

Effective March 2021  
Revised January 2022

## **Ardmore United Methodist Preschool**

Ardmore United Methodist Preschool (AUMP) operates as a service to the surrounding communities. The school is housed and sponsored by the Ardmore United Methodist Church. Our Teachers are certified and our staff is C.P.R. and First Aid trained.

Our school exists for your child. Our desire is to foster, social, emotional, intellectual, and physical growth in each individual. Our program is planned with this goal in mind.

Parents are an important part of our program. Communication between home and school is essential. Please feel free to discuss any questions, concerns, or suggestions with the directors or the chairmen of the P.T.O.

The information in this handbook will hopefully answer any questions you may have throughout the year and make you aware of school policies and procedures.

Please review this handbook and return and sign the response card.

### **Age Requirement**

Children must be of age by September 1<sup>st</sup> to be eligible for the following classes:

Two years and 7 months old by September 1 for the Two Year Old Classes\*

Three years old by September 1 for the Three Year Old Classes (must be potty trained)

Four years old by September 1 for the Four Year Old Classes (must be potty trained)

\* Those children interested in the 2 year old program that meet this age requirement after September may enroll on the first of each month from October up to and including the month of February, if there are open spots in the class. Tuition will be adjusted accordingly.

### **Allergies**

If your child has food allergies, please make these known to the teacher. Our school is a peanut free school. In accordance with this policy, we will have no peanut products or products processed on machinery or in a facility that also processes peanuts, in our school.

Parents are required to provide snacks for children with any other food allergies. Those snacks only will be distributed to their child. It is the responsibility of the parent to replenish these snacks.

If a child requires an epi-pen at AUMP, it is the responsibility of the parent to provide this, and be sure it is current. Expired date epi-pens will be sent home for the parent to replace immediately.

If an epi-pen must be administered by a staff member, 911 will be called immediately, and then a phone call will be made to the parent.

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### **Arrival and Dismissal**

We have staggered times for arrival and dismissal.

	Arrival time:	Dismissal time:
4 yr olds	8:45-8:55	11:25-11:35
3 yr olds	8:55-9:05	11:15-11:25
2 yr olds	9:05-9:15	11:05-11:15

A staff member will meet your child at the car during of above times and direct him/her to the classroom. Please be sure that car restraints are disconnected and your child is able to exit the car independently before you enter the “horseshoe” of the entrance door. If your child is unable to do this, please assist him/her. Please enter the parking lot from Argyle Road and exit onto Hood Road. Please leave unfinished breakfast food, pacifiers, etc., in the car. We will use the same procedure for dismissal. In order to facilitate dismissal, we ask that you remain in your car and pull into a parking spot after your child has been escorted to the car to buckle seat restraints. It is not the responsibility of the staff member to buckle restraints. A security system has been installed in the building. If you arrive after 9:15 or before 11:05 or 2:00 you will need to be acknowledged to enter the building.

Dismissal; if your child is being picked up by someone other than a parent please put a note in the child’s communication envelope.

### **Birthdays**

Birthdays are very special times and we enjoy sharing in the celebrations. Many families send a special snack for birthdays. Please check with your child’s teacher sending in a birthday snack. Cakes and cupcakes are not suitable for celebrations at school. Cookies, rice krispie treats, etc. are a good alternative. Individually wrapped treats, please. Please limit the celebration to a special snack keeping in mind that we are a peanut free school. Party bags, balloons, etc. are not permitted. If you would like to participate in the “Birthday Book Club”, you may purchase a book or CD to be donated to the school library in your child’s name. If you are planning a birthday party outside of school we ask that you mail invitations rather than distribute them at school.

### **Car Pools**

Please inform us in writing when car pools have been formed. If on occasion your child will be picked up by anyone other than a parent, or regular car pool driver, we must have written permission. Please include the name of the person picking up, the car they will be driving, and relationship to the child.

### **Car Tags**

You were issued a car visor tag to be hung on your car visor at pick- up time, or hand held if you are in the walking pick-up line. If you would like to replace or have another visor card the purchase price is \$4.00. Thank you for your cooperation in this matter.

