

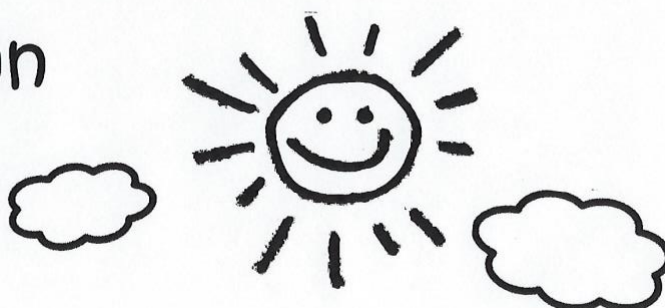
PARENT HANDBOOK
2020-21

Middletown

United

Methodist

Preschool



11902 Old Shelbyville Road
Louisville, KY 40243
502-245-8830

Website: www.middletownumc.org/preschool

Email address: preschool@middletownumc.org

**MIDDLETOWN UNITED METHODIST PRESCHOOL
2020-21 CALENDAR**

August 20	Parent Orientation Zoom meetings with each class
August 20	Student welcome videos will be sent
August 21	Student Visitation Drive-thru meet teachers and get book bags
August 24	First Day of School
September 7	No School - Labor Day Holiday
October 5-6	No School for Children – Parent/Teacher Conferences
October 29-30	Halloween Class Parties – check your child’s calendar
November 23-27	No School - Thanksgiving Holiday
December 17-18	Christmas Class Parties – check your child’s calendar
December 21-31	No School - Christmas Vacation
January 1	No School - Christmas Vacation
January 18	No School – Martin Luther King, Jr. Day
February 11-12	No School for Children – Parent/Teacher Conferences
March 24-25	Easter Class Parties – check your child’s calendar
March 26-31	No School – Spring Break
April 1-2	No School – Spring Break
April 30	No School – Oaks Day Holiday
May 10-13	End of Year Class Parties – check your child’s calendar

*Please note the dates above are subject to change. Sometimes circumstances are out of our control. We will let you know of any date changes when/if they occur. ***As of now, days missed will not be made up or added to the end of the school year.***

MIDDLETOWN UNITED METHODIST PRESCHOOL

"WE INVITE, WE NURTURE, WE SEND"

PHILOSOPHY

As a Christian Preschool, we greet each child with love and concern. We treat each student as a unique child of God. Our goal is to give your child the best Christian education possible and to help them become successful spiritually, socially, emotionally and academically. We hope this environment will build feelings of self-worth and self-confidence and that these attitudes will serve our children all of their lives. For a child, preschool should be a happy transition between home and school. An exciting world is opening with new friends, experiences and challenges.

Non-Discrimination - Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

HOURS OF OPERATION

The telephone number for preschool is 245-8830. The Director/office staff will take calls between 8:00 am and 4:00 pm. If they are unavailable to answer the phone, the phone will be answered by an answering machine. Please leave a message and we will return your call as soon as possible. If there is an emergency and you reach our answering machine, please call the church office at 245-8839 and they will notify us.

MIDDLETOWN UNITED METHODIST PRESCHOOL STAFF

- Kristen Clark, Director
- Marsha Belk
- Cindy Breit
- Rhonda Breunig
- Megan Bryant
- Lisa Cattano
- Kay Chaney
- Kim Jackson
- Susan Johnsson
- Sande Kahne
- Cathy Kessler
- Becky Owen
- Angie Passamonte
- Teresa Schifferdecker
- Theresa Stoess

I. PRESCHOOL POLICIES

Parents should be aware of the following MUMP policies.

