



**First United Methodist  
School  
&  
Child Care Center**



**Parent/Student  
Handbook**

**2017-2018**

**FIRST UNITED METHODIST SCHOOL AND CHILD CARE CENTER**  
**PARENT/STUDENT POLICIES HANDBOOK**

**Revised 8/1/17**

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***Worship Services***

Sundays 8:15 (traditional), 9:40 (contemporary), and 11:00 AM (traditional)

    Casa de Paz Bilingual Contemporary Service 11:00 AM

Wednesday Night Family Fellowship Programs, including Children's & Youth Groups

Nursery Available for All Services

**First United Methodist School and Child Care Center are ministries of First United Methodist Church. This ministry encourages parents and students to attend church regularly at the churches of their choice. If you do not have a church, you are cordially invited to attend the First United Methodist Church. Facilities and operating decisions are finalized through the church committees, boards, councils, or pastor.**

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## 1.0 INTRODUCTION

### 1.1 Letter from the Pastor

Dear Parents and Students:

“Train children in the right way,  
And when old they will not stray.”  
(Proverbs 22:8, NRSV)

Welcome to First United Methodist School where your child is as precious to us as they are to Jesus.

FUMS has a long history of high quality education and care. Beginning in the mid 1960's as a preschool program, it has grown into the high quality elementary and beginning middle school this year. My wife, Janet, was one of the first students at the preschool. Likewise, The United Methodist Church has a long tradition of being concerned with children's education, beginning with the humble beginnings of Sunday Schools to teach children who worked in mines and factories to read and write so they could improve their lives.

One of the first commands to the people of Israel was to teach their children the law of God so that it would become a daily part of their lives. Deuteronomy 6:5-7 “You shall love the LORD your God with all your heart, and with all your soul, and with all your might. Keep these words that I am commanding you today in your heart. Recite them to your children and talk about them when you are at home and when you are away, when you lie down and when you rise.” Today we teach children to read and write and to understand how to make good decisions in life just as the people of Israel taught their children the law. It is our joy and honor to partner with you in teaching your child how to become successful in life.

I look forward to meeting each of you and to come to know you better. I am here for you and your children. If there is any way that I can help and support you, please let me know.

Yours in Christ,



Pastor Wayne P. Cook

## 1.2 Letter from the Principal of School and Director of Preschool & Childcare

Dear Parents and Students:

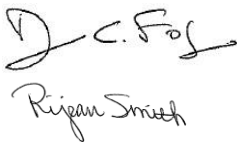
Welcome to a new school year at First United Methodist School and Child Care Center! It is very exciting to be part of a ministry that offers quality education in an atmosphere of Christian love, caring, and discipline.

One of our permanent goals is that we will all “grow in grace and in the knowledge of our Lord and Savior Jesus Christ.” (2 Peter 3:18) All that goes on inside and outside of the classroom will be geared to that growth process. We trust that your children will find their learning experiences to be exciting. Our faculty is committed to helping them learn all God wants them to learn about Himself and about how to please Him with their lives.

This handbook is written to provide you with information about the everyday practices and policies of this exciting church ministry. Please take time to read and discuss its contents with your child. Keep it handy on your home computer so you can refer to it frequently. These policies and procedures are established for all of our students—child care, preschool, elementary, and middle school—so that everything can be carried out “decently and in order,” as the Bible says.

Education and supervision at FUMS & CCC is unique because we approach learning from a Christian perspective. To be truly successful, we recognize that your child’s educational experience must be a cooperative and supportive venture involving students, parents, teachers, staff, and the Lord. Our prayer is that, together, all of us will “make every effort to keep the unity of the Spirit through the bond of peace.” (Ephesians 4:3) Have a great year!

Sincerely in Christ,

The image shows two handwritten signatures. The first signature is in cursive and reads "D.C. Foley". The second signature is also in cursive and reads "Rijeann Smith".

Rev. Dennis C. Foley, Elementary and Middle School Principal, FUMS

Mrs. Rijeann Smith, Preschool and Childcare Director, FUMCCC

**Our Mission: To instill within the student/child a sense of responsibility for continuous Christian and intellectual growth within a nurturing environment**



### **1.3 History of the School**

First United Methodist School has a long and established history of Christian education excellence. The preschool and kindergarten were established in 1967. The first preschool teachers were Lila Sikes and Hazel Bearden, and Nina Sue Crowell taught the kindergarten class.

In January 1984, the Long Range Planning Committee of the First United Methodist Church saw a necessity for a Christian elementary school to provide a means by which children could be inspired and supported to live a Christian life in a non-Christian world, and also provide a daily Christian environment within which children could thrive. The religious aspect of the children's lives was one of the most important reasons for having a Christian school.

Making this core value a top priority, a committee composed of 14 persons was appointed by the Council on Ministries of the church. The first meeting was held in July of 1984. After much discussion and visitations to other Christian-related schools in the area, a questionnaire was prepared by the team to survey our congregation, Sunday school classes, preschool, and kindergarten classes to get their feelings on beginning a primary school at First United Methodist Church.

As a result of the survey, a task force proposed starting the school with grade one for the 1985-86 school year. It was decided that one grade a year would be added until grade 5 was reached. The Trustees and Administrative Board approved this on February 25, 1985.

The committee also stressed that the Elementary School would not discriminate in admissions on the basis of race, color, national origin, or sex. The director of the Preschool was hired to implement the new school schedule and program, along with a school board composed of nine people nominated by the Committee on Nominations and Personnel of the First United Methodist Church. It was decided that the school would closely follow the Osceola County Schools schedule for beginning date, ending date, and vacation days.

Grade one was implemented in 1985-86, grade two in 1986-87, grade three in 1987-88, grade four in 1988-89, and grade five in 1989-90. A certified teacher served each grade as it was added. Beginning in the fall of 1993, a second class was added, starting with the kindergarten, as the demand each year exceeded the number of children needed to fill two classes. In 1998-99 the school reached its objective of two of every grade level through grade five. Following the economic situation after 9/11 and thereafter class sizes have adjusted according to need.

At the start of the 2013-14 school year, parental requests mounted for an establishment of a middle school. After much research and commitment from parents, as well as approval from the school board, church trustees, and church council, a commitment to develop an all-honors middle school, complete with multiple high school credit courses with the addition of sixth grade in 2014-15, seventh grade in 2015-16, and eighth grade in 2016-17.

## 1.4 Statement of Faith

- The Bible is the inspired and Holy Word of God. It is our chief source of knowledge about God and Christ and contains all the truth necessary for salvation.
- God is infinite in wisdom, power, and love, the Creator and Sustainer of the universe. In unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit.
- Jesus Christ is uniquely God's Son, sent by God, born of Mary, to make the invisible God known in human form. We believe Jesus Christ died upon a cross for our sins and us. We find salvation through His shed blood (*John 3:16*). We believe Christ rose from the dead, and His resurrection is our assurance that there is life for us beyond the grave (*John 14:19*).
- The Holy Spirit is God here on this earth—God in us and with us. We believe the Spirit bears witness with our spirits that we are in Jesus Christ and are the children of God (*Romans 8:16*).
- Forgiveness of our sins and the salvation of our souls is the very center of our faith (*Romans 5:1*).
- Holiness is a result of commitment to God and our love for God. No one ever attains a literal sinlessness in life. As one grows in Christian Faith, the intentions of the soul become more perfect (*Romans 8:29*).
- Conversion is the experience through which one becomes a Christian. (*Acts 9, 22, 24; II Timothy 3:15*). We are accounted righteous before God only for the merit of our Lord and Savior Jesus Christ, by faith, and not for our own works.
- Two sacraments are ordained of Christ in the Gospel:
  1. The sacrament of the Lord's Supper is a representation of redemption, a memorial of Christ's death, and a demonstration of brotherly love;
  2. Baptism is an outward sign of an inner commitment and spiritual new birth. It is the symbol of repentance and inner cleansing from sin, a representation of new birth in Christ Jesus and a mark of Christian discipleship.

## 1.5 Christian Lifestyle Statement

As a ministry of the United Methodist Church, First United Methodist School & Child Care Center adheres to the following definition of ministry to all people but also supports the definition of marriage and human sexuality from the *2012 Book of Discipline of the United Methodist Church*:

“Marriage – We affirm the sanctity of the marriage covenant that is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman.” (p. 109).

“Human Sexuality – We affirm that sexuality is God's good gift to all persons. We call everyone to responsible stewardship of this sacred gift. . . . We affirm that all persons are individuals of sacred worth, created in the image of God. All persons need the ministry of the Church in their struggles for human fulfillment, as well as the spiritual and emotional care of a fellowship that enables reconciling relationships with God, with others, and with self. The United Methodist Church does not condone

the practice of homosexuality and considers this practice incompatible with Christian teaching” (p 110-111).

### **1.5.1 Mission Statement**

To instill within the student/child a sense of responsibility for continuous Christian and intellectual growth within a nurturing environment

### **1.6 Vision Statement**

To empower each child with wisdom and knowledge in following Christ's call to excellence for impacting the world

### **1.7 Core Values**

1. Faith in Christ (Deuteronomy 7:9, Philippians 3:9)
2. Education of the Whole Child (Proverbs 22:8)
3. Respect for Self and Others (1 Peter 2:17)
4. Diversity of People and Ideas (Romans 12:9)
5. Integrity Always (Titus 2:7)

### **1.8 Slogan**

Educating the Whole Child: Body, Mind, and Spirit

### **1.9 Statement of Philosophy**

First United Methodist School and Child Care Center adopts the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and choice, cannot glorify or know God apart from being regenerated through personal acceptance of Jesus Christ as Lord and Savior by faith. The total process of education, therefore, should seek to restore the student to a position of true knowledge, righteousness, and holiness in Christ by relating the whole person to God spiritually, intellectually, socially, and physically. God’s truth must be integrated into every area of school life. Such education is primarily the parents’ responsibility, and the school functions as an extension of the home in providing this education.

First United Methodist School and Child Care Center believe that all children are a gift from God (Matt. 19:14), and are created in the image of God (Ps. 119:73; Col. 1:16). Therefore our stewardship response is to provide a wholesome and Christian environment by nurturing the children through the teaching of the Scripture, by providing Christian role models, and by assisting them to develop intellectually, socially, emotionally, spiritually, and physically as Christians (Deut. 6:4-9). Our church seeks to treat each student as a special child of God, encouraging mutual respect. The school has a traditional curriculum taught from a Christian perspective, which includes a weekly, age-appropriate chapel service and a required daily Bible class at all age levels (a graded course in the elementary and middle schools).

## **2.0 STATEMENT OF NON-DISCRIMINATION**

Pursuant to *USC 2000d*, First United Methodist Church does not discriminate on the ground of race, color, or national or ethnic origin and extends to all students the same rights, privileges, programs, and activities. The non-discrimination policy applies equally to its educational policies, scholarships, and other school or child care administered programs.

## **3.0 GOALS AND OBJECTIVES**

### **3.1 FUMS Educational Goals**

- To provide opportunity for the student to become a well-balanced, Christ-like person through proper mental, physical, spiritual, and social development (Luke 2:52). The cultivation of the Christ-like life is of primary importance. The aim of the school is to bring the student to that point where Christ is at the center of every area of his/her life. The hope is that the indwelling Christ will dominate, govern, and control whatever the student does spiritually, psychologically, physically, or socially.
- To encourage within the student the development of wholesome Christian attitudes, appreciation, and values. To deepen and broaden the student's life and to bring radiance and vitality will require development of the intangibles of life. Love, fear, respect, reverence, discipline, and cooperation are just a few of these necessary items.
- To broaden the student's understanding of the world in which he or she lives through a Christ-centered educational program. Since all truth belongs to God regardless of the means of manifestation, it can be effectively integrated through Biblical truth. A deliberate effort will therefore be made to allow the Lord Jesus Christ and the Scriptures to be the integrating factor of our educational program.
- To instill within the student a sense of responsibility for continuous spiritual and intellectual growth. The concern of this school is that students will continue to grow both spiritually and intellectually after they leave our school. We believe we should lay a foundation of character qualities, Biblical principles, and mental development through which a student can build a life to glorify God in whatever vocation God leads him/her to pursue.

#### **Early Childhood Goals**

- Our curriculum offers children choices in learning centers, provides opportunities for children to think and solve problems, trains teachers in biblical guidance techniques and communicates effectively with parents and gives children daily opportunities to grow, develop and enjoy success.
- To provide experiences to help children develop skills in the following areas: spiritual, physical development, approaches to learning, social and emotional development, language and communication, cognitive development and general knowledge.
- To provide opportunities for the child to develop social skills that will enable him to interact with his peers in a positive way.

- To help each child grown emotionally by instilling in him a positive self-image; by helping him to express feelings of joy, sadness, frustration and anger in an acceptable manner.
- To provide opportunities for the children to develop physically through activities indoors and outdoors that promote both small and large muscle development and motor control.
- Most importantly, to instill in each child the love and compassion for others and themselves that God has instilled in us.

