

First United Methodist
Child Care Center
101 W. Dakin Avenue
Kissimmee, FL 34741
407-847-2575 Fax: 407-847-8997
www.kissimneefumc.org

Child's Name _____

2017-2018

Child's Teacher _____

First United Methodist School & Child Care Center Absentee & Discipline Policy

I acknowledge that I have received a copy of the First United Methodist School & Child Care Center Absentee & Discipline Policy and **will comply** with all practices listed below.

Parent Signature _____

Absences

Voluntary PreKindergarten has a stringent attendance policy. This is the policy for the state and supersedes any established First United Methodist School policies. First United Methodist School & Child Care Center receives funding based upon compliance to the attendance policy and a student's continued enrollment eligibility is dependent on adherence to the policy. Therefore, please read carefully the VPK policy in which supersedes First United Methodist School & Child Care Center policy and note that failure to follow this policy could result in dismissal from our VPK program.

Children are expected to be **in attendance each day, arriving on time.** A child absent more than 20% of the school days in a given month results in funds being withheld. First United Methodist School & Child Care Center has adopted the policy that a child missing more than 3 days in a month must meet with the administration regarding continued enrollment in the program. Exceeding 3 absences in a second month will put the child in jeopardy of dismissal. Any student accumulating more than 30 days of absence will automatically be dismissed from the program.

Tardies

Tardiness cannot be tolerated. A child must be in the classroom by 8:30 a.m. A child arriving after this time must report to the school office accompanied by the parent and receive an admission slip. Continual tardiness will result in a parent conference between the parent and the administration. If after a conference is held the child continues to be tardy possible dismissal from the program could result.

Arrival and Dismissal Times

Classroom doors will be unlocked between 8:20 a.m. to 8:30 a.m. for arrival. Children that arrive before 8:20 a.m. must be registered in our childcare program. There is a charge for childcare. Dismissal time is at 11:30 a.m. A child not picked up at 11:30 a.m. will be taken to childcare and late fees will be assessed unless the child is already registered as a childcare student. A late pick-up fee of \$1 per minute (or any part thereof) will be charged for times after 11:30 a.m.

Childcare Services

Extended Care & VPK Wrap Around Service is available for children that need care before 8:20 a.m. or after 11:30 a.m. Extended Care or Wrap Around services are an additional fee outside of

the normal preschool hours. Information on our Extended Care & Wrap Around Services are available in the childcare office.

Clothing

Preschool students may wear normal play clothes. Clothing should always be clean and in good repair, and students should come to school clean each day. Shoes that slip off easily inhibit activity; therefore preschoolers are to **wear shoes that have a closed toe and back with a low sole and heel**. Boots, clogs, sandals, or high heeled shoes are inappropriate. **Socks that are ankle length are also to be worn with each day**. Please provide a complete change of clothing in your child's backpack. **Please mark all removable clothing such as coats and sweaters with the child's name.**

Discipline

- Adults must be treated with respect at all times.
- Courtesy – Polite manners and consideration for all are to be practiced.
- Toys – the school provides adequate play items, please do not send toys with your child.
- Walking feet is required on all walkways.
- Knives (toy or real), guns (toy or real) radios, CD players, Ipods, cell phones, game players, etc. are inappropriate for school and are not permitted.
- Chewing gum is prohibited.
- Honesty and integrity are required.
- Appropriate language must be used at all times. Threatening language is prohibited.
- Physical contact – pushing, shoving, hitting, scratching, biting, inappropriate touching, etc. is prohibited.
- Fighting is prohibited.
- Digging or throwing mulch is prohibited.
- Spitting is prohibited.
- Appropriate use of classroom toys and playground equipment is required.

Most problems are first handled within the classroom between the teacher and child, using redirection, “time-out” methods, and other teacher guidance. Not all offenses warrant the same discipline. Lesser offenses often receive a verbal warning. Continual offenses may require a conference between parents and the teacher. Hitting of school personnel will result in an immediate call to the parent to pick-up the child. If a behavior continues after all recourses of action have been tried the parent will be called to pick-up the child for the remainder of the class day. After all of these strategies have been used and the child still continues the same behavior the child could be dismissed from the program.

Religion

First United Methodist School & Child Care Center is a Christian school and children participate in Bible lessons daily and attend Chapel once a week. Prayer time is also part of the daily routine. Enrolling your child in our program indicates that you accept your child participating in all the aforementioned practices.

FUMS Parent/Student Policies Handbook

Parents are required to read the First United Methodist School & Child Care Center Parent/Student Policies Handbook and to abide by all policies stated therein. The above stated attendance policy supersedes any policy within the handbook.