

Methodist Preschool Student Attendance Policy

Methodist Preschool believes that children are a gift from God, created uniquely and individually, and we treasure our time with them. Our program and class schedules are packed with activities specifically planned for your child. Our purpose is to foster social, emotional, cognitive, physical, and spiritual growth in a loving, nurturing, clean, and safe environment. It is important that children attend regularly and arrive on time for their enjoyment, physical development, and learning potential. This policy details the admission and attendance procedures and requirements for both Methodist Preschool and its families.

Admission and Enrollment

Methodist Preschool enrolls children from 6 weeks to 5 years of age regardless of race, religion, gender, or financial status. The preschool program may also enroll children with disabilities provided that the child's assistance does not extend beyond the qualifications of, or exceed the resources available to, the staff. Services provided to children with disabilities are at the discretion of the Methodist Preschool Director. Methodist Preschool reserves the right to refuse or discontinue services to any child at any time for any reason.

Upon submission of the online enrollment form, parents/guardians will be required to complete the enrollment process to secure the child's spot on the class roster. Admittance into the Methodist Preschool program is confirmed by email dictating the following procedure:

1. Set up an account through Procure. Methodist Preschool (through Procure) will send an email with a code to join the Methodist Preschool's group. Once the account is set up, a PIN is assigned so that the child may be signed in/out daily on the tablets outside the classrooms.
2. Submit the registration fee by cash, check, or online payment through the student Procure account. After the registration fee payment has been confirmed, the child will be added to the roster in his/her class.
3. Submit the required documents. Parents/Guardians must provide Methodist Preschool with the child's most current immunization record and a Physician's Healthcare Statement. If the child has any severe allergies, asthma, medical equipment, or special feeding instructions, a physician's letter and/or action plan must be submitted as well.
4. Once the registration fee has been collected, all required documents have been submitted, and a Procure account is in place, the enrollment process will be complete.

Parents/Guardians will have access to their child's online enrollment profile on Procure and must update any changes as well as submit updated immunization records or medical instructions. Failure to complete the enrollment procedures, provide the documentation listed above, or maintain updated information may prevent a child from receiving services or could result in the removal of the child from the program.

Program Orientation

Methodist Preschool offers 2 day, 3 day, and 5 day preschool programs with classes beginning at 8:30am and dismissing at 2:15pm. Early morning and after school programs are offered to extend the school's total operating hours from 7:00am - 5:30pm. The preschool loosely follows Comal ISD's academic calendar, and it is closed on the same winter, spring, and summer breaks, and on a few of the same holidays.

Parents/Guardians will be contacted immediately should the preschool close for any emergency, such as severe weather or loss of utilities, that would severely disrupt student care and services.

Class placement is based on the child's age as documented on or before September 1st of the upcoming school year. If we feel that a child will benefit from a different class-age group, we will assess his or her abilities, inform the parent/guardian of our decision, and obtain approval for the placement. The following classes are offered at Methodist Preschool:

<u>Student age:</u>	<u>Program class:</u>
0 months – walking or 12 months	Infants
12 months & walking – 23 months	Toddlers
2 years	Preschool 2's
3 years	Preschool 3's
4 years	Pre-Kindergarten
5 years*	Pre-Kindergarten/Kindergarten

*Students who are age-eligible for Kindergarten, but may benefit from an additional year in Pre-K, or students who wish to enroll in our kindergarten program.

The Methodist Preschool program offers a theme-based curriculum that provides students with hands-on lessons, allows exploration and play, improves vocabulary through inquiry and discussion, develops problem solving skills, and enables the application of their learning to real world experiences. Our curriculum aligns with the local school district's academic scope & sequence, Texas's Head Start programs, and TEA's pre-K guidelines, and the exit guidelines exceed the requirements of school readiness recommended for kindergarten. Each classroom is designed to meet the needs, and encourage the growth, of each individual child. The goal for each classroom is as follows:

Infants/Toddlers – Children will become accustomed to routines in an academic and social setting that will encourage the growth of their physical, mental, emotional, social, and spiritual selves.

Preschool 2's – Students enrolled in these classes will participate in a pre-academic schedule that includes play-based instruction and student-focused exploration. This class is designed to prepare young children for group-centered activities.

Preschool 3's – Students will build academic-readiness skills that are age-appropriate, play-based, and student-centered. Teachers will foster physical, mental, emotional, social, and spiritual growth by providing whole-class and individual students lessons.

Pre-Kindergarten – This class allows students to learn through play, whole body instruction, and hands-on experiences. Children will participate in classroom mentorship opportunities, incorporate problem-solving strategies, and apply learned concepts to the real world around them. This class is designed to prepare children for Kindergarten and complies with TEA's Pre-Kindergarten Guidelines.

