTHDAYS

We realize that birthdays are very important to preschoolers. Families have the option of sending in age-appropriate treats or prizes for their child's classmates on his/her birthday. Please know that you do not have to send treats with your child on his or her birthday. Teachers take great pride in making your child feel special on their birthday.

If you do feel the need to send something for your child to enjoy with her or his classmates, please let the teachers know in advance. Some great birthday treat suggestions are donut holes, cookies, brownies, chocolate pretzels, or rice krispie treats.

If your child wishes to pass out invitations for his/her birthday party, please be sure all children in the class are invited. Otherwise, please deliver the invitations outside of school.

Curriculum and Instruction

METHODS AND MATERIALS

Funday School has adopted *Thompson's Scope & Sequence* to enhance our teachers' ability to incorporate intentional teaching and assessment of young children. *Thompson's Scope and Sequence* is a tool designed to assist teachers with implementing a developmentally appropriate curriculum that is purposeful and effective. The *Scope and Sequence* is organized using discipline areas (Language Arts, Math, Social Studies, Science, Fine Motor, Gross Motor, and Music) and months of a school year (September - May). The sequential order of developmental milestones is a guide for teachers to ensure children are fully grasping the skills and concepts embedded within each month before moving forward. There are 8 age levels to the Scope & Sequence ("scope"), ranging from 3 months to kindergarten. The age brackets are 3-11 months, 12-16 months, 17-23 months, 24-29 months, 2 1/2 - 3 years, 3 1/2's (which can be used for all 3's), pre-kindergarten (4's), and kindergarten. Since there is a wide range in children's development, teachers can use more than one scope.

We incorporate a weekly Bible story in our classroom and chapel lessons. Age-appropriate learning activities are designed to lay a foundation for understanding God, Jesus, Bible, church, self, family, others, and the natural world. These lessons are used in learning centers and group activities as well as activities for pre-reading, pre-writing, phonics, and number skills.

ENRICHMENT ACTIVITIES

- Physical Education (Gym) – All ages will attend gym class on Tuesdays. It is important for young children to develop appropriate gross motor skills and they will spend time engaged in activities that promote large muscle development. We employ a gym teacher who also follows *Thompson's Scope & Sequence* regarding what gross motor skills each class level should be learning or improving upon.
- Music – All classes will participate in music class on Thursdays. This program is designed to give children the opportunity to experience music through song and musical instruments. Our Music teacher also follows *Thompson's Scope & Sequence*. Children are also taught special songs and movements for Christmas and End of the Year Programs.
- Outdoor Classroom – Every class spends time outside at recess daily. We have an outdoor education teacher who creates enrichment lessons and opportunities for learning and growth from *Thompson's Scope & Sequence* on our playground. Outside of recess time, teachers are encouraged to take their classes outside for walks and lessons.
- Chapel – Children will worship together on Thursdays and hear a special message from one of FUMC's ministers related to our weekly Bible story.

Rules, Discipline, and Guidance Policies

FUNDAY SCHOOL RULES

1. Safe Body
2. Safe Feelings
3. Safe Supplies

DISCIPLINE

It is our intent to reinforce good behavior; therefore, we attempt to correct in a loving, Christian manner. We want the children to learn to be good citizens and friends and have a school environment where they are comfortable.

The discipline used in guiding a child must be:

- 1) Individualized and consistent for each child
- 2) Appropriate to the child's level of understanding
- 3) Directed toward teaching the child acceptable behavior and self-control

Discipline Policy

Steps to follow when disciplining a child:

Offense #:

1. **Verbal warning and redirection** – Teachers speak to a child using a calm, but firm voice; get down on the child's level and make eye contact. Redirect student behavior using positive statements.
2. **Time out** - Age-appropriate time out is 1 minute per year of age (ex: 3 yr. old would have 3 minutes). This will take place in a chair at the table or in a chair pulled away from the group if the class is working at the tables. If the child will not sit/stay in a chair, he or she may sit on the floor away from everyone else.
3. **Visit with a director** - The child will be brought to the office to talk with the director.
4. **Call parents*** to inform them of the situation and work up a behavior plan with the parents' input.
5. **Parent Conference** - If the behavior plan is not effective, a conference will be set up with the parents, teacher, and director to discuss possible solutions.

**Depending on the severity of the action, the parents may be called sooner. Such offenses may include but are not limited to, biting, hitting, or major classroom disruptions. Our goal is to ensure the safety of all our students. In any situation, the staff of Funday School may deviate from the steps of the discipline policy as they deem appropriate under the circumstances, with the primary determinative factor being the safety and well-being of all of our students and staff.*

Teachers use praise and encouragement for good behavior instead of focusing only on unacceptable behavior. To nurture the healthy growth and development of each child, our teachers seek to use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction.