- Children must be the age of the class they are registered for by August 1st.
- Parent/guardian must present an up-to-date immunization certificate by the first day of school.
- 3, 4, and 5 year-olds must be daytime toilet trained by the beginning of the school year.
- 4 and 5 year-olds must be able to take care of their bathroom needs which includes wiping themselves. In the event of a bathroom accident, the teacher will verbally assist the child when cleaning himself/herself and changing clothes.
- 2 year-olds do not need to be day time toilet trained.
- Pick-up times – morning pick-up begins at 11:45am and afternoon pick-up begins at 3:30pm. Please be on time. There will be a \$1.00 charge for every minute you are late picking up your child when carpool is over.
- Tuition is always due the first of the month and is always paid one month in advance. So October's tuition will be due on September 1st, November's tuition will be due on October 1st and so on. If tuition is not received by the 1st of the month, then it will be considered late and a \$10.00 fee will be charged to your account. Tuition can be paid either by check or by signing up for our auto pay program (ACH).
- If preschool is closed for extended periods of time due to the Covid-19 pandemic, you are still responsible to pay half of the monthly tuition each month. We will continue meeting with your child on their regular class days via Zoom video, sending video links, sending videos for our music classes (hosted by our music teachers), sending videos of our chapel classes, or story times. Class work will be sent out via email for you to print out. There is an option to pick up hard copies if you do not have access to a printer.
- MUMP reserves the right to deny or terminate enrollment for any student it believes has been misplaced. Determination of misplacement will be made on a case by case basis, keeping in mind the welfare of the child, the student body, and the staff. Misplacement is understood to include a variety of situations among which are behavior inconsistent with and disruptive of the school environment and special educational needs of the child that MUMP feels cannot be met appropriately by the school and the staff.

MUMP IS LICENSED BY THE STATE OF KENTUCKY AND THEREFORE MUST FOLLOW THE REGULATIONS SET IN PLACE BY THE STATE. DUE TO THE CURRENT COVID-19 PANDEMIC, THE FOLLOWING EMERGENCY REGULATIONS ARE NOW OUR CURRENT POLICIES. THESE WILL REMAIN IN EFFECT UNTIL WE RECEIVE FURTHER NOTICE FROM THE STATE OF KENTUCKY.

PRESCHOOL FACILITY

- Due to the safety of the preschool staff and the children, parents/guardians will not be allowed in the preschool facility.

CARPOOL

- Every child's temperature will be taken before they are allowed into the Preschool. Preschool staff will walk up to each vehicle before carpool drop-off begins to take each child's temperature using a touchless thermometer. Temperatures will be recorded daily.
 - Any child displaying a temperature of 100 degrees or higher will not be allowed to come to school that day. They will not be allowed back until they are fever free for a full 48 hours. We also have the right to refuse a child who appears ill.

- If you miss drop-off, you will need to enter the building through the side entrance. **All adults MUST wear a face mask while in the building.** Once in the building, please use the steps to the right, next to the Connection Center, to get to the foyer outside of the preschool. Ring the bell and a staff person will meet you in the hallway to take your child's temperature before they can enter the preschool.
- While in the building, please exercise social distancing of no less than 6 feet.

CLASSROOMS

- Each class will have a maximum of 10 children per class. Each class will stay together with those same 10 children throughout the day. They will not be interacting with other classes.
 - There may be a need for us to use temporary walls in some of our larger classrooms in order for us to comply with the maximum group size of 10 children.
- Children will not need to wear face masks.
- Preschool staff will wear a face mask or face shield.
 - Exception - Unless doing so would represent a serious risk to their health or safety and they are able to present a medical statement saying this.
- Cleaning and sanitizing of each classroom, toys, equipment, bathrooms, doorknobs, etc... will be done throughout the day.
- Handwashing will be done throughout the day. The use of hand sanitizer will be available throughout the day with the supervision of staff.

PARTIES/PROGRAMS

- Childcare providers may not hold family wide events, including class parties and/or programs where family members attend. All class parties for holidays will be held with the teacher and the children in their classroom.

FIELD TRIPS

- Field trips are not permitted during this time.

EXTENDED DAY OPTIONS

- Our Extended Day options (STEAM and Gymnastics) offered to children in our 3, 4 and JrK classes are on hold for now.

