

UNION PRESCHOOL POLICIES

We are beginning our 23rd year, 14 of those years under a Letter of Compliance from the State of Maryland, and over the years we have developed a basic set of guidelines that make the school day run smoothly for the children, teacher and aide. The State Letter of Compliance does not affect our Christian Curriculum or any of the following policies, but sets up guidelines to maintain a safe classroom for your children.

- 1. Dropping off your child:** Please be advised that the entrance for Union Preschool is located by the office and may be accessed from the rear parking lot. If your child cries, once entering the classroom you may hand him/her to the teacher or aide, but please leave the classroom. You are welcome to stay in the hall and look through the window, but if you stay in the classroom, your child will have a difficult time adjusting.
- 2. Restroom breaks:** Please be sure your child uses the restroom before entering the classroom. You walk past the restrooms on your way to the classroom, so please ask your child if they need to go. There will be an official potty break approximately an hour after class starts, before snack is served. Please remember that the safety of the children as they come into the classroom is a priority, which makes it harder if the teacher or aide has to take a child to the restroom while other children are arriving. PLEASE BE ADVISED THAT YOUR CHILD MUST BE POTTY TRAINED TO ATTEND UNION PRESCHOOL.
- 3. Class times:** Classes begin at 9:15 a.m. and 12:30 p.m. daily. Please do not arrive early, as this is teacher and aide planning time. Please arrive promptly at 11:45 a.m. and/or 3:00 p.m. to pick up your child.
- 4. Dress code:** Union Preschool does not follow a formal dress code. However, we do not allow flip-flops for safety reasons. Also, we ask that girls wear shorts under dresses.
- 5. Discipline:** Limited to low key verbal reprimands and sitting in a chair or on the "line." Failing to help clean up after several verbal reminders will result in time not allowed in the playroom area. If a particular toy becomes a problem, the toy gets put in time out in the hallway. If at any time a child becomes unmanageable, a parent will be called and be expected to come pick him/her up as soon as possible.
- 6. Personal toys:** If your child would like to bring a toy from home, they will not be required to share their toy. We teach sharing, but we also teach respect for others belongings.
- 7. Snack time:** Your child will be offered a "choice" of 2 snacks during snack time. They do not have to eat their entire snack, although we encourage finishing provided snack and drink.
- 8. Prayer:** Christian prayers are recited before every snack or party.
- 9. Pledge:** The Pledge of Allegiance to the American Flag is recited daily.

- 10. Tuition:** Monthly tuition is due by the last day of the previous month your child is in school. For example, tuition for September 2010 is actually due by August 31st. There will be a \$25.00 bank fee for all returned checks.
 - 11. Fire Drills:** Monthly fire drill practices will take place by order of the State of MD.
 - 12. Volunteering:** An adult family member (aunt, uncle, grandparent, etc.) will be required to volunteer at least 2 hours per school year. Teachers will send home more information regarding volunteer opportunities during the first week of school.
 - 13. Age requirement:** Classes are separated by age, with the birth date being September 1 of each respective school year.
 - 14. Sick policy:** Please do not send your sick child to school. If your child has been sick, he/she can return to the classroom when his/her temperature has returned to below 100.0 degrees, with no vomiting, no diarrhea, and has tolerated a usual diet for at least 24 hours. We ask all parents to please notify us when a condition that is highly contagious (lice, pink eye, stomach bug, etc.) is going around in a family, or the school system. We can work together to ensure the health of your child. If you would like to maintain strict confidentiality, please call Board Member Trish Ebner, RN at 410-754-7228. She will handle notification to the Director and/or classroom teacher.
 - 15. Important safety information:** Do not leave other children in the car while bringing a child into the classroom. Also, law requires the use of car seats and seat belts. Local police will be randomly checking the church parking lots to ensure the safety of Union Preschool's children.
 - 16. Release of photographs:** Unless otherwise discussed, Union Preschool has the right to photograph and/or videotape your child during activities within a school day or special school event. If you would like to be sure your child's photo is NOT used in any way, please submit a written request to Dawn Coulbourn, UPS Teacher.
 - 17. Problems:** Steps to take if you have a problem with Union Preschool:
 1. Talk it over with the classroom teacher. The classroom phone number is 410-754-9372. If not satisfied, see Step 2.
 2. Call Board President Emily B. Phillips at 410-754-3389. If not satisfied, see Step 3.
 3. Put the problem in writing and mail to: Emily B. Phillips
108 Reliance Ave.
Federalsburg, MD 21632
- *After receiving a written letter, the problem will be taken to the members of the Union Preschool Board. The Board will collaborate to make a final decision.