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### **Cell Phones**

Please observe a “no cell phone” rule when dropping off and picking up your child. Our parking lot will be a safer and more efficient place if you defer your phone use until later.

### **Conferences**

All classes will have scheduled conferences in the Fall and in the Spring. Teachers will initiate conferences at other times if appropriate. It is hoped that families will do the same.

### **Daily Schedule**

A typical day includes:

- 8:45-8:55 Arrival for 4 year olds.
- 8:55-9:05 Arrival for 3 year olds.
- 9:05-9:15 Arrival for 2 year olds.
- 9:15-10:10 Free play and activities planned by the teacher.
- 10:10-10:30 Clean-up.
- 10:20-10:40 Circle time and story.
- 10:40-11:00 Bathroom, wash hands, snack.
- 11:00 Pack up and outside play.
- 11:05-11:15 Dismissal for 2 year olds.
- 11:15-11:25 Dismissal for 3 year olds.
- 11:25-11:35 Dismissal; for 4 year olds.

### **Dress**

Play clothes are encouraged. “Onesies” are discouraged. Shoes should be appropriate for outside play and on gym days. Sandals and clogs are not safe on the playground. Umbrellas, boots, and snow pants are not necessary for the short walk to and from the car and the building. We will have playtime indoors during inclement weather. Please be sure all outerwear is labeled with your child’s name. Coats that zip, button, or snap are easy for children to learn to put on and take off by themselves.

### **Emergency Closings**

AUMP is located in Lower Merion Township and Montgomery County. Therefore, if there are any emergency closings, such as a pandemic outbreak, mandated by the township or county, we are obligated to close.

### **Emergency Clothing**

Each child should have a large ziplock bag containing a complete change of clothing. All belongings should be clearly labeled with your child’s name, including the ziplock bag.

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### \* **Extended Day**

Extended Day is offered for Two (must be potty trained to stay), Three and Four Year Olds beginning the third week of school. Pre-registration for discounted block rates will be available each semester. Occasional day lunch children may sign up the morning they plan to stay.

Extended day will be offered until 2:00PM.

The cost is \$30.00

Sibling discounts for these programs are offered at a cost of:

\$51.00 for two children that stay until 2:00PM

Please send per diem extended day payment in an envelope labeled with your child's name and the amount by 9:30AM. Please use a check made to A.U.M.P. or cash in exact change. Two year olds must be toilet trained. Food in lunches should be checked for peanut free ingredients. If your child has cashew butter, sunflower butter, or any spread that looks like peanut butter in his/her lunch, it must be labeled as such.

In order to participate in the extended day program, the tuition payment obligation for the morning session must be paid by the following dates: May 15, November 15, January 15, and March 15.

If your child is absent and you have paid for a block discount, there is no substitute day. If school is cancelled due to weather conditions, there is no substitute day.

### **Federal Tax I D Number**

A.U.M.P.'s Federal Tax I D Number is 23-1886674.

### **Health Assessments**

Children in our program must have yearly physicals. A current physical form signed by a physician including record of immunizations must be on file for each child.

### **Illness**

We will miss him/her, but please keep your child at home if he/she is not feeling well. If your child is not physically able to participate in normal school child may return to school once a normal temperature is maintained for 24 hours and without use of fever reducing medications. If your child should become ill at school, we will call you to come and take your child home. If we are unable to contact a parent, we will call the emergency contact listed on your pertinent information form. Please list more than one contact and these contacts **must** be local. All emergency contacts must be kept up to date.

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### **Late Pick Up Fees**

School ends at 11:35. Parents arriving after this dismissal time will receive a written late notice. If lateness occurs again, a \$5.00 late fee per ten minute increment will be imposed. Parents who accumulate more than three late fees per semester will be charged \$10.00 per ten minute increment. **There is no warning notice or grace period for the 2:00PM.**

### **P.T.O.**

Our Parent Teacher Organization is a very important part of the school. We greatly appreciate the involvement of our AUMP families. Monies raised from the PTO fundraisers goes directly to enrichment assemblies, items needed for special classroom projects, and playground maintenance. Our PTO Chairpersons are always available for your questions, suggestions, or comments pertaining to the school.