Dismissal from Program – If it is determined, after thorough evaluation, that the placement of a child would not be in the best interest of the child, the other children in the program, or Funday School staff, the parents will be informed that the school can no longer accommodate their child.

Health and Safety

ILLNESS POLICY

Every effort is made to protect your child from illnesses and diseases. Your help is needed in making this effort a success.

A child will not be allowed to attend class or parents will be called and asked to come to get their child if any of the following conditions are present:	Guidelines for returning a child to school:
I. If a child has a fever	I. A child must be free from fever for 24 hours without the use of fever-reducing medication.
II. Has a rash of unknown origin	II. Child must have a release from a doctor, or the rash must be gone.
III. Has one or more of the following: A. Chicken Pox - slight fever; fine blisters on scalp, face, or body	A. Sores dry up or crust; no new blisters appear.
B. Pink Eye - Red eyes; discharge from eyes; crusted eyelids	B. Redness or discharge disappears.
C. Streptococcal "Strep" Infection - Fever with or without a sore throat	C. 24 hours after antibiotic treatment is begun and fever free for 24 hours.
D. Diarrhea - Two or more watery bowel movements	D. Symptoms are gone for 24 hours.
E. Vomiting	E. Symptoms are gone for 24 hours.
F. Impetigo - Small blisters that become crusted and contain pus	F. After medicine is applied and sores are covered.
G. Body Lice - Little bugs on body; itchy scalp	G. After treatment and when no bugs/eggs remain.
H. Ring Worm - Itchy, scaly patches on scalp or body	H. After medicine is applied and sores are covered.
I. Pin Worms - Itchy rectum; small white, wiggling threads on rectum/stools	I. Consult doctor for treatment; child can return after treatment
J. Hand, Foot, Mouth Disease	J. Child must be free from fever for 24 hours. Seek advice from doctor about return time.
K. Any other infectious diseases	K. Child has been released by the doctor.
IV. If your child is under the care of a physician for any other medical conditions or illness.	IV. Permission of the directors.
V. The teacher can send a child home if BEHAVIOR indicates the child does not feel well enough to participate comfortably in the usual activities of the classroom.	V. Child is feeling well, and normal behavior has returned.

If your child or any member of your household becomes ill with any contagious illness or disease (i.e., COVID-19, chicken pox, whooping cough/pertussis, etc.), we ask that you make the school aware of this so that we can notify other families, if necessary.

Please call the office at 972-937-4113 or send an email to fundayschool@fumcwaxahachie.org if your child will be absent from school due to illness.

MEDICAL EMERGENCIES

If a child has an injury at school, an accident/incident report is completed, noting the type of injury, first aid procedures administered, and the name of the person who administered the aid. Severe injuries will be treated by Emergency Medical Technicians through local authorities. Funday School is not responsible for costs incurred because of medical and/or dental emergencies.

MEDICATION

No medication will be given at Funday School. If your child is on medication, please give it to them before coming to school.

ALLERGIES

All allergies to medication and/or other substances, including environmental, must be stated on the emergency and medical forms.

Texas State law requires that we have a signed note from your physician stating any food allergies that your child may have describing the nature of the potential reaction and the necessary emergency response. If your child has allergies to food, please provide a daily snack and advise teachers and directors.

SNACK

Funday School will provide a snack each morning. Snack time is a special part of the day for our students, not only for keeping away hunger pains but as an opportunity to teach manners and independence. Keeping in mind that this is a snack and not a meal, each student will receive a serving of the designated school snack and will be allowed a second helping if they request it.

Please send a drink or water bottle for your child during snack time.

LUNCH

Your child will need to bring a nutritious lunch and drink every day in a lunch box or bag marked with his/her name. We ask that you limit junk food. Please do not send sodas. Please provide bite-sized food that children can eat by themselves. Do not send food that needs to be warmed or refrigerated. A cold pack works well in a lunch box if food needs to stay cold.

For younger children, we ask that you provide any bottles or sippy cups that they will need during the day.

REST TIME/NAP TIME

All students will have a rest time after lunch. The amount of rest time allocated will vary by class age. Children are expected to rest quietly so as not to disturb others. Children younger than 12 months old will sleep in cribs. We will provide clean sheets for the cribs. For all other children, please send nap mats. Nap mats will be sent home on the last day of every month for washing or more frequently if needed. *Policy subject to change.*

Please send any special items or blankets you would like to come home each night in the child's school bag, separate from the nap mat.