### **3.2 FUMS Educational Objectives**

- Offer an instructional program to meet the academic needs of each child
- Encourage clear, logical, and independent thinking
- Promote mastery of basic skills of communication, mathematics, science, social studies, art, music, computer science, and physical education
- Develop a sense of responsibility as a citizen
- Provide opportunities for participation in wholesome recreational activities
- Develop wholesome Christian attitudes and values for continual spiritual and intellectual growth

#### **Early Childhood Educational Objectives**

- Offer a curriculum that is activity based and center learning
- Provide the children choices
- Allow physical activity daily
- Encourage creative expression
- Provide balance
- Include beginning group experiences
- Provide a curriculum with biblical integration
- Provide a flexible schedule within a familiar routine

### **3.3 FUMS Expected Student Outcomes**

- The student should become a well-balanced, Christ-like person through proper mental, physical, spiritual, and social development.
- The student should come to the point where Christ is at the center of every area of his/her life through the development of wholesome Christian attitudes, appreciation, and values.
- The student should gain a broad understanding of the world in which he or she lives through a Christ-centered, biblically-based educational program.
- The student should develop a responsibility for continuous spiritual and intellectual growth that takes them into their higher education and adulthood.
- The student should gain an appreciation for the arts and understand how they express and shape their beliefs and values.

- The student should have a critical appreciation of the cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or “stranger.”
- The student should know how to utilize resources including technology to find, analyze, and evaluate information.
- The student will be committed to lifelong learning.
- The student will have the skills to question, solve problems, and make wise decisions.
- The student will respect and relate appropriately with integrity to the people with whom they work, play, and live.
- The student will have an appreciation for the natural environment and practice responsible stewardship of God’s creation.
- The student will be encouraged and invited to attend the Christian church of his or her choice to fully experience the fellowship of disciples of Jesus Christ.

### **Early Education Expected Student Outcomes**

- The child should become a well-balanced, Christ-like person through cognitive, physical, spiritual, and social/emotional development.
- The child will understand that God loves us all and the Jesus is God’s Son.
- The child will understand that the Bible is a special book and that the stories are truth.
- The child will understand that prayer is talking to God and that they can talk to him at any time.
- The child will know that God created the world.
- The child will understand the value family & friend relationships.
- The child will learn how to share with one another & show kindness to each other.
- The child will begin to understand how to control their emotions.
- The child will recognize that their body that was created by God is special and they need to help take care of it.
- The child will acquire and refine their large & small motor skills.
- The child will interact with others in learning activities and learn to use their imagination.
- The child will be able to count, sort compare and understand math vocabulary and math concepts.
- The child will understand the importance and the use of language in the environment.
- The child will be able to write their own name and most of the letters of the alphabet.
- The child will be able to know the sounds of the letters.
- The child will gain the appreciation of books and their content.

## **4.0 RELIGIOUS EXEMPT AND ACCREDITATION**

### **4.1 Religious Exempt Status**

First United Methodist School and Child Care Center has a Religious Exempt Status and holds a Religious Exempt Certificate.

First United Methodist School & Child Care Center is an integral part of the First United Methodist Church of Kissimmee conducting regularly scheduled classes, courses of study, or educational programs accredited by Association of Christian Schools International, which publishes and requires compliance with its standards for health, safety and sanitation, pursuant to section 402.316(1), Florida Statutes.

First United Methodist School & Child Care Center is in compliance with the Florida Statutes in regards to meeting the minimum requirements of the applicable local governing body as to health, sanitation, and safety as well as background screening requirements (ss. 402.305, 402.3055, 435.04, 435.05, and 435.06 Florida Statutes). First United Methodist School & Child Care Center is committed to ongoing self-monitoring for compliance.

## **4.2 Accreditation**

“By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. In Florida, accreditation of schools/programs is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association.”

While over 75% of all private schools in the state of Florida are not accredited, our school enjoys full accreditation status with the Association of Christian Schools International (ACSI). ACSI is a member of the National Council for Private School Accreditation (NCPA). ACSI accredited schools are recognized and accepted across the country, and our accreditation allows students to transfer to other schools with credit for all coursework and grade levels completed at FUMS. Accreditation also helps to ensure that our school meets and/or exceeds high academic and organizational standards, as well as encouraging a continuous process of self-evaluation and improvement. The school received full accreditation status from these groups and repeats the process every five years. All elementary and middle school teachers have at least a Bachelor’s Degree in their area of service and are certified through our accrediting agency, and/or by the State of Florida or another state. Pre-school teachers all meet the DCF and state requirements for personnel working with preschoolers under the Florida Child Care Professional Certificate (FCCPC). All school and child care personnel are properly screened. All preschool and child care staff meet or exceed state mandated guidelines for working with children.

The school principal, child care director, faculty, staff, and student body of FUMS & CCC are accountable to the pastor, school and child care councils, and membership of First United Methodist Church, Kissimmee, Florida.

FUMS & CCC accepts Step-Up for Students Corporate Scholarship, PLSA, and McKay students who meet the school’s criteria. We also accept School Readiness and VPK funding.

## 5.0 FACULTY

Teachers must be Christians, dedicated to serving the Lord through this ministry. All elementary and middle school classroom teachers have a Bachelor's Degree (some with Master's) and are certified through our accrediting agency. Some are also certified by the State of Florida or another state. Preschool teachers all meet the DCF and state requirements for personnel working with preschoolers under the Florida Child Care Professional Certificate (FCCPC). All child care staff meets or exceeds the state mandated guidelines for working with children. All faculty and staff are considered ministers of the Gospel of Christ to the children.

## 6.0 ADMISSIONS

### 6.1 General Admissions Policy

First United Methodist School and Child Care Center is a private educational center committed to traditional, academically sound education, with the addition of a Christian emphasis in all subject areas. Because we are a church-related ministry, we will be faithful to our heritage as Christians, and our daily activities and policies will reflect this tradition.

Enrollment to the school and child care center is open to our current students/children as well as to the community. Students are admitted on the basis of available space, their character, and scholastic record. Pursuant to *USC 2000d*, the school and child care center does not discriminate on the ground of race, color, or national origin. Only those children whom we feel will adjust to our particular program and whose parents agree to cooperate fully with the teachers and administration will be admitted. FUMS & CCC reserves the right to accept or reject any applicant.

If a child is accepted for enrollment, such acceptance grants no right of continued enrollment for any succeeding term. First United Methodist Church reserves the right to terminate enrollment or reject application for re-enrollment when, at the discretion of the school council, such action is in the best interest of the school or center. Conduct, academic achievement, and parental cooperation are all considerations. In addition, no family may be re-registered or re-admitted for the upcoming school year unless all previous and current financial obligations have been met.

All new students entering kindergarten through middle school will be administered an entrance exam, and placement will be based upon this score and review of previous school records, behavior/personal self-control, and interview with the principal. All kindergarten students will be administered a kindergarten-readiness entrance exam.

Although FUMS & CCC does not provide special programs for gifted children or those with social/emotional/behavioral/learning/language disabilities, all children are encouraged to work to the best of their abilities. Parents with children who have special needs beyond the normal offerings of FUMS & CCC are encouraged to seek assistance from their school district or private providers to find the right services or schools for their children. The administration reserves the right to accept or reject an enrollment application.



To clarify the school's educational goals with respect to disabilities, the following guidelines are to be followed:

1. The school cannot admit children with moderate to severe disabilities because of its lack of adequate personnel, funding, and facilities.
2. In making admittance decisions or reenrollment decisions, the accommodations necessary for students with mild disabilities will be part of the considerations. In general, students diagnosed with mild learning disabilities are expected to meet identical academic and disciplinary standards as all other children at their grade level.
3. Children currently enrolled in the school who are subsequently diagnosed with mild learning disabilities will receive the same quality of individual instruction and encouragement as their peers. Some minor accommodations are possible and will be considered on a student-by-student basis. Reenrollment will be evaluated on a student-by-student basis.

*Students will be assigned to classrooms by the administration, not by parent requests.*

## **6.2 Statement of Nondiscrimination**

Pursuant to *USC 2000d*, First United Methodist School and Child Care Center does not discriminate on the ground of race, color, or national origin. As organizations receiving Federal financial assistance, FUMS & CCC adhere to the law that ensures no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. [FUMC does not discriminate in administration of educational policies, admissions policies, scholarship programs, and other school or child care administered programs.]

## **6.3 Age Acceptance Requirements**

These age requirements coincide with the State of Florida's age requirements for public schools. The official policy of FUMS & CCC is that there are no exceptions to this policy.

- 3 year-olds – attain age three (3) on or before September 1
- 4 year-olds – attain age four (4) on or before September 1
- Kindergarten – attain age five (5) on or before September 1
- 1<sup>st</sup> grade – attain age six (6) on or before September 1

## **6.4 Enrollment Procedures**

### **6.4.1 School and Child Care**

Registration forms will be available the day of our Registration Fair & Open House (usually the end of January) when we will begin registration for all new and continuing students. **All**

**preschool, elementary, and middle school students must register every year.** Only children registering with completed paperwork, the registration fee, and no outstanding debt are guaranteed a classroom placement for the upcoming school year.

**NOTE:** *If a family has financial indebtedness to the school and/or childcare during the time of registration and has paid their registration fee for the upcoming school year, the registration fee will be used to FIRST pay the delinquent account if not paid up by May 1 of the current year, thus forfeiting the student's registration status and classroom placement.*

The following must be completed at the time of registration: Registration Card; **full payment of non-refundable, non-transferable registration fee**; signed, notarized Emergency Medical Release form; and signed Pledge of Support form. There are no exceptions to this policy.

Parents are required to notify FUMS & CCC immediately should any of the information collected at the time of registration/enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of all money paid. Only custodial parents have the right to make changes or additions to forms.

The following documents and procedures must be completed before the first day of classes in order for the student to be fully enrolled:

- 1) Current **health form** (renewed every two years) and DCF immunization record
- 2) Photocopy of birth certificate on file
- 3) **Record release** for transfer of records from previous school (Gr. 1-5 new students)
- 4) Placement test, required (new students).

**Immunization** - Parents choosing to forego immunization must submit proper documentation and sign a release freeing our program from liability in the event the child contracts a disease or illness for which the child could have been immunized.

**First-Time Enrollees** - Each first-time enrollee will have an admission assessment with one of our faculty to determine the student's academic level. The fee for this assessment is \$50 and is scheduled with our front office. A mandatory conference with the principal and the parents is then scheduled to go over the academic and behavioral data for the student (school assessment, last report card and standardized tests, IEPs/504s, or other pertinent information). Only after this conference and/or the administration's determination that FUMS will be able to meet the needs of the student, as well as be confident that the student will be able to do satisfactory work at our advanced level, have satisfactory behavior and self-control/self-motivation, as well have the support of the parents, will a student be fully accepted into the school's enrollment. **NOTE:** *Registration is not complete until ALL elements of the registration process are completed.* Mandatory My School Worx orientation for all new families must be scheduled through the office.

#### **6.4.2 Enrollment Procedures for Parent's Day Out**

Registration forms for Parent's Day Out will be available in January/February when registration is opened to all continuing and new children.

The following documents and procedures must be completed before the first day of classes in order for the student to be fully enrolled:

- 1) Current health form (renewed every two years) and DCF immunization record
- 2) Signed, notarized Emergency Medical Release form
- 3) Family information record.

**Immunization** - Parents choosing to forego immunization must submit proper documentation and sign a release freeing our program from liability in the event the child contracts a disease or illness for which the child could have been immunized.

### **6.4.3 Waiting List**

Priority enrollment at First United Methodist Child Care Center will be staff member's children, siblings of currently enrolled children of the childcare or school, and members of First United Methodist Church. We cannot guarantee parents their preferred enrollment date. Parents will be contacted when space is available.

When an opening occurs, a family on the wait list is contacted with a start date and is given 48 hours to respond. Parents are offered a two week window. After the two weeks, the parent must pay to hold the spot. If there is no response, or the family decides to decline the opening, the next family on the wait list will be contacted.

### **6.5 Continued Enrollment at FUMS & CCC**

Continued enrollment at FUMS & CCC is contingent upon the parent's/child's/other designated adult's adherence to the policies and procedures as well as support of FUMS & CCC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. FUMS & CCC reserves the right to dismiss any child at any time with or without cause. **All preschool, elementary, and middle school students must register every year. All FUMS students will be enrolled on a first-come basis without regard to previous enrollment.** If classes are full, students will be put on a waitlist for the next available spot. All outstanding fees for FUMS and CCC must be paid before registration is accepted.e

*Students will be assigned to classrooms by the administration, not by parent requests.*

### **6.6 Orientation**

Orientation for children in preschool classes is conducted prior to the beginning of the school each year. Parents will receive a letter from the director with the date and time of orientation. The child will receive a welcome letter from the child's teacher. Any parent who is unable to attend orientation will meet with the teacher before the new school year begins.

Orientation for elementary and middle school is held in the morning, a few days before school begins. This date will vary from year to year. Students receive a welcome letter via My School Worx electronic messaging from their teacher in which the time and date of the orientation is given. An introductory assembly for the entire school is held prior to meeting the teacher and

also includes learning more about extra-curricular opportunities and new uniform sales. Parents and students are required to come to orientation. Each teacher will have a follow-up classroom meeting with parents within the first few weeks of school.

Supply lists and the Parent-Student Handbook can be obtained online only. No hard-copies will be distributed.

## **7.0 ATTENDANCE**

### **7.1 Schedule**

#### **7.1.1 Preschool**

PreK 3 - Mon./Wed./Fri. – 8:30AM – 11:30 AM  
or Mon. - Fri. – 8:30 AM – 11:30 AM

Four year-olds (VPK) – Mon. - Fri. – 8:30 AM – 11:30 AM

All Preschool children must be signed in and out each day. The sign in and out books are located in each classroom. Parents must write the date, time in, time out and full signatures. Please no initials and only adults may sign a child in or out.