### **Parent-School Communication**

Each child will receive a communication envelope with their name on the front. It should remain in the main compartment of the school bag. This envelope should be used for correspondence between school and home. Please check on a daily basis for important mail.

### **School Bags**

Each child should have a school bag large enough to carry a 9"x11" paper without being folded. Please be sure the bag is labeled with your child's name. Children should be able to open and close the school bags independently. School bags on wheels are discouraged.

### **School Hours**

Two Year Olds meet from 9:05 to 11:05.

Three Year Olds meet from 8:55 to 11:25.

Four Year Olds meet from 8:45 to 11:35.

### **Show and Tell**

Valuable, irreplaceable objects, toys with small parts and weapons should not be part of show and tell. Your child's teacher will explain the show and tell procedure, and the schedule for your child's class.

### **Snacks**

AUMP provides a daily snack consisting of items such as crackers, pretzels, cookies, fruit, etc. Water Bottles; your child will need a non-disposable water bottle with his/her name clearly labeled. Please fill with water each day your child attends school. We are a **PEANUT-FREE** school.

### **Snow Closings**

In case of inclement weather we will use Montgomery County, Lower Merion School District. If LMSD is closed, we will be closed. If the Township School District is open one or two hours late, we will be closed. At times we may feel that it is wiser and safer to close our school even if the school district is open. In this case, we will use email addresses starting at 7:00 A.M. In all cases the parent will be notified by email.

### **Student Needs and Evaluations**

We at AUMP will try to meet the needs of every child mentally, socially, physically, and emotionally. If we feel we are unable to meet the needs of a child, the child's parent/s may be asked to seek services from sources such as an evaluation from a neurodevelopment pediatrician, and/or the Intermediate Unit for the county in which the child resides.

If the child's needs are beyond what we can provide, it is at the discretion of the Directors to determine if AUMP is the best placement for the child.

### **Student Teacher Assignment**

To our best ability we try to not have any child have the same teacher two years consecutively. We find this policy best benefits the children in regards to bonding with a new teacher and in the child's personal growth.

### **Student Teacher Ratio**

Two year Old Classes may be no greater than 5 to 1. The ratio of students to teachers in the Three and Four Year Old Classes may be no greater than 8 to 1.

### **Sunscreen**

Due to allergies, we do not permit any staff member to apply sunscreen to any child at AUMP, nor do we allow children to apply sunscreen to themselves or other children. We do encourage you to apply sunscreen to your child before coming to school if needed.

### **Toilet Training**

Two Year Olds do not have to be toilet trained. All children in our Three and Four Year Old classes must be toilet trained. If your Three or Four Year old has an occasional bathroom accident, you may be called to change him or her. "Onesies" are discouraged.

### **Toys**

Please do not allow your child to bring toys from home to school. Our school provides a wide variety of safe, age appropriate toys. Toys from home may become lost or broken.

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### **Tuition**

Tuitions may be paid yearly, by semester, or quarterly. Monthly payments may be arranged by request. Tuitions payments will be made by May 15<sup>th</sup>, November 15<sup>th</sup>, January 15<sup>th</sup>, and March 15<sup>th</sup>. There is a sibling discount of 15% deducted from the younger child's tuition. If payment is thirty days delinquent, a fee of \$25.00 will be charged. There is no liability if a child is withdrawn before May 15<sup>th</sup>. Such withdrawal must be made in writing and received before May 15<sup>th</sup>. Parents are liable for the first quarterly payment if written withdrawal is not made by May 15<sup>th</sup>.

Any child enrolled after May 15<sup>th</sup> has a 2 week period from that enrollment date to withdraw or parents are liable for the 1<sup>st</sup> quarterly payment.

Any child withdrawing during the school year is responsible for the full quarter tuition.

**Website Info** – [www.aumpreschool.com](http://www.aumpreschool.com)