OUTDOOR PLAY

Outdoor time is an integral part of the day at Funday School. Children spend approximately 30 minutes outside on the playground, weather permitting. Children should dress appropriately for the weather. Please label all coats, hats, gloves, etc. with your child's name. Shaded play areas are available.

On days when children cannot go outside due to weather, opportunities for large motor activities within the building will be provided. Classes may also choose to do sidewalk activities under the awning if it is safe to do so.

DIAPERS

Wipes are provided in the classrooms, but diapers must be brought from home. If your child wears diapers, please supply enough diapers for the day. If you prefer, you can bring several days' worth, and we will be glad to store them for you. In following the national health standards recommended for childcare centers, no cloth diapers will be used at Funday School. If cloth diapers are used at home, the child must be in a disposable diaper at the time that he/she is dropped off for care. If you prefer your child to use a certain brand of wipes, please provide those for the teachers to use.

TOILET TRAINING

A child is considered toilet-trained (urination and bowel movements) when he/she:

- Can anticipate the urge to use the toilet; and
- Communicate that need to their teachers
- Control the urge and get to the toilet on time
- Pull down his/her pants
- Use the toilet
- Pull up his/her pants
- Wash up after him/herself

All children entering three year old classes (Lions and Shepherds) and Pre-K classes (Samaritans and Disciples) are required to be toilet trained, including during nap time. Children must be willing to go to the bathroom and try to potty when asked by their teacher.

FIRE, TORNADO, & LOCKDOWN SAFETY

Fire, tornado, and lockdown drills will be conducted throughout the school year. Our teachers will help your child understand the need to practice these drills for their safety.

EVACUATION

Should the need arise to leave our premises, staff will escort children to our emergency evacuation site. We have an off site evacuation agreement with WISD. Parents will be contacted as soon as possible via text message.

Classroom Policies

WHAT TO WEAR

Children should come to school clean and with diapers changed. Please send your child in washable play clothes that may get dirty, as this will allow for more freedom for his/her busy day at school. We do go outside in cold weather, so please dress your child accordingly.

Tennis shoes/sneakers must be worn by all children and are required when using the FUMC gym and much safer when your child is running and climbing outside, participating in music and gym. Boots, flip-flops, Crocs, and sandals are discouraged.

Every child should have a change of clothing appropriate for the season, including diapers/underwear and socks placed in a plastic bag and left in his/her backpack for emergencies and accidents. Even if your child is toilet trained, please include a change of clothes in his/her backpack for any unforeseen messes or accidents.

WHAT TO BRING TO SCHOOL

Anything brought from home must be **labeled** with your child's name, including bedding, coats, lunch boxes, cups/bottles, and backpacks.

- Backpack
- Change of clothes (including undergarments for older students)
- Lunch with a drink
- Nap mat (for 12 months and older)
- Diapers for children not yet toilet trained

WHAT NOT TO BRING TO SCHOOL

- Toys (unless requested by the teachers for a special activity)
- Medicine
- Any valuables

COMMUNICATION

Funday School believes in open communication between parents and teachers. Parents are encouraged to bring their questions and concerns about their child's class, program policies, curriculum, etc. directly to the classroom teacher or directors. We appreciate your input.

Parents will be informed of classroom activities through Brightwheel, email, messages, notes, newsletters, and calendars from each classroom teacher. It is important that you check your child's bag daily and read all notices that are sent home. Information, including any policy changes, from the Funday School office will come through email and Brightwheel. Please be sure to set your Brightwheel alerts to ON.

Parent Handbook Receipt

Dear Funday School Families,

You may access our Parent Handbook online at <https://www.fumcwaxahachie.org/funday-school>. If you would like a hard copy, please stop by the Funday School office. Thank you for taking the time to read the Funday School Parent Handbook.

Please sign and return this form to verify that you have read and understand the handbook. If you have any questions, please let us know. Thank you!

My signature below verifies that I have read and understand the Funday School Parent Handbook.

Child(ren)'s Name(s) _____

Parent's Signature _____

Date _____

ACCOUNT AGREEMENT

The undersigned agrees and understands that the educational services rendered by Funday School are subject to the following conditions:

1. Tuition is due and payable in full on the 1st of each month.
2. Tuition not paid by the 10th of the month, will result in a \$25.00 late fee.

Agreed and Understood:

Parent Signature

Date