#### **7.1.2 Elementary and Middle School – Arrival & Dismissal**

Kindergarten – Middle School            Mon. – Fri. 8:20 AM – 3:00 PM

Elementary and Middle School students should arrive no earlier than 8:00 AM, and preschoolers should arrive no earlier than 8:20 AM. A drop-off area is provided on Sproule Avenue for elementary and middle school students; adult supervision of the drop-off area is provided. Parents of 3<sup>rd</sup> through middle-schoolers are requested to please drop-off students at this area. Parents of kindergarteners through 2<sup>nd</sup> graders also may drop off at this area or walk students to the classroom.

Early arrivals need to make arrangements with the child care center and must be registered for before/after school care through the child care center. They must be escorted and signed in to the child care annex classroom by a parent or legal guardian.

#### **7.1.3 Child Care**

Mon – Fri. - 6:30 AM to 6:00 PM

All Child Care children must be signed in and out each day. The sign in and out books are located in each classroom. Parents must write the date, time in, time out and full signatures. Please no initials and only adults may sign a child in or out.

The Child Care Center will be closed for the following holidays:

1. Labor Day
2. Thanksgiving
3. Friday after Thanksgiving
8. New Year's Day
9. Osceola County Rodeo Day
10. Martin Luther King Day

- |                   |  |
|-------------------|--|
| 4. Veteran's Day  | 11. Good Friday (depending on school calendar) |
| 5. Christmas Eve  | 12. Memorial Day                               |
| 6. Christmas Day  | 13. Independence Day                           |
| 7. New Year's Eve |  |

If the holiday falls on a weekend, the child care center will close on the Friday or Monday to observe the holiday.

#### **7.1.4 Parent's Day Out**

The School Year Program is Tuesday & Thursday - 8:30 AM to 11:30 AM, following the FUMS & CCC school calendar regarding all school holidays.

A summer Parent's Day Out program is offered during eight weeks of the summer break and is also offered on Tuesday & Thursday. Information will be sent regarding the program at the end of the school year. All Parents' Day Out children must be signed in and out each day. The sign in and out books are located in each classroom. Parents must write the date, time in, time out and full signatures. Please no initials and only adults may sign a child in or out.

#### **7.2 Tardiness**

Tardiness is unacceptable and counts against all perfect attendance honors. School attendance and promptness is the responsibility of the parent and students. Elementary and middle school students MUST be in their classrooms and in their seats ready to begin class by 8:20 AM. ALL elementary and middle school students arriving after 8:20 am must report to the office for an admission slip.

**Parents of tardy students must accompany the student(s) to the office. At that time, administration will give a tardy slip to the parent to admit the child to class.** If your child is delayed in reporting to school, please phone the school office **by 8:30 AM**. Hot lunch orders must be made by the parent only on My School Worx and will not be accepted after **8:30 am**.

Five unexcused tardies within a marking period will result in a parent conference with the principal. Attendance is very important for all students, and punctuality is imperative so that your child can participate fully in the educational program and not disrupt the class with late arrivals. It is also essential that parents leave the classroom before the scheduled start time.

#### **7.3 Absences and Excuses**

##### **7.3.1 Notification of Absence**

**Parents of absent students must call the office before 8:30 AM on each day the child is absent, giving the reason for the absence,** unless the absence has been pre-arranged. A doctor's permit will be required for excessive and/or extended periods of absence. **If the office does not receive daily notification, the absence will be counted as unexcused (see Section 7.3.4).**

**Note that all absences, tardies, and early outs (excused, pre-arranged, and unexcused) count against perfect attendance status.** Those students who have perfect attendance (no tardies, absences, or early outs, both excused and unexcused), will be recognized in chapel after each of the first three quarters. Students with perfect attendance all year will be recognized at the school's annual awards ceremony.

### 7.3.2 Florida Attendance Laws

It is a Florida State law and school policy that students in VPK through middle school be in attendance every school day. *Any student who misses more than ten (10) days PER SEMESTER without a written doctor's excuse or prior permission can be retained in that grade (this includes excused absences.)* VPK students **must** be in attendance no less than 80% of the school year. All absences must be reported and doctor's notes must be turned in when applicable.

**All absences, whether excused or unexcused, must be called in by the parent or guardian no later than 8:30 am on the day of absence, or it will be coded "unexcused."**

### 7.3.3 Excused Absences

- 1) Death within the immediate family
- 2) Personal illness
- 3) Verified doctor or dentist appointment (These should be arranged before or after school.)
- 4) On rare occasions, a family trip is planned that is **educational** in nature and cannot be arranged at any other time. A pre-arranged absence form with a detailed explanation of its educational components must be completed and submitted to the classroom teacher a minimum of three (3) school days prior to the trip. Pre-arranged absences **are limited to 5 days per semester.**
- 5) Religious observances, court appearance, funeral of immediate family member.
- 6) **Early departure only with documentation at the time of pick-up** (examples of excused: medical, legal, or counseling purposes; funerals, family emergencies) AND the student has been in class for more than half a school day. The student will be counted present with excused early departure.

**Note that all absences, tardies, and early outs (excused and unexcused) counts against perfect attendance status.**

All work missed during absences must be made up within the time frame given below.

- 1) **Unexpected absences**, such as illness: For every day the student is absent from school, the student has 2 days to make up the work (e.g., a student who is absent 2 days has 4 days to turn in missed assignments).
- 2) **Pre-arranged absences**, as described above: Work must be turned in no later than the third day after returning to school.

When you phone in unexpected absences (by 8:30 AM), please state the reason for the absence and if you would like to pick up the student's missed assignments for that day. Make-up work can be picked up after 3:00 PM in the school office. Individual teachers may require that

particular assignments be completed in a shorter time period (See Section 8.6 for additional information regarding make-up work.).

Please note Section 12.6.1 - Illness or Injury regarding when it is safe for a child to return after an absence due to illness.

### 7.3.4 Unexcused Absences

These are absences not covered under the excused absence section. Some examples of unexcused absences are below:

- 1) Any absence not reported before 8:30 am on the day of the absence.
- 2) Any situation in which the student leaves school without proof for the absence/early departure. (Examples of unexcused: parent's convenience, personal reasons, shopping trips, hair appointments, etc.)
- 3) Birthdays, celebrations
- 4) Trips other than pre-arranged educational trips
- 5) Oversleeping
- 6) Traffic
- 7) Not attending a school sponsored field trip and not reporting to school

Unexcused absences will be discussed with the parent, as these disrupt the educational success of the student. As a result, a parent conference will be held with the principal for every 5 unexcused absences within a quarter. Work for unexcused absences cannot be made up.

**Note that all absences, tardies, and early outs (excused and unexcused) count against perfect attendance status.**

### 7.3.5 Health

No child shall come to school or child care visibly ill. Please notify the appropriate office if your child develops a communicable disease such as measles, chicken pox, lice, etc. Your child must be **free from fever, vomiting, or diarrhea for 24 hours before the child may return**. If a child becomes ill or injured, we will contact you, and the child will be isolated and cared for until you come. **Any child who has a temperature of 100.5° or more will be required to go home.**

In the event of a medical emergency, one of the adult contacts provided on the medical emergency form will be notified.

### 7.3.6 Safety

Information about substances to which your child is allergic needs to be in writing on the information sheet. Please report any changes or new information in writing. If your child needs to be excused from any formal activity, we must have the information in writing.

During snack time and lunch, children in our 1yr. old class room may be seated with a safety straps around their waists to prevent them from walking around with food in their mouths,

which can be a choking hazard. We strive to keep our children safe. The safety strap is NEVER used as a means of disciplinary action.

### **7.3.7 Child Care Vacations**

#### **Infants, Ones, Twos**

After your child has attended for one year, First United Methodist Child Care will reserve your child's space for 2 weeks each year at no charge. These programs are FULL-time, year-round programs, and vacations must be taken on a full-week basis. We must maintain certain child/adult ratios, which are more demanding at the younger levels; therefore, this policy is necessary in order to maintain a full-time staff.

#### **5 day 3's, VPK Wrap-Around & Elementary Aftercare**

A child not attending any day during the school breaks will be charged for a half a week to reserve your space. Fees are still due if your child's normal day falls on a holiday or teacher workday outside the normal breaks.

#### **Parent's Day Out, 3 day 3's & School Buddies**

Since these programs are not available during the holiday breaks, no fee will be charged during the Thanksgiving break, Christmas Break and Spring Break. Fees are still due if your child's normal day falls on a holiday or teacher workday outside the normal breaks.

#### **PreK & Elementary Summer Camp**

Packets will go out in April/May for summer enrollment. Fees will be due regardless of attendance, except for the weeks in which you have pre designated as weeks in which your child will not attend.

#### **Vacation Request Forms**

Parents must complete the vacation request form in the child care office (not obtained from the teachers) of intended vacation times two weeks in advance.

### **7.4 Drop-off Procedures**

Children attending preschool classes & child care should be escorted to and picked up by **approved adults** from the classroom doors at the Preschool and Child Care Annex. Parking is available near the Preschool and Child Care Annex. Please be aware of children all around you by driving slowly through the parking lot, and use caution when backing out. Please do not park on or drive over the sidewalk. Parents or other approved adult of child care children and preschoolers must sign the attendance sheet daily upon arriving and at dismissal.

Adequate parking is provided in the church parking lots or on the street. Cars may park diagonally in front of the Sproule Ave. entrance after 8:20 AM. Please **DO NOT BLOCK THE FLOW OF TRAFFIC OR PARK IN RESTRICTED AREAS WHILE WAITING FOR A VACANT PLACE**. Continue around the block until you are able to park.

Elementary and middle school may use the area designated drop-off zone in front of the school office between 8:00 – 8:20 AM, and an escort will receive them. Kindergarten through second graders will be walked to class by either a teacher's aide or fifth grade safety patrol student.



**Elementary and middle school students should not arrive before 8:00 a.m., unless they are registered childcare children and are signed into before school care. Please do not wait in the hallways before 8:00 a.m.** If parents choose to escort their children to class, parents must use the church parking lots or the surrounding marked street spaces. Please park only in designated parking spaces. The church parking lot is designed for **one-way traffic** (the entrance is on Dakin Avenue and the exit is on Mitchell Street); please park only in marked spaces. For everyone's safety, please only cross at crosswalks, and do not cut through traffic or across roadways.

## **7.4 Dismissal Procedures**

### **7.4.1 School**

All elementary students should be picked up at their classrooms at **3:00 PM** by an **ADULT (18 years or older only)** from their approved pick-up list. Middle school students are dismissed from their last class and meet their parents or other **approved adult** at the central picnic table courtyard. Parking is available in front of the school on Sproule Ave. and in the other parking areas previously mentioned. If an adult other than the customary pick-up adult is picking up a child, and the adult is not listed on the authorized pick-up list, a signed note must be sent to the teacher, or parents must fax the school office with a signed note. **No student will be released to anyone (adult) who is not listed in the student's file in the school office without written, signed permission from the parent.** Any adult not listed on the student's file or with whom the teacher is not familiar will also be required to show a photo I.D.

**NOTE: At no time are minors, including older siblings, permitted to pick up students.**

**Late pick-up.** If a student has not been picked up by 3:10 PM, he/she will be taken to the child care center, if previously registered, and a fee will be assessed.

**NOTE:** If the student is **not previously registered** for aftercare, he/she will remain with the adult last in charge of the student or left with another responsible staff member. **The parent will be assessed \$1 per minute until the child is picked up** by an authorized adult from the child's pick-up list.

**\*\*We request that all parents who arrive before 3:00 for pick-up please remain quiet while classes are finishing lessons and packing up for the day.**

Once a student is dismissed to the parent, guardian, or other designated adult, that person is responsible for supervising the child while on the FUMC campus.

Parents or other adults designated to act "in loco parentis" are required to sign any incident/accident reports from the day. The classroom staff member will be able to briefly discuss the matter with the authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the staff member is responsible for supervising the remaining students in the

classroom. A telephone conference may be scheduled for later in the day or for the next day if the parent(s) is unable to arrange a suitable time.

#### **7.4.2 Child Care**

Children must be picked up from their classrooms by **authorized adults**. Parking is available near the Preschool and Child Care Annex. Please be aware of children all around you by driving slowly through the parking lot and use caution when backing out. Please do not park on or drive over the sidewalk. If a change is made in the adult picking up a child, a signed note must be sent to the teacher, or parents must fax the child care office with a signed note. **No child will be released to anyone who is not listed on the child's adult pick-up list without written, signed permission from the parent. Any adult not listed on the child's file or with whom the teacher is not familiar will also be required to show a photo I.D.**

Parents or other adults designated to act "in loco parentis" are required to sign any incident/accident reports from the day. The classroom staff member will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the staff member is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day if the parent(s) is unable to arrange a suitable time.