Kindergarten – This is an inclusive, private kindergarten program that provides students with the necessary academic skills required to be successful in an elementary school setting. Curriculum is aligned to the Kindergarten TEKS (Texas Essential Knowledge and Skills) set forth by the Texas Education Agency. Students will participate in individual student/teacher instruction, whole group instruction, and teacher-guided/student-led instruction.

Arrival and Departure

Methodist Preschool is located in the back of the main church building at Canyon Lake United Methodist Church. The purple doors are used as the preschool entrance. A staff member will greet the children and admit them in through these doors. Each child must arrive and leave the classroom in the presence of a teacher. The child must be signed in and out every day he/she is enrolled. Failure to sign in/out will result in a fee billed to the student account. Children may only be released to the parent/guardian or to an authorized person listed on the student's enrollment form. If the child is to be picked up by anyone other than a designated person on the enrollment form, the director is to be notified prior to dismissal. Upon arrival for pick up, this person will be required to show identification by means of TDL# or photo I.D. The procedure for arrival for our various programs are as follows:

- Morning Care - Early morning care is available beginning at 7:00am. The child must be taken to the early care room and be signed in using the classroom tablet. Additional charges for early morning care may be applied subject to the student's enrollment plan. Note that the classroom conducting the early care program may not be the child's daily classroom and/or teacher. At 8:05am all children will be taken to their regular classrooms to begin the preschool day.
- Preschool - The preschool day begins promptly at 8:30am. Students may begin arriving at 8:15am in their classrooms. All children must be present and signed in on the classroom tablets by 8:30am. Dismissal for the preschool day is at 2:15pm. Students must be picked up no later than 2:30pm to avoid additional charges to their account.
- After School - An after school care program begins at 2:30pm. Students still in attendance at 2:30pm will participate in the various activities provided by the preschool staff, and will be charged accordingly. Note that the activities change daily and may not be conducted in the same room or space every day. Students may be picked up any time, but must be signed out no later than 5:30pm. A late pick up fee of \$5 per minute will be assessed if a student is picked up after 5:30pm.

Roles and Responsibilities

Preschool

Methodist Preschool will deliver excellence in early childhood education by providing a high quality curriculum and environment, promoting Christian values, and preparing the whole child for a lifetime of learning. The preschool program will foster social, emotional, cognitive, physical, and spiritual growth in a loving, nurturing, clean, and safe environment. Our teachers will work one-on-one with every child in our classrooms every day. The preschool will staff teachers who are certified early childhood educators and highly qualified early childhood instructors who have a genuine commitment to, and extensive knowledge of, quality early childhood education. All staff members will participate in training throughout the year to stay updated on the latest child development research, early childhood education methods, child safety practices, and classroom management techniques. The preschool will maintain continuity of care by assigning one lead teacher to each classroom during the preschool day and providing a method of communication between teachers of morning care and after school programs.

Classroom teachers will offer a variety of age appropriate activities that will meet and challenge the individual abilities of the students. Student progress will be documented and parents/guardians will be given copies of any assessments and reports associated with their child. Supplementary learning may also be implemented to assist in engaging parent and child in active learning outside the classroom and help apply the skills learned in preschool to the world around them. Methodist Preschool teachers will encourage parents/guardians to participate in preschool related activities, and they will provide materials and resources that are relevant to each child's physical and academic growth and development.

Parent

Regular preschool attendance and punctuality are essential to a child's whole development. Children excel when they have predictable schedules and consistent care. In addition, the preschool must uphold state mandated child-caregiver ratios and adhere to strict operational policies and financial budgets. For these reasons, all children are required to be present in class by 8:30am. Late drop off fees will be assessed for consistent tardiness. If a child will be absent or late due to a scheduled appointment or sudden illness, the parent/guardian must notify the director as soon as possible. Children will also be expected to attend according to their enrollment agreement. Attending on days that the child is not enrolled will result in additional charges. Additional attendance days or make up days must be pre-approved by the director. Methodist Preschool parents/guardians will be highly encouraged to participate in their child's academic growth and development while they are enrolled in the program. Extra-curricular activities or supplemental materials provided to families enhance the learning and development of the child by creating a connection between the people most important to the child and the environment responsible for their care. Preschool family events, volunteer opportunities, and student/teacher conferences are offered frequently and parents/guardians are requested to attend.

This policy serves to inform and guide our attending families to help us provide the best early childhood educational environment for the children in our care. Methodist Preschool thanks our families for their support of our program.