#### **7.5 Early Dismissal**

When students must leave school early due to appointments, etc., parents or other approved adults must sign out the student in the office. Students will then be called to the office or arrangements will be made to go to the appropriate classroom. **No child will be released to any adult without the appropriate early dismissal form issued by the school office.** To keep from disrupting the classroom learning environment, please limit early dismissals to unavoidable circumstances. Please make every attempt to schedule appointments for after school. **No early dismissals will be permitted after 2:00 p.m. \*\*Students who take an early dismissal for any reason will not be considered for perfect attendance.**

#### **7.6 Withdrawal**

Notice of withdrawal from the preschool, elementary/middle school, or child care must be made to the appropriate office by a personal visit from parents or in written form 2 weeks prior to withdrawal. For the school, the appropriate form must be filled out. No records are transferred when there is an outstanding balance due on a child's account or when there are textbooks/library books/materials that have not been returned to the school office. Parents may request health records, but official school records for elementary/middle school students are transferred directly between schools. FUMS will expedite record requests as soon as the request is received from the student's new school, provided the student's account is up-to-date as stated above.

FUMS & CCC has the right, for any reason, to ask for a student to be withdrawn. If a student is asked to withdraw, no reimbursement is made for any fees and/or tuition. FUMS will calculate any advanced paid tuition refund in relationship to the number of days remaining in

the school year but will be based on the child's enrollment through the end of a month even if the child is not in attendance. Any refund given applies to tuition already paid and not to any fees (book/supply, registration, etc.) or other expenses paid by the parent or guardian. See "Financial Information" Section 11.4.2 for further information about the Reimbursement Policy. There is no exception to this policy.

## **8.0 ACADEMIC POLICIES**

### **8.1 Curriculum - Preschool and School**

#### **8.1.1 Preschool**

The First United Methodist preschool offers four programs:

We offer a **three-morning & five-morning per week program for children who are three years old** on or before September 1. The objectives of these programs are to provide an exposure to basic concepts and skills, facilitate creativity, and enhance self-esteem through a creative, hands-on format. Concepts taught during the year include colors, shapes, opposites, position words, nursery rhymes, safety, numbers, seasons, and holidays. Some of the skills emphasized are independent thinking, following directions, large/small muscle control, visual and auditory discrimination, self-awareness, creative expression, and problem solving. Heavy emphasis is placed on socialization skills and language development. We use Frog Street Curriculum and Purposeful Design for Bible.

We offer a **five-morning per week program for preK4 (VPK)**, which is available for children who are four years old on or before September 1. The objective of this program is to address readiness skills and enhance self-esteem through integrated learning in preparation for kindergarten. Concepts taught are colors, numbers through 20, shapes, position concepts, rhyming, one-to-one number correspondence, opposites, ABCs and beginning sounds, seasons, holidays, sequencing, and safety. Some skills that are enhanced are problem solving, communication, visual and auditory discrimination, letter recognition, number recognition, independent thinking, creative expression, listening, experimenting, cooperation, and muscle control. Socialization skills continue to be emphasized. We use Frog Street Curriculum and Purposeful Design for Bible.

All preschool classes have a daily Bible lesson and attend chapel once a week.

We strongly suggest that preschool children are potty-trained before enrollment. The preschool classrooms are not equipped with changing tables. An exception to the policy for one is not meant as an exception in the policy for anyone else.

#### **8.1.2 Elementary**

The elementary program, kindergarten through fifth grade, provides emphasis on fundamental skills and a balanced curriculum for the total growth of each student. The basic curriculum in the areas of reading, language arts, writing, mathematics, social studies, science, art, music, computer, and physical education follows a sequencing via curriculum mapping throughout all elementary grades and is chosen by the curriculum and instruction team. Each subject is taught

with a Christian emphasis and from a Christian perspective. Every class has Bible instruction four days a week and uses a curriculum specifically developed for use in Christian schools; Bible classes are graded and are not optional. Emphasis is placed on biblical principles and godly standards for right living in all areas of life. Students attend weekly chapel services led by the principal, pastors, music teacher, other staff, guest speakers, and classes.

### **8.1.3 Honors Middle School**

The honors middle school (6<sup>th</sup>-8<sup>th</sup> grade) program provides emphasis on advanced skills and a balanced curriculum for the total growth of each student. The advanced curriculum in the areas of reading, English, mathematics, social studies, science, computer, physical education/health, and a variety of special area courses follow a scope and sequencing via curriculum mapping. Five courses are taught at the high school credit level with an End-of-Year or End-of-Course option in order to receive high school credit. The curriculum is reviewed by the curriculum team on a regular basis for ongoing appropriateness to meet the school desired student outcomes and advanced educational objectives. Each subject is taught with a Christian emphasis and from a Christian perspective. Bible classes are graded and are not optional. Emphasis is placed on Christian principles and godly standards for right living in all areas of life. Students attend weekly chapel services led by the principal, pastors, music teacher, other staff, guest speakers, classes, and students.

## **8.2 Elementary/Honors Middle School Progress Reports and Report Cards**

Report cards are issued at the end of each nine-week period. The first nine-week report cards are given to parents during parent-teacher conferences. For the second and third nine-week periods, report cards are sent home with the students, and the elementary parents must sign the take-home communication folder acknowledging that they have received the report card. Final report cards are sent home the last day of school. Through the school's all-inclusive MySchoolWorx online program, parents can be continuously up-to-date on their students' academic and behavioral progress. Mid-quarter progress reports will only be sent home if a student is averaging a D, F, or U in any subject.

## **8.3 Child Care and Preschool Assessment**

An "Ages & Stages" screening will be conducted periodically for Infants through PreK 3. Parents are issued a summary of the results. Preschool 3s will receive a progress report at the end of the first semester and then again at the end of the school year. VPK students will be assessed in the classroom three times per year using VPK assessments and Teaching Gold Assessments. They will also receive progress reports at the end of the first semester and again at the end of the school year.

## **8.4 Parent Conferences**

### **8.4.1 Preschool**

Parent & teacher conferences will be held at the end of the 1<sup>st</sup> semester and then again at the end of the year. A brief conference will be held if necessary after assessments are done.

Parents and teachers of all pre-school students are free to ask for a conference at any time during the year if they feel it is necessary.

#### **8.4.2 Elementary/Honors Middle School**

Parent – teacher conferences are held at the end of the first nine weeks for elementary students. Middle school conferences will be scheduled as needed. Report cards are distributed during these conferences. Notices are sent home to parents at least a week in advance. Any conflicts in time may be rescheduled by calling the school office. Parents or teachers may request a conference at any time they feel it is needed. The staff of FUMS & CCC encourages your continual participation in your child’s education and hopes that you will feel free to request conferences as you see the need. Please call the school office or send a note to the teacher if you wish to set up a time. The office number is 407-847-8805.

#### **8.4.3 Child Care**

Conferences must be scheduled through the director’s office.

#### **8.5 Homework**

The school’s belief is that homework is an integral part of the school program and serves to reinforce concepts and skills introduced during the day, to strengthen a student’s weaker areas, and to develop responsibility and work ethic. Homework also stimulates independence and self-direction. Teachers determine appropriate types and length of assignments consistent with each grade level, starting with kindergarten. Homework does “count” and is a vital part of each student’s education in all content areas, including special areas. Some longer-term assignments are given, such as book reports, research assignments, compositions, and special social studies or science projects. Unless the teacher permits parental help, all assignments should be the student’s original work. The work must reflect the student’s abilities and be neat and on time. A teacher does not have to accept late assignments. Except for excused absences, all late assignments will have a limited acceptance window and will result in a grade reduction, if the teachers allows late work at all.

#### **8.6 Make-up Work**

Students who have excused absences are responsible to check with classroom teachers upon returning to school to get missed assignments. Teachers will decide how much of the missed work is required to bring the student up to date with the rest of the class and will assign a date in which the make-up work is due, based on the guidelines listed in Section 7.3.3. **Work for unexcused absences cannot be made up.**

When students are out of school with prior consent of the teacher and principal, work is generally assigned ahead of time so students may work on it in advance and while away. *The child should complete and turn in as many of the assignments as possible before his/her absence and remit the remaining assignments when he/she returns.* The work is to be a reflection of the student’s abilities and is to be done by the student. The student and/or parent

is/are responsible for arranging a time with the teacher to make up any missed tests. See Section 7.3.3 for additional information regarding make-up work for excused absences.

## **8.7 Grading Scales**

### **8.7.1 Kindergarten and 1<sup>st</sup> Grade**

The grading code for all kindergarten, first grade, and special area classes is as follows: All areas are O = Outstanding progress, G = Good progress, S = Satisfactory progress, N = Needs improvement, U = Unsatisfactory progress.

### **8.7.2 Grades 2 – 5**

The grading code for all third through fifth grade academic areas, excluding special areas, is as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below

If an “I” is given, it stands for “Incomplete.” This is given if the student has not been present for at least 50% of the classes for a marking period; a true evaluation of the student’s progress is not feasible.

### **8.7.3 Middle School**

The grading scale for all middle school grades is as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below

If an “I” is given, it stands for “Incomplete.” This is given if the student has not been present for at least 50% of the classes for a marking period; a true evaluation of the student’s progress is not feasible. Students are also evaluated in the areas of work habits, attitudes, and behavior; students will receive an “I” if improvement is needed or a “U” for unsatisfactory progress.

**High School Credit Courses: All high school credit courses will be labeled with Osceola Public Schools codes for ease of transfer.**

## **8.8 Honor Roll**

Students in grades two through middle school are eligible for the Honor Roll. **“A” Honor Roll** includes those second grade through middle school students who have achieved an “A” in all subjects. They must not receive any evaluation of “U” (unsatisfactory) in the areas of work habits, attitudes, or behavior.

**“A-B” Honor Roll** students are those second grade through middle school students who have achieved an “A” or “B” in all subjects. They must not receive any evaluation of “U” (unsatisfactory) in the areas of work habits, attitudes, or behavior. Students are recognized at the end of each quarter for their honor roll status with a ribbon.

## **8.9 Promotion Policy**

Teachers maintain close contact with parents. Parents of students whose skills and/or maturity/readiness level are not sufficient to ensure success at the next grade level will be notified as early as possible and alternatives will be explored.

## **8.10 Standardized Testing**

Throughout the year, students are assessed in both math and reading using STAR Math and STAR Reading assessments. Parents are briefed on their students’ progress, usually on a quarterly basis. In addition, all elementary and middle school students will be given the TerraNova3 achievement test in the spring of each year. Full reports are distributed to parents before school is out for the summer.

# **9.0 DISCIPLINE**

## **9.1 Policy and Procedures**

First United Methodist School and Child Care Center provides a loving, encouraging environment, administering discipline by positive reinforcement of good behavior and immediate firm action in the event of unacceptable behavior. Faculty has the right to question and consult a student at any time without prior parent/guardian permission.

Most problems are **handled within the classroom** between the teacher and student, using verbal instruction, positive reinforcement, guidance, redirection, reprimand, “time-out” methods, apologies (both oral and written)/restitution/forgiveness, and/or other teacher guidance. Not all offenses warrant the same discipline. Parents may or may not be notified, depending on the severity of the offense. For lesser offenses, often a verbal warning is given first; next, parents are contacted. If any of the same sort of offense continues to be committed again, a lunch detention will be given by either a teacher, teacher’s assistant, or principal. The principal may formally or informally counsel with the student about inappropriate behavior, and a written Incident Report may result, as well as parents may be asked for a conference with the principal and/or teacher(s). The Incident Report is placed in the student’s cumulative folder. Parents and teachers should work closely with regard to discipline. The three big “Ds” of discipline that are unacceptable are disobedience, disrespect, and disruption.

NOTE: FUMS recognizes the importance of recess as essential, unstructured physical play. Therefore, students will not lose any of their 20-minute recess time as a method of discipline; however, if a student is violent toward others or belligerent to adult supervision, he/she will be removed from the playground for administrative intervention.

**Detentions** will be served in the lunchroom. The student will sit silently at a separate table to eat his/her lunch and is asked to think about how he/she can make a better choice of behavior next time. Parents will be notified prior to OR after the detention. The child's teacher will check the student into lunch detention, and the student will rejoin his/her class after the lunch period is over.

More serious infractions or continual misbehavior are **referred to the appropriate principal or director**, and the student is removed from the classroom or activity if deemed necessary. Action taken may result in the above interventions, including detention, suspension, or expulsion. Parents may be asked to seek professional intervention for their child's ongoing behavioral problems before a child may return to school following a suspension.

Suspensions include exclusion from school classes, grounds, and all school-related events or activities.

FUMS & CCC has a **bullying policy** in place. Scripture has much to say regarding bullying and how we are and are not to treat others:

- Galatians 5:22-23...The fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. There is no law against such things.
- Luke 6:31 Do to others as you would have them do to you.
- I Cor. 13:4-7 Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things.
- Mark 12:30-31 You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.' The second is this, 'You shall love your neighbor as yourself.' There is no other commandment greater than these.
- John 15:12 "This is my commandment, that you love one another as I have loved you.

Our school does not tolerate threats made by one child to another person, either in writing or in actions. Depending on the severity, a one to five day suspension will automatically take place. Parents, teachers, students, and administration must work together on the positive qualities of obedience and mutual respect of person and property. Children shall not be subjected to discipline that is severe or frightening, or is associated with food, rest, exercise, or toileting. Spanking or any other form of physical punishment is prohibited.



The school also places emphasis on helping students learn and practice appropriate ways of communicating and resolving problems. Students who feel a misunderstanding has occurred should go to the teacher privately to discuss the matter or talk with parents and ask them to contact the teacher. Although students will not lose any recess time or PE time as a form of negative reinforcement for poor behavior, the school does reserve the right to remove a student from any activity who is behaving aggressively to others or defiant to adult supervision.

## 9.2 General Rules of Behavior

### **THE FOLLOWING RULES APPLY BEFORE, DURING, AND AFTER SCHOOL AT FIRST UNITED METHODIST SCHOOL and CHILD CARE CENTER:**

- Adults must be treated with respect.
- Courtesy – Polite manners and consideration for all are to be practiced.
- The school/child care center supplies playground equipment. Do not bring toys from home.
- There is to be no running, loud talking/noise in the halls or walkways, and students should move quietly.
- No knives, toy guns, or fire arms are permitted at school.
- Tablets, Kindles, IPods, MP3 players, CD players, radios, gaming devices, etc. are allowed at FUMCCC **with prior written permission** and are the responsibility of the child and are to be used at the permission of the teacher. FUMS has a Bring Your Own Device (BYOD) program in effect. FUMS & CCC assume no responsibility for damaged, misplaced, or lost items.
- Chewing gum is prohibited.
- Sidewalks are the accepted walkways. Save our grass!
- Honesty and integrity should be maintained at all times.
- Cheating is prohibited, and a formal Incident Report, disciplinary action, and a “zero” will result for the assignment/test/project. Plagiarism is also cheating, is unacceptable and prohibited.
- Appropriate language must be used at all times. Students using threatening or inappropriate language will not be tolerated and will be handled with proper disciplinary action.
- Respect for property and personal possessions should be shown by all.
- No physical contact – pushing, shoving, hitting, scratching, inappropriate touching, etc., is permitted.
- Fighting is prohibited.
- When there is disagreement, hurt feelings, or other conflict, the goal of FUMS is to bring about confession, encourage apologies, forgiveness, and reconciliation according to biblical principles via staff or administrative intervention.

## 9.3 Playground Rules

The health and safety of all children is the major goal of the playground and should be the first consideration of everyone at all times. All elementary students will receive at least 20 minutes of recess daily as well as PE twice a week for 45 minutes each.

*The staff on the playground are in charge during recess and PE time.*

- Aggressive touching of other children is not allowed. This includes tripping, kicking, tagging, shoving, hitting, grabbing, tackling, other rough play, etc.
- Digging in the dirt or mulch is inappropriate.
- Picking up or throwing rocks, mulch, and sticks is prohibited.
- Balls may be used on the paved areas only.
- Students must request permission to leave the playground and then must be accompanied by a minimum of one other person.
- Spitting is unacceptable.
- Climbing or sitting on top of any of the equipment is not allowed unless it is designed for that purpose.
- All playground equipment is size and age specific for safety purposes. The smaller, mulch side of the school playground is for students 6 years old and under. The hardtop playground is for all ages. The Field of Dreams large equipment is not for toddlers or preschoolers. The toddler playground at the Field of Dreams is only for those children 3 and under, and the preschool playground is only for preschoolers. **No exceptions.**

Parents who choose to take their children to the playground after school are advised that they are responsible for supervising their own children at all times and that the above rules also apply after school. **At no time should FUMS or CCC students be unsupervised by an adult while on campus.** Additionally, the playground may not be used when any church ministry is using it. All playground equipment must be used by the appropriate aged children. At no time should either younger or older students use equipment not suited for their sizes.

#### **9.4 Lunchroom Rules**

Students within a class will sit at the same table for lunch. Lunchroom personnel will explain to the students the monitoring system established to control noise and behavior.

Please review the following Lunchroom Safety Rules with your child:

- 1) Walk.
- 2) Enter and exit the lunchroom orderly and quietly.
- 3) Use inside voices.
- 4) If help is needed, remain seated, raise your hand, and wait patiently.
- 5) Keep hands and feet to self.
- 6) Eat only your own food – no sharing of food at any time, unless arranged with the classroom teacher. This is to protect children with allergies.
- 7) Clean the table and floor area where seated.
- 8) Follow directions from the lunchroom supervisors.

#### **9.5 Parent/Guardian/Designated Adult/Volunteer Code of Conduct and Dress Code**

Parents/Guardians/Designated Adult/Volunteers are to conduct themselves in an appropriate, Christian manner while on the FUMS and CCC campus or attending school/child care sponsored activities, events, or field trips.

**At no time are FUMS or CCC students to be photographed in inappropriate locations or in a way that is disrespectful to the reputations of students, families, staff, or the FUMS and CCC ministry.**

**Parents/Guardians/Designated Adults/Volunteers are to**

- address all concerns regarding any school issue to a member of the faculty and are to never go directly to a child or discuss with other parents;
- refrain from using **inappropriate or discourteous language** while on campus and while attending school/child care activities, field trips, or events.
- refrain from using any type of **alcohol or tobacco products** while on campus and while attending school/child care activities, field trips, or events.
- **dress modestly** while on campus and while attending school/child care activities, field trips, or events, keeping in mind that they are setting an example for the children. **Modest attire includes not wearing short shorts or skirts, backless or deep-cut tops or dresses, tight-fitting clothing, or two-piece or revealing swimsuits.**
- refrain from wearing any clothing, body art, bags, etc. that have **inappropriate words or pictures** on them while on our campus or at any school/childcare event.

## **10.0 DRESS CODE**

### **10.1 General Policy**

The First United Methodist School & Child Care Center requires full uniforms for students enrolled in kindergarten through grade 5, with a modified dress code and uniform requirement for middle school, grades 6 - 8. Specific uniform requirements are included in the enrollment folder, on the school web site, and are also reproduced in the following section. Additional copies of the uniform policies are available in the office. Please be sure to note the uniform policy for appropriate grade levels, as well as types and styles of shoes and shoe laces.

### **10.2 Preschool/Child Care**

Children may wear normal play clothes. Clothing should always be clean and in good repair, and students should come to school clean each day. Select shoes that give support and allow freedom of movement. Shoes that slip off easily, including sandals, inhibit activity; therefore, preschoolers **must wear shoes that have a closed toe and back and wear socks that are visible above the shoe.** For the safety of the children, no boots or raised heels are allowed (low sole/low heel only).

For all children, please mark any removable clothing, books, toys, cups, lunch boxes, diaper bags, or any other items with your child's first and last name. Dress your child in clothing that is durable and comfortable (uniforms are required for elementary and middle school students.) Since we go outside whenever possible, even in cooler weather, dress children accordingly. Headgear such as hats or caps is prohibited.

For your child's comfort and well-being, please send extra diapers, if warranted, and a change of clothes. Children 2 ½ and under must have a change of clothes. Some disposable diapers will be on hand, but you are urged to send enough for your child's needs.

### **10.3 Kindergarten – Fifth Grade**

#### **FIRST UNITED METHODIST SCHOOL ELEMENTARY UNIFORM POLICY**

First United Methodist School **requires** students to wear uniforms Monday through Friday. Uniform clothing must be kept in good repair and should fit the student properly. Students should come to school clean each day. All students must have **shirts tucked** inside shorts, skirts, and pants at all times. Be sure that clothes are of the proper size and length for comfort as well as modesty. **Belts must be worn with all pants and shorts.** (Only middle schoolers may have shirts untucked on Fridays.)

**NOTE: Only uniforms (including pants and outerwear) from the official supplier are acceptable.** The official uniform supplier is Sir Walter Uniforms. Uniform sale dates to be announced. Their toll free number is 1-800-621-8263, or you may order online.

#### **SCHOOL UNIFORM CHOICES**                      **\*Starred items must carry the school logo.**

- \*red, navy, gray, or white short-sleeved polo
- \*white, red, or navy long-sleeved polo
- white uniform blouse (may only be worn under the jumper)
- \*navy and white striped rugby shirt (**long sleeve only**)
- navy or khaki shorts (no more than 2" above the knee)
- \*plaid jumper (**must wear \*polo shirt or white uniform blouse under jumper**)  
(no more than 2" above the knee)
- plaid, navy, or khaki skort (**2<sup>nd</sup> grade & above**); (no more than 2" above the knee)
- navy or khaki capris (**2<sup>nd</sup> grade & above**)
- navy or khaki pants
- \*navy jacket, sweater, sweatshirt
- Spirit t-shirt for sale in the school office (field trips and Fridays only)

Embroidery or enhancements other than school logo and/or student's legal name are not allowed on school uniforms.

#### **FOOTWEAR:**

SHOES - white, brown, black, gray, or navy (no light or medium blue); closed toe and back (All shoes must be more than 50% approved color; low sole and low heel, no prints of any kind, glitter, lights, graphics, neon or floral sneakers or shoes. **No boots** of any kind, even as part of a "No Uniform" day. "Heelys" or any footwear with wheels

is inappropriate for school or any area of our campus, including before and after school activities.

SHOESTRINGS – white, brown, black, or navy (no light or medium blue). A very small amount of additional color is acceptable.

SOCKS – SOLID white, brown, black, or navy sox (**must be seen above shoe**)

Girls may wear solid white, navy, brown or black tights during cold weather.

Leggings under dresses are not allowed unless utilizing a “No Uniform” pass.

**\*Socks MUST be worn at all times.**

**BELTS:** Only **Black, Navy, or Brown** belts are acceptable (no cut-off loops).

#### **OUTERWEAR:**

Only jackets, sweaters, sweatshirts, or sweat jackets purchased from Sir Walter may be worn during school hours for warmth. In case of severe weather (45 degrees and below), any winter coat may be worn when students are outside the classroom.

**Uniforms are required for field trips unless otherwise stated.**

**Individual and group pictures require the school uniform**, excluding rugby shirts.

Uniforms are to be clean and in good repair, as well as appropriate size. Students currently enrolled in a bona fide scouting program may wear the official scout uniform or the official scout t-shirt with Sir Walter Uniform pants or shorts on the day of the scout meeting. Camp T-shirts, soapbox derby T-shirts, etc. are not allowed unless the child is using a “no uniform” pass for the day.

#### **SCHOOL SPIRIT SHIRTS AND OFFICIAL SCHOOL CLUB T-SHIRTS**

**Students are allowed to wear the navy blue school Spirit T-shirt instead of the normal uniform shirts with uniform pants or uniform shorts on Fridays only.** Spirit Shirts may be purchased in the school office. Also, official school club T-shirts may be worn on Fridays with uniform bottoms.

**Please note which days your student has PE**, and be sure he/she wears appropriate shoes and clothing as defined by the PE teacher. Your student may have to sit out of PE if the shoes or clothes are deemed inappropriate. Your child’s grade will reflect this non-participation.

#### **10.4 Field Trips**

All elementary and middle school students **must wear their school uniforms or the spirit T-shirt with uniform bottoms** on all field trips, including overnight trips, unless otherwise approved by administration. The teacher in charge will provide additional information or clarification, as necessary. Students are strongly urged to wear the school spirit T-shirt on field trips so chaperones may more easily recognize members of the group and classroom teacher has the option to make either the uniform or the spirit shirt mandatory for the trip.

Please note the dress code for all school volunteers and field-trip chaperones under Section 9.5, Parent/Guardian/Designated Adult/Volunteer Code of Conduct.

### **10.5 “No Uniform” Days**

Periodically a casual day may be given to the school at large, a specific class, or a particular student may receive a “no uniform pass.” The guidelines regarding “no uniform” attire for all students is “modest Christian apparel.” **NOTE: “No Uniform” passes may no longer be used on chapel days.**

The following clothing is unacceptable for school use: shirts with inappropriate sayings, shorts or dresses that are more than 2 inches above the knee, bicycle shorts, cut-off shorts, jeggings, leggings, spandex/yoga pants or shorts, shorts with a frayed or fringed hem, bare midriffs, muscle shirts, tank tops or tank dresses, deep necklines or gaping arm holes, clothing that is too tight or in disrepair, boots, and sandals. Tops worn must cover the shoulders by more than 2 inches. Shoes worn on casual days must adhere to the uniform code given above. **Boots are never allowed.**

**Students may not wear swimsuits for water-related field trips that are not modest, such as bikinis, bare midriffs, or other revealing attire.**

### **10.6 Jewelry**

For the safety of the child/student, jewelry should be limited. Dangling earrings for preschool and elementary students are inappropriate and not permitted.

### **10.7 Hats, Hair, Nails, and Tattoos**

Hats, caps, bandanas, and other headgear should not normally be worn in the classroom unless a special spirit day has been awarded.

Students’ bangs should be cut or adjusted to prevent hair from being in the eyes. (Girls may use barrettes or hair accessories, however, multiple beads or excessive accessories in hair are inappropriate) Hair covering a child’s eyes can be a distraction both to the child and also to the teacher. Boys’ hair must be in a traditional cut, no longer than the bottom of the ear, and should not touch the collar of the shirt at the nape of the neck. Extreme hairstyles and colored or highlighted hair are inappropriate. Mohawks, long hair, or half short, half long hair, and/or designs cut into the hair on boys are examples of inappropriate styles.

Students’ nails are to be natural while at school. Nail polish is permitted, but acrylic, gel, press-on, or any other artificial nail enhancement is not allowed. If your child desires to have nail enhancements, it should be saved for programs only and capable of being removed before school the next day. Nail enhancements interrupt the child’s focus during the school day. Nails must be clean, cut and free of dirt, especially those enrolled in our child care classes.

Temporary or permanent tattoos on students must be covered by clothing at all times.

## 10.8 Middle School: Sixth – Eighth Grade

### FIRST UNITED METHODIST SCHOOL MIDDLE SCHOOL UNIFORM POLICY

#### Dress Code and Sir Walter Uniform\* Exceptions for Middle School Only

(6<sup>th</sup> – 8<sup>th</sup> unless noted otherwise)

- **\*Sweat Jacket** ~ Navy for both elementary and middle school with school name and dolphin mascot logo; black for middle school (6<sup>th</sup> – 8<sup>th</sup>) only
- **\*Hoody Pull-Over Sweatshirt** ~ Navy for middle school only (6<sup>th</sup>-8<sup>th</sup> grades)
- **\*Shirts** (tucked in) ~ Light blue, black, navy, gray, and white for middle school (6<sup>th</sup> – 8<sup>th</sup>)
- **Pants, Shorts, Capris, and Skirts** ~ any uniform or non-uniform in khaki, navy, grey, or black. A small logo or embroidery is permitted on the back pocket of the pants; however, no writing is permitted elsewhere. Middle school (6<sup>th</sup>-8<sup>th</sup> grades).  
Pants/shorts/skirts/skort/capris do not have to be Sir Walter, but they must come to the waist; must be modest and correct in fit. No tight or form-fitting attire, including jeggings, leggings, spandex, or yoga pants. No overly baggy or cargo pants or shorts.
- All shorts, dresses, and skirts must be no shorter than **2 inches above the knee cap**.
- **On Fridays** ~ Dark blue or black jean pants, skirts, capris, or shorts (no holes, accents, or cut-offs); School Spirit Shirts; official school club shirts; may be untucked
- **Shoes:** any closed toe with a full-fitting back, ½” or less heel, any color
- Girls may wear solid white, navy, brown or black tights during cold weather. Leggings are not allowed unless utilizing a “No Uniform” pass.
- **\*Socks (any color) MUST be worn at all times and be seen above the shoe.**
- Girls may wear sleeveless tops and dresses on No Uniform Days, but straps must be at least 2 ½ inches wide, and arm openings must fit properly and not gap.
- No unnatural hair color.
- Earrings must hang no more than 1” (must be removed for PE).
- Students must wear shorts or pants for PE. Option: Black or navy gym shorts of modest length and loose in fit; school spirit shirt or white T-shirt.
- **Belts** (any color) must be worn every day that a shirt is to be tucked in or is essential to keep pants up. Please be moderately conservative in color and accents.
- If not otherwise stated, all other school dress code requirements for elementary apply.

## 11.0 FINANCIAL INFORMATION

### 11.1 Tuition and Fees

#### 11.1.1 Payment Schedule - School

The annual financial information, including current tuition, registration fee, and book/supply fee is available in the school office during January prior to registration.

## CASH POLICY

**The school does not accept cash for tuition, lunch accounts, clubs, field trips, or any other payments over \$20.** All payments over \$20 will need to be in the form of a personal check, cashier's check, or money order. Please be sure to label the payment in the memo line and/or place in a labeled envelope to ensure proper and expedient credit.

All payments related to SCHOOL BUSINESS should be placed in the SILVER PAYMENT DEPOSIT BOX outside the main office. These payments will be processed at the end of each school day.

Please do not give payments for tuition, lunch accounts, or other school payments to classroom teachers or office staff (unless it is a payment under \$20 cash).

## REGISTRATION, BOOK AND SUPPLY FEE

**The registration fees for Parent's Day Out, Preschool & School** are due at the time of registration. The book/supply fee is an annual fee that is due on June 1, with late payments being assessed a per child late fee after the 5<sup>th</sup> of June. The registration fee and book/supply fee are both nonrefundable and nontransferable. The first tuition payment for school is due August 1<sup>st</sup>. The tuition is an annual amount and may be divided into 10 equal installments for parental convenience, beginning August 1 and ending May 1. Tuition is nonrefundable and nontransferable. Parent's Day Out & Preschool fees are due weekly beginning the 1<sup>st</sup> week of school. *Fees are due regardless of attendance.*

**The book/supply** fee covers the use/loan of hardback books, consumable workbooks, standardized test materials and grading, technology equipment and maintenance, software, paper products, art supplies, science lab supplies, construction paper, etc. If a textbook or workbook is lost or damaged, the student will be required to purchase another book through the school office. If a book is missing for three consecutive days, it is to be considered lost, and another book will need to be purchased. All textbooks/workbooks/tests are the property of First United Methodist School and Child Care Center.

## TUITION

**All tuition payments are due on the 1<sup>st</sup> of each month,** with late payments being assessed a per child late fee after the 5<sup>th</sup> of the month. A \$20 late fee is assessed on the 6<sup>th</sup> of each month. After the 15<sup>th</sup> of each month, an additional \$10 (for a total of \$30) late fee will be assessed. If the payment is late for one month, a two-week warning will be issued to the responsible party that if payment is not received, the student will be in jeopardy of not being allowed to continue at the school. All accounts must be up-to-date by May 1<sup>st</sup>. There is an additional fee for any returned checks. After 2 checks have been returned unpaid in a given year, payments must be made by money order or cashier's check only. **School records and report cards are retained until all tuition and fees, including FUMCCC fees, are paid.**

**No monthly statements are sent.** Late notices with late fees emailed to the parent after the 5<sup>th</sup> of the month as a reminder of this financial obligation.



**Non-payment** of monthly installment will result in the suspension of educational services. If a family encounters an unexpected problem, it is advisable to contact the principal or director and/or accounts receivable bookkeeper before the late date, so an alternate financial arrangement may be explored. **Unpaid bills, library books, and/or unreturned merchandise from fund-raising campaigns by the stated closing date of the sale will result in withheld records and/or grades as well as denial of access to My School Works account.**

**NOTE:** *If a student's account is delinquent, he/she may not register for the upcoming school year until all accounts are paid in full.* If a student has already been registered, and the account becomes delinquent, all accounts must be up-to-date by May 1<sup>st</sup> or a student's registration money will be applied to the delinquent account FIRST, and class reservation for the following year will be withdrawn until a new registration fee is paid.

## **STATE SCHOLARSHIPS**

Parents of a student receiving Voluntary Pre-Kindergarten funds, Step Up for Students, Personal Learning Scholarship Account, or a McKay Scholarship must complete all required paperwork on time to continue enrollment in FUMS & CCC. Parents of a subsidized child are required to sign a fee agreement, agreeing to be personally responsible for the payment of all fees not covered by subsidy and also for any fees in the event the child becomes ineligible to receive the subsidy. Quarterly endorsements must be signed by the parent within 5 days of notification by our accounting office. After such time, regular school late fees will apply.

**REGISTRATION FEE:** All students, whether self-pay or under state scholarships, must pay the non-refundable school registration fee in advance in order to reserve a seat in the upcoming year's class. If the student is state-funded, the registration fee paid by the parent will be reimbursed to the parent (as long as the student continues his/her enrollment with FUMS) and AFTER the school receives the first state payment, usually in October.

**Field trip fees** are paid by the parent and/or guardian and may include transportation fees and other related costs. These fees must be paid by the assigned due date, or the student will not be allowed to participate in the field trip (**but must attend school to be counted present**). Field trip fees are non-refundable and non-transferable. If, for some reason, a student cannot attend a field trip, administration will assign him/her as a guest in another classroom for the day.

**Miscellaneous Supplies** - The parent purchases other general supplies required at each grade level. A list is provided at orientation or during the summer when students receive their welcome letter via My School Worx from their assigned teachers, as well as on the school website. There may be additional costs for special programs or functions during the year.

### **11.1.2 Payment Schedule – Preschool, Child Care, and Parent's Day Out**

All fees are due each Monday for that week's preschool, parent's day out, or childcare. A late fee of \$15.00 per child per week will be charged if weekly payment is not received in our office before 9:00 AM Wednesday of same week. After two weeks of non-payment, children will not be allowed to attend. Child Care fees are due regardless of attendance.

**If a family encounters an unexpected problem, it is advisable to contact the director and/or accounts receivable bookkeeper before the late date; so, an alternate financial arrangement may be explored.**

No weekly/monthly statements are sent. Late notices with late fees are sent home with the student or emailed to the parent as a reminder of their financial obligation.

There is an additional \$35.00 fee for any returned checks. A late fee may also be assessed. More than one unpaid returned check in a year will result in future payments to be in cash or money order.

A late pick-up fee of \$1 per minute will be charged if the child is picked up after stated pick-up time or dismissal time.

**Child care fees for Pre-K3 through 8<sup>th</sup> grade are billed at a different advertised weekly rate for full day child care when the school is closed for Christmas break, spring break, and summer vacation.**

#### **VPK/School Readiness (Subsidized Child Care)**

Parents of a student receiving Voluntary Pre-Kindergarten funds or 4C/School Readiness must complete all required paperwork on time to continue enrollment as Florida funded or with a subsidized fee. Parents of a subsidized child(ren) are required to sign a fee agreement, agreeing to be personally responsible for the payment of all fees not covered by subsidy and also for any fees in the event the child becomes ineligible to receive the subsidy.

#### **Late Enrollments**

A student who enrolls after the school year has begun is responsible for the entire tuition payment corresponding to that month. The registration fee is never pro-rated and is non-refundable. A student enrolling in the school after December 31<sup>st</sup> will be charged only ½ of the total book/supply fee for the year.

#### **11.2 Discounts – School & Child Care**

**FUM Church Membership Discount.** A 10% tuition discount is available to parents or legal guardians who are *members in good standing* of First United Methodist Church. The definition of “member in good standing” is that at least one of the parents or guardians has been and is presently actively participating in the life of FUMC with their prayers, presence, gifts, service, and witness. **This includes registering worship attendance through the pew pad registry for at least 26 of the 52 worship services per year.**

**NOTE:** All families applying for the FUMC membership discount must be approved yearly by the FUM School or Child Care Councils, have attendance verified by church administration, and must sign an “**Request for Church Membership Discount / Attestation of Membership in Good Standing**” form at the time of registration..

**Multi-Family Discount.** Families with more than one child enrolled receive a 10% discount applied to the total tuition charge. A parent in good standing of FUMC and with more than one non-subsidized child in the program will receive a maximum discount of 15%.

**Fully Paid Annual Tuition Discount.** If the annual tuition is paid in full by August 1, there is a 2% discount.

### **11.3 School Scholarships**

A limited number of small assistance scholarships are available to help with the cost of tuition for elementary and middle school students only. Those who are interested in applying for tuition assistance should request information in the office. The contracted scholarship company used by FUMS must receive applications no later than May 15. Any student receiving an assistance grant, subsidy, and/or scholarship is restricted from receiving tuition discounts.

### **11.4 Reimbursements and Late Enrollment Fees**

#### **11.4.1 Late Enrollments**

A student who enrolls after the school year has begun is responsible for the entire tuition payment corresponding to that month. The registration fee is never pro-rated and is non-refundable. A student enrolling in the school after December 31<sup>st</sup> will be charged only ½ of the total book/supply fee for the year.

#### **11.4.2 Reimbursements for Early Withdrawals**

Students who withdraw within any month must pay the full tuition payment corresponding to that month. The registration fee and book/supply are both non-refundable.

No reimbursements of any kind are made if a student withdraws after the 1<sup>st</sup> of April. Parents are responsible for the entire final payment that is due by the 1<sup>st</sup> of May.

## **12.0 GENERAL INFORMATION**

### **12.1 Parental Visits**

#### **12.1.1 Parental Visits – School**

Parents are encouraged to occasionally have lunch with his/her child and to chaperone on field trips. Anytime a parent wishes to participate in this way, he/she must sign in and out at the office and receive a pass. **Please enter the school by the Sproule Avenue entrance only.** Parents may not go to the student's classroom once class has begun without permission from the office. The school tries to minimize interruptions in the classrooms. For formal observations of the class, prior arrangements should be made.

Please be aware that your child and any siblings must obey school policy and procedures while on property. **You may eat at the back of the lunchroom or at the picnic tables.** Due to

safety reasons, only your child(ren) is allowed to eat with you; other students must remain with their class's table under the supervision and care of FUMS personnel. Parents are requested to remain off the playground during recess.

If you wish to talk to your child's teacher, please arrange for a private conference by calling the school office or sending a note or email to the teacher. Teachers are not permitted to hold impromptu conferences at the door of their classrooms. **Please do not detain the teachers from their responsibilities immediately before or after school.**

Items to be delivered to your child (such as lunch boxes, textbooks, etc.) should be **left in the school office**. School phones are for staff use only. If a student should incur an emergency, a staff member will determine if phone usage is necessary. Permission must be secured from the child's teacher and the office staff. The office phone is available to parents for emergency use only. Cell phone usage while in the school/child care office is strongly discouraged.

### **12.1.2 Visits & Conferences - Child Care**

You are always welcome to visit your child's room, but arrangements for a conference are to be made in advance. Since the caregiver's first responsibility is to the children, any conferences with the caregiver must be scheduled in advance. Questions or problems related to the classroom should be handled with the classroom teacher. Concerns or criticisms of policy will be handled directly with the administration so that they may be properly considered by those in authority. **Parents/Guardians are to refrain from discussing child care or classroom policy with other parents. Please direct all questions and concerns to the appropriate person in charge.**

Please report changes at home that might affect a child's behavior while in our program. Share with us information that will make us more sensitive to your child's needs.

### **12.2 Celebration of Birthdays**

Students may celebrate their birthdays at school with appropriate store bought refreshments. Arrangements should be made with the child's teacher as to the best time of day to have the refreshments. It is requested that birthday celebrations not take place during lunch time.

In the case of invitations being extended to a birthday party held outside of school, invitations may only be given out at school when the child's entire class is invited.

### **12.3 Celebration of Holidays**

We emphasize the Christian significance of Christmas and Easter. Decorations will only reflect the seasonal and religious aspects of the holidays.

Halloween is not celebrated at FUMS & FUMCCC. The preschool has a Storybook Parade in lieu of Halloween costumes. Classroom decorations reflect the fall season with its colored leaves, pumpkins, etc.

## 12.4 Possessions and Clothing

Mark any removable clothing, books, toys, diaper bags or any other items with your child's name. Dress your child in clothing that is durable and comfortable. (Uniforms are required for elementary and middle school students). Since we go outside whenever possible, dress children accordingly.

Child Care - For your child's comfort and well-being, please send extra diapers and clothes. Children 2 ½ and under must have a change of clothes. Some disposable diapers will be on hand, but you are urged to send enough for your child's needs.

Guns, ropes, knives, and any non-school related items are to be left at home. Comfort toys, bears, blankets and so forth may be brought for child care only. Please be sure they have the child's name attached.

Backpacks with rollers are not allowed for third grade and below unless they are deemed medically necessary and the appropriate documentation is submitted to the office.

## 12.5 Lost and Found Items

All lost and found items are turned in to the school or child care office. They are kept for a reasonable period of time. Unclaimed items are then given to the Salvation Army or Goodwill. Parents are asked to **please label their children's uniforms, jackets, sweaters, backpacks, and lunch boxes to avoid undue loss.**

## 12.6 Health and Safety

### 12.6.1 Illness or Injury

No child should come to school visibly ill. **The child must be free of fever, vomiting, or diarrhea for 24 hours before returning to school.** If a child becomes ill or is injured during the day, parents/guardians will be contacted immediately. The child will be isolated and cared for until someone arrives to take him/her home. **Any child who has a temperature of 100.5° or more will be required to go home.**

### 12.6.2 Communicable Disease Policy

First United Methodist School and Child Care Center desire to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons. A teacher or administration official that reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal or child care director. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis,

Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, MRSA, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, and Yellow Fever.

The school and child care require full disclosure of any and all communicable diseases. Parents and staff will be notified of any incident of a highly contagious illness and will be advised of necessary precautions that the school will take as well as steps families should take to prevent the spread of the illness. Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. A doctor's release and/or proof of immunization may be required for re admittance. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. This school and child care reserve the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### **12.6.3 Biting**

FUMS & CCC recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their child(ren) may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Uncooperative parents will have their child's service terminated.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

#### 12.6.4 Medications

No prescription, non-prescription medication, or vitamins are permitted on campus unless a note from home or from the doctor accompanies the item indicating the reason and the dosage. The parent should complete a **medicine report form** available in the office. The medicines must be in their original, properly labeled containers and are to be kept in the office to be administered from the office when the medications are needed. Parents of those children that attend child care will be asked to fill out a form in order to dispense the medicine. The medicine will be kept in a closed container on the top shelf of the classroom.

The parent of a child who requires over-the-counter medication such as Tylenol/Motrin or Tums on a frequent basis will be asked to provide the medication for the office.

#### 12.6.5 Pets and Animals

Other than working assistance animals, **all pets and animals are not to be brought on to any part of the FUMC campus** except by **special permission from a teacher** for “show and tell” or with a guest lecturer. If special permission has been obtained it is the responsibility of the animal owner to handle all needs of the animal including cleaning up after the animal. The animal will only be allowed on campus for the duration of the special program. **This no-pet policy applies to all areas of the campus both inside and outside, including our parking areas, playgrounds, walkways, and grassy areas.**

#### 12.6.6 Mandated Report of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of FUMS & CCC are considered mandated reporters, under this law. The employees of FUMS & CCC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at FUMS & CCC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protection Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of FUMS & CCC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing related to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child

- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

## 12.7 Fire/Emergency Procedure Drill

A monthly fire drill is held with the child care center, the preschool, and the elementary/middle school children participating. Escape routes are posted in each classroom. Children move from the building to designated areas in a straight line with no talking, running, crowding, or touching each other. Classroom windows remain closed, lights turned out, and the door closed. Upon reaching their destination, children remain in line while teachers check their rolls. No person returns to the classroom until the “all clear” is sounded. Parents who are on campus when a fire alarm is sounded must follow all evacuation procedures. Parents may not remove children from class during a drill or evacuation.

We also educate each class on what to do in the event of a tornado or dangerous storm. A weather alert monitor keeps the office personnel abreast of all impending inclement weather. Additional procedures are in place for staff to follow in case of a “lock down” or other emergency in order to maintain order and ensure students’ safety. Each teacher has a summary of the procedures posted in his or her classroom and in the classroom emergency bag. The full Crisis Manual is available on each teacher’s computer. The complete printed manual of emergency procedures is available for inspection in the school or childcare office.

Please Note: Administration and/or local law enforcement will make will final determination if students will need to be picked up by parents or guardians after a crisis.

## 12.8 Emergency School Closing

Our reaction to storms, etc. will be governed by the instructions given on radio and TV by local authorities. As a general rule, FUMS & CCC follows whatever determination the Osceola County Public Schools make regarding emergency closings for adverse weather conditions. Please listen to the local radio and TV stations for additional information. Once closing has occurred please check with us frequently and/or listen to local broadcasts as FUMS & CCC may return to normal schedule before the public school resumes. FUMS & CCC will do its best to have a telephone message for those calling for closure or opening information.

## 12.9 Transportation

No transportation is provided to and from First United Methodist School & Child Care Center. Bus or van service will be used occasionally to attend field trips. Rules will be reviewed in individual classrooms when the opportunity to ride a bus or van is available. **If a class has secured a bus or van for a scheduled field trip, all students must ride in the provided vehicle. Students will not be allowed to ride in personal vehicles if a van or bus has been obtained.** If a parent objects to a student riding in a bus or van, the child will not be allowed to attend the event and is considered unexcused absence.

Some transportation to school-sponsored events will be by private car with parent drivers. No one under the age of 21 will be permitted to transport children from First United Methodist School & Child Care Center. A copy of insurance and record of valid driver’s license along



with the required background check and child protection training affidavit must be on file in the office for all parents who volunteer to drive.

***NOTE: First United Methodist School and Child Care adheres to the Florida Conference of the United Methodist Church Youth and Child Protection Policy which states that two unrelated adults must be with students on any field trip or event, including the transporting of students, unless the only student transported is the parents' own children. This two adult rule also applies to student supervision while at the field trip site as well.***

## **12.10 Fundraising**

The First United Methodist School and Child Care Center are non-profit organizations that have been able to keep tuition at affordable levels through fundraising projects. At least two major events are held each year; usually one in the fall and one in the spring. The success of these fundraisers is dependent on parent involvement. It is the expectation that all students and parents to participate in our fundraisers. The Parent Teacher Fellowship (PTF) and the School & Childcare Councils select other regular events, but we do try to limit the number of fundraisers. No door-to-door solicitation is permitted by students. FUMS participates in Box Tops for Education, Labels for Education, the United Methodist Market, printer cartridge recycling, paper recycling, and Target's education program.

**Special monetary gifts are also encouraged. Any gift given to FUMS or CCC is tax deductible.**

## **12.11 Volunteers**

**It is the school's expectation that parents will support their child's school with their time, talent, gifts, and service in whatever capacity they can.** Parents/Stakeholders are encouraged to help out the school as volunteers and donors as much as possible. There are many opportunities to assist in helping FUMS and CCC continue to be the best Christian institution for learning in our area. Our needs vary throughout the year; please see the school office for details about areas of service and ask to complete our Gifts, Talents, and Interest Survey as well as a volunteer form. ***Due to safety concerns, some volunteer positions may require fingerprinting through the police department. ALL volunteers, chaperones, and drivers of students must have at least a level one background check and child protection training affidavit on file in the office.*** Forms are available in the school office, and there is a fee for the background check. Background checks remain on file for five years. Volunteers should not be in the same classroom more than twice a week. Volunteers should not have any other persons with them unless pre-approved through the office and the classroom teacher. Volunteers may not have anyone under 21 with them in the classroom (no siblings, cousins, godchildren, etc.). All volunteers and visitors must sign in and out of the school office and wear a volunteer badge while on campus. Please see our **dress and conduct code for volunteers and chaperones** in Section 9.5.

## **12.12 Release of Information**

If a child's birth or adoptive parent(s) does not have custody, we must have certified, legal documentation including all amendments regarding custodial arrangements. We cannot release any information concerning a child to ANY person but his or her legal guardians.

Conferences and meetings concerning a child may only be held with the child's legal guardians. This prohibition on release of information extends to grandparents, stepparents, etc., even if the student is living with them. Also, if there is no legal documentation in the student's cumulative file stating that a birth or adoptive parent is not to receive information, we are required to release information about the child to that parent, even if the other parent insists that we do not. Primary custody means that the child lives with that parent more than the other. It does not mean that the primary custody parent makes all the decisions concerning the child **unless stated otherwise in the legal custody agreement.**

### **12.13 School Communications**

School communications to parents will generally be done through MySchoolWorx online system, the school web site (fums.org), child care website ([www.kissimmeefumc.org](http://www.kissimmeefumc.org)), e-mail, or Facebook. If you do not have the availability of a computer, you may stop by the school office and request a copy of communication or discuss it with the classroom teacher. General information will be on the web site, and there is a link for weekly classroom news. Paperwork that requires a signature will be sent home with the child. Divorced parents who have joint custody will need to work out a plan for sharing this information with each other.

### **12.14 Movies and Videos**

It is the policy of the school and child care to show only G or PG-rated movies and videos on campus. Please keep this in mind if you are sending in a video from home at the request of a staff member. **All videos must be pre-screened by a staff member.**

### **12.15 Bring Your Own Device**

All electronic including and not limited to cellular phones, tablets, laptops, smart watches are to only be in use during times approved by staff. At all other times the device is to either be stored in the backpack or in the staff's possession.

### **12.16 Pledges**

#### **12.15.1 Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

#### **12.15.2 Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands: one brotherhood, uniting all Christians in service and in love.

#### **12.15.3 Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## 13.0 PROGRAMS

### 13.1 Chapel

Chapel programs for child care, preschool threes, VPK, elementary, and middle school students are held in either the main sanctuary or the Wesley Chapel once each week. Church staff members and pastors, students, teachers, special guests, the school principal, and preschool/child care director participate in the preparation and presentation of the chapel services. Parents are invited and encouraged to attend and participate in any chapel service. FUMS parents can follow the chapel schedule on the My School Worx calendar.

### 13.2 School Photographs

Individual and group photographs are taken during the school year. Individual photographs are usually taken during the fall, and group photographs are taken later in the year. Elementary and Middle School students are required to wear their normal school uniform. The cost of photographs is the parent's responsibility and is not included in any of the school or CCC fees.

### 13.3 School Yearbook

The school yearbook is sold at a moderate price to all students who desire a copy. Group pictures of all preschool classes and individual pictures of all elementary and middle school students are included in the yearbook.

### 13.4 Field Trips

Field trips are a vital part of the experiential learning component of First United Methodist School. We appreciate parent chaperones and encourage adult participation in as many trips as possible. Chaperones must be a minimum of 21 years of age to accompany any group with current background check, driver's license, and proof of insurance on file in the school office. Adults will be asked to drive unless groups will be taking the church vans or hired tour buses. When using vans and private vehicles, each student must comply with Florida State Law. Please see our **dress and conduct code for volunteers and chaperones** in Section 9.5.

***NOTE: First United Methodist School and Child Care adheres to the Florida Conference of the United Methodist Church Youth and Child Protection Policy which states that two unrelated adults must be with students on any field trip or event, including in the transporting of students, unless the only student transported is the parents' own children.*** All chaperones for field trips will be required to submit a **background check** form and pay an annual fee for this service.

**Please note: Siblings are not allowed on school-sponsored field trips unless it is an overnight trip.** On overnight trips, parents are responsible for siblings, and the school is not held accountable for the sibling under any and all circumstances. Only currently enrolled students and chaperones are allowed on day trips. Currently enrolled students and their families are allowed on overnight field trips. If a bus or van is secured for a school event, the student must ride in this vehicle. Siblings attending an overnight trip must follow all school rules and,

if the sibling is an FUMS student, he/she must have submitted a prearranged absence form a minimum of one week before the scheduled overnight trip.

**Field trip liability release and permission forms** must be completed in their entirety and returned no later than the return date listed on the permission slip in order for the student to be eligible to attend. All monies due must also be paid by the date indicated. No refund is provided for field trip monies, and they are not transferable.

Please see Section 10.4 regarding **dress code for students and adults on field trips**. If the field trip involves water, swimsuits should be modest (*no bikinis or bare midriffs*). A student or parent will be asked to cover the swimsuit with a T-shirt or not be allowed to participate if the teacher or principal/director deems the suit inappropriate. *We ask that all chaperones follow the school's casual dress code as well.*

### 13.4.1 Day Field Trips

The following rules apply to day field trips:

- 1) No alcoholic beverages.
- 2) Adults who wish to smoke must do so away from and out of view of the students.
- 3) Conduct on field trips must follow the guidelines stated in the student handbook.
- 4) If a child does not follow school policy, FUMS & CCC reserves the right to send the child home at the parent's expense.
- 5) All adults chaperoning field trips must have a current background check on file in the school office and must follow the aforementioned "two unrelated adults" rule.
- 6) **No siblings or other children are allowed on day field trips.**
- 7) FUMS students not attending a field trip must report to school and will be relocated by administration to an alternate classroom for that day. In order for a student not going on a field trip to be counted "present" for school, he/she must BE in school.

### 13.4.2 Overnight Field Trips

In addition to following all guidelines for day field trips and school policy as stated in the student handbook, participants on overnight field trips also must observe the following:

- 1) Each family attending an overnight field trip will be assigned a private room. All families **MUST** stay in the designated accommodations. If a child is attending without a parent/guardian, the parent/guardian is responsible to arrange for a substitute chaperone (must be 21 years of age or older and have a background check on file in the school office) and inform the teacher of this decision in writing. FUMS reserves the right to accept or refuse any chaperone.
- 2) Persons who choose to share a room must present this information in writing to the staff person responsible for the trip so that arrangements can be made. These requests must be submitted when registering for the trip and no later. Adults who share a room with anyone other than an immediate family member must be of the same sex. Non-related children must be of the same sex when in a shared room situation. FUMS reserves the right to approve or disapprove of all shared rooms.

- 3) Siblings attending overnight field trips will have an excused absence for the days missed. **Parents must submit the permission slip for prearranged absences** to the office at least one week in advance and follow guidelines for the make-up work listed in the student handbook, or it will be unexcused.
- 4) If a child is unable to attend an overnight field trip, parents must submit the reason, in writing, to the principal/director. **A student not attending the field trip and not at school will have an unexcused absence – no exceptions.** A child not attending the field trip will be assigned to an alternate classroom and may be given an assignment related to the learning experience taking place on the field trip.

### **13.5 Special Presentations**

Some special presentations may involve an associated cost for special guests, costumes, or other items. These fees will be kept to a minimum and are the parents' responsibility.

#### **13.5.1 Christmas Programs**

The elementary students present a special Christmas programs each year. Middle school students who participate in after-school chorus and instruments also participate. Attendance by all students is mandatory. If a student cannot attend, a written excuse must be presented to the child's teacher in advance of the program.

Preschool 3 & 4's present a Christmas program, and participation by all preschool children is encouraged. A child who will be absent the night of the program will not participate in the stage rehearsals the week of the program.

#### **13.5.2 Spring Programs**

The FUMS Spring Program includes first through fifth graders for both the church members on Sunday and family and friends on a week night. Middle school chorus and instruments students also participate. Attendance is mandatory. If a child cannot attend, a written excuse should be presented to the child's teacher in advance of the program.

A student who will be absent the night of the program will not participate in the stage rehearsals the week of the program.

Kindergarteners present their spring music selections at their graduation ceremony.

#### **13.5.3 Graduations: Preschool, Kindergarten, Elementary, and Middle School**

Graduations are held during the last two weeks of school for the preschool 4's, kindergarten, fifth grade, and eighth grade. From year to year, fifth grade students, parents, and faculty may choose a different special event in lieu of an elementary graduation to celebrate this milestone.

Teachers coordinate with parents regarding the plans for the programs and receptions following. Students should wear age-appropriate and church-appropriate clothing for graduations as specified by the staff and administration prior to the graduation ceremony. Students will usually be requested to wear "Sunday best" clothing. Prom dresses and other extravagant clothing, however, are not acceptable.

## 13.6 Extra-Curricular Activities

A variety of extra-curricular, after-school activities are offered by both parent and staff volunteers from year to year. These are announced at the beginning of each school year and are open to a limited number of students for each program. There is usually a yearly fee (which varies) for each activity. Students must maintain at least “C” or “S” in all subjects to participate in extra-curricular activities.

## 14.0 STUDENT SERVICES

### 14.1 School Lunch Program

Facilities for lunch for elementary and middle school students are provided in the Fellowship Hall of First United Methodist Church. Lunches prepared by our lunch coordinator or catered from a local restaurant may be purchased. These lunches include juice or milk. Attention to national nutritional guidelines is observed for the school’s hot lunch program. All utensils and condiments are provided with the purchased lunch.

Lunch accounts are to be loaded **in advance** through the school office or drop box and are purchased in blocks of 10 lunches for \$40 (\$4.00 per lunch). ***In order for parents to order lunch for their students, lunch accounts must have money available. Single student lunch purchases or lunches bought on credit are not permitted.*** QuickBooks and My School Worx systems will keep track of lunch accounts, and it will be deducted when parents order lunches for their children. When each student’s account has only three lunches remaining, the parent will be notified. Monthly lunch menus are posted on the school’s website and on My School Worx.

**NOTE: Student lunches must be ordered online at [myschoolworx.com](http://myschoolworx.com) only BY PARENTS/GUARDIANS before 8:30 am.** Lunches for multiple days may be ordered by parents online in advance. **Teachers do not have the authority to order lunches.** Please do not ask them to do so. **The office staff must be notified no later than 8:30 AM of any additions to the lunch count for tardy students. Otherwise, students must pack their lunches.**

For those who bring their lunch rather than purchase the school lunch, SOFT DRINKS AND SODA must BE LEFT AT HOME. Please also limit the amount of sweets, candy, and other “junk” food put into lunches. All utensils needed for your child’s lunch, such as a fork or spoon, should be included daily. Staff, parents, or students are not allowed to heat lunches for students. The exception to this is the middle school student privilege of having access to a microwave.

Middle school, elementary, and preschool (PK3 and PK4) students registered for before-school care arriving prior to 7:30 AM are provided with breakfast consisting of milk and cereal. Breakfast will not be provided or fed to children arriving after 7:30 AM. (This includes breakfast brought from home.) Children in child care who are two years old or younger will be provided and fed breakfast up until 8:00 AM.

Most middle school and elementary classes allow students to have a utensil-free, easily eaten, nutritious snack in the early morning, but this is strictly up to the teacher and provided by the student's parent(s).

#### **14.1.1 Infant through Preschool Food Policy**

Children enrolled in the infant through PreK 4 old classrooms must have all cups, bottles, lunch boxes and food items labeled with your child's first and last name. All food items must be prepared and labeled each day the child is in attendance. All children must pack their lunch and those in preschool must have an ice pack in their lunch box. All classrooms have a microwave to heat up lunch items. All leftovers will be thrown away. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles and cups must be taken home by the parents each night to be washed. All foods must be cut into age appropriate bite size pieces. All opened food remaining after a feeding will be discarded.

Pizza, applesauce, drink and dessert will be offered on Tuesday & Fridays for an additional fee per day of \$2.00 for preschool & under or \$3.00 for elementary for those who would like to purchase lunch for their child.

#### **14.2 The FUMS Media Center**

All students of First United Methodist School have access to the school media center, which houses the library and computer lab. Twenty-minute library periods for kindergarteners through fourth grade are scheduled once per week. Teachers for grades five and up may schedule library times as needed with our librarian. When there is availability, the computer lab may be used for research as well. This may be scheduled by the classroom teachers with the computer facilitator.

The media center is a classroom. The same behavior standards apply, as well as basic library behavior (whispers, etc.). Books may be checked out for one week and must be returned the next library time. If desired, books may be renewed for an additional week. No fine is charged for late books; however, **if a book is not returned for four weeks, the book will be presumed lost. Parents may replace the book with the exact same title in new condition or pay a flat fee of \$15 for the school to replace the book.** All books must be returned, and lost books must be paid for before report cards for any quarter are issued.

All students have access to an online encyclopedia and other electronic research software and resources via open computer lab time as well as the school's Bring Your Own Device (BYOD) program. Other reference materials may be used in the library only, unless the teacher makes a prior request to take materials to the classroom.

The public library is very near the school, and classes also may go there on a regular basis at the discretion of teachers and with permission from parents.

#### **14.3 Extended Care**

First United Methodist School & Child Care Center provides before and after school care for both preschool, elementary, and middle school children. Hours are 6:30 AM to 6:00 PM daily,

with care being provided on teacher workdays. The child care service is a separate program from the school, in cooperation with FUMS. Enrollment and attendance must be arranged with the child care office. School tuition and fees do not include before and after school care. The telephone number of the child care center is 407-847-2575. When enrolled in the Child Care program, fees are due regardless of attendance.

Preschool children dropped off before 8:20 AM or not picked up by 11:30 AM, and FUMS students dropped off before 8:00 AM or not picked up by 3:05 PM will be taken to the child care center, **if previously registered**. THERE IS A CHARGE FOR THIS SERVICE. A program in which a child is registered does not accrue additional fees for normal operating hours for that program. Late fees do apply for a child not picked up at the registered program dismissal time.

**Late pick-up.** If a student has not been picked up by 3:10 PM, he/she will be taken to the child care center, if previously registered, and a fee will be assessed.

**NOTE:** If the student is **not previously registered** for aftercare, he/she will remain with the adult last in charge of the student or left with another responsible staff member. **The parent will be assessed \$1 per minute until the child is picked up** by an authorized adult from the child's pick-up list.

## **15.0 SCHOOL ORGANIZATIONS**

### **15.1 School Council and Child Care Council**

There are separate councils for the school and child care center. Each council is composed of nine members in good standing of the First United Methodist Church who are appointed for a three-year term by the Lay Leadership Committee of the church. To provide for continuity, three of these members roll off each year, and three new members are appointed for the following year. In addition to the nine members on each council, there are three *ex officio* members on each council without vote: the pastor, school principal or preschool/child care director, and the staff liaison. The school principal and the preschool/child care director are the principle decision-making authorities for their respective ministries, however.

The School Council and Child Care Council set policy for the school and child care, approve annual budgets, and set tuitions, fees, and salaries. Members volunteer to sit on committees that deal with finances and procedures, public relations, and facilities. The School Council meets regularly on the second Monday of each month at 6:00 p.m. in the church conference room. The Child Care Council meets on the first Monday on even months. Any parent who wishes to attend a School or Child Care Council meeting may do so. A parent wishing to appear on the agenda shall submit a written request containing the agenda item to the respective council chair at least one week in advance of the next scheduled monthly meeting.

### **15.2 Parent-Teacher Fellowship & Parent Community Association**

The First United Methodist School Parent-Teacher Fellowship & The First United Methodist Child Care Parent Community Association are separate fellowships comprised of parents,



grandparents, teachers, and the principal or the child care director. Each group has its own bylaws by which it is governed. Elections are held in April.

Each group has as its principle function the fundraising program of the school or child care; however, the fellowship also participates in special events and staff appreciation throughout the year. All are welcome to attend the meetings. The FUMS PTF is held the 3<sup>rd</sup> Tuesday of each month at 6:30 PM in the Fellowship Hall. The FUMCCC PCA meetings are to be announced. Child care is provided for birth – middle school and is divided into appropriate groups depending on the number of children present. Each group covers the cost of child care during the meetings.

## 16.0 GRIEVANCE POLICY, PLEDGE OF SUPPORT

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of First United Methodist School & Child Care Center. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of FUMS or CCC's operations and between any two parties connected in a direct way to the institution. This includes students, parents, staff, volunteers, or administration.

*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. (Matthew 18:15-16)*

### ***Gossip and Lack of Support for FUMS & CCC***

1. All parents and guardians are asked to sign a Pledge of Support for the ministry, staff, and policies of FUMS & CCC. This promises to reflect a Christ-like attitude toward all constituents.
2. Concerns about the classroom, staff, or school policies and procedures should not be voiced or written in an uncharitable manner among any of our parents, students, or staff.
3. Petty gossip and unkind communication cannot be tolerated and will be addressed by administration to quickly bring reconciliation and resolution to relationships.

### ***Students/parents to teachers:***

1. Concerns about the classroom should **first be presented to the teacher** by the parents, or if the student is mature enough, by the student him or herself. If the student presents the concern, a respectful demeanor is required at all times.
2. **If the problem is not resolved**, the parents or student may bring the concern **to the administration**. If the student brings the concern, he or she must have permission from his/her parents to do so.
3. If the problem is still not resolved, the parents should submit a written request for a hearing to the FUMS or CCC Council chairperson.

### ***Parents/patrons to administrators:***

1. If parents or patrons have a grievance or dispute about the general operation of the school or child care, (apart from the operation of the classrooms), they should express their concerns to the proper administrator.
2. If the problem is still not resolved, the parents should request a meeting with the administrator and the church pastor.
3. If the problem is still not resolved, the parents should submit a request for a hearing, in writing, to the FUMS or CCC Council Chairperson.
4. This procedure applies to Council members who are acting in their capacity as parents/patrons and not as representatives of the Council.
5. This procedure applies to all faculty members who are acting in their capacity as parents/patrons, and not as representatives of the school or child care.

**Our Mission: To instill within the student/child a sense of responsibility for continuous Christian and intellectual growth within a nurturing environment**



First United Methodist School  
&  
Child Care Center

122 W. Sproule Ave.  
Kissimmee, FL 34741

**Instilling continuous Christian and intellectual growth**