COVID-19

- In the case of a child or staff member testing positive for Covid-19, the Health Department will be contacted immediately. The Health Department will contact the "tracers" and provide guidance as to what the next course of action will be. Parents/guardians will be notified.
- Before returning to school, you must have a note from your doctor which includes information from the "tracer" as to when you are allowed to return. You must also have a negative Covid-19 test before you can return.
- If a family member living in your home or if you have been in contact with someone who has tested positive for Covid-19, you must quarantine for 14 days before being allowed back into the preschool.
- Travel Advisory Policy - Due to the current Covid-19 pandemic and recommendations from the governor regarding the travel advisory, if your family and child (ren) have traveled to

any of the states that are listed as a hot spot for Covid-19 positive test results, we have the right to ask you to self-quarantine for 14 days. That means that your child would not be allowed back into the preschool for 14 days. We will continue to monitor the travel advisory situation.

II. HEALTH AND SAFETY OF YOUR CHILD

- We must have a current Kentucky Immunization Certificate on file from your child's physician by the first day of school.
- Before your child is allowed into the preschool each day, their temperature will be taken. Any child displaying a temperature of 100 degrees or higher will not be allowed to come to school that day. They will not be allowed back until they are fever free for a full 48 hours. We also have the right to refuse a child who appears ill.
- If you notice your child displaying any of the symptoms below, please do not send them to school:
 - Acute cold, coughing, sneezing, and/or runny nose
 - Sore throat or earache
 - Swollen glands
 - Red and discharging eyes
 - Skin eruptions or rashes
 - Nausea, diarrhea, or vomiting
 - Sign of listlessness, weakness, drowsiness, flushed skin, chills, headache, or if your child is generally not himself/herself
 - If they develop any vaccine preventable disease
- You will be called and asked to come and pick-up your child if they exhibit any of the above symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive. Parents/guardians have 45 minutes to pick up their child once you have been notified.
- **It is important to remember that your child may not return to school until they have been fever free, diarrhea free and/or vomit free for a full 48 hours regardless of the illness.**

MEDICATIONS

- A medication permission form must be filled out in order for medication to be given at preschool. Medications should never be left in the child's book bag.

PRESCRIPTION MEDICATION

1. The medication **MUST** have the pharmacy label or a doctor's prescription directly attached to the original packaging.
2. The label **MUST** include the following:
 - a. Name of child
 - b. Name of medication
 - c. Dosage
 - d. Purpose of medication
 - e. Doctor's name/phone#

NON-PRESCRIPTION MEDICATION

1. A signed order from the doctor **MUST** be attached to the original packaging of the medication.
2. The following information **MUST** be included on the signed doctor's order:
 - a. Name of child
 - b. Name of medication
 - c. Dosage
 - d. Purpose of medication
 - e. Doctor's name/phone#

DISCIPLINE

The staff at MUMP uses positive guidance techniques. No physical discipline or methods which are emotionally shaming or hurtful are used. Discipline issues are used as opportunities to teach children in a proactive way. We will work together in partnership with parents to address any behaviors that cannot be managed at school. There are times when we will work together with parents and professionals (with parent's permission if needed) confidentially to develop individual plans to address those behaviors.

Bullying at preschool age is most defined as intentionally repeated hurtful acts, words, or other inappropriate behavior. We need your help in reinforcing the following classroom rules to help your child make a successful adjustment to school:

1. We do not allow hitting, kicking, pinching, pushing, or biting.
2. Retribution is discouraged. In other words - no hitting back, use your words instead.

*We will take immediate action to stop any inappropriate or dangerous behavior and will contact the parents if necessary.

ACCIDENTS/ INJURIES

If a child is hurt while at preschool, the teacher will fill out an Accident Form. The Accident Form will be sent home to the parent/guardian to sign and return. In case of a severe accidental injury, we will make an immediate attempt to contact a parent or guardian. If warranted, we will call 911. Please make sure to inform us of any changes in your phone number or the names of phone numbers of the emergency contacts listed on your child's forms.

CHILD ABUSE

In Kentucky, ANY person who knows or has "reasonable cause" to believe that a child is a victim of child abuse or neglect has a duty to make a report to the Child Abuse Reporting Hotline (1-800-752-6200) of the Cabinet for Health and Family Services (CHFS), local law enforcement or Kentucky State Police, the County or Commonwealth Attorneys' Office. The report can be made by telephone or in writing. "Reasonable cause" means that the evidence available to that person, if presented to other individuals of similar background and training, would make those individuals think that the child was abused or neglected. If it appears a child may be a victim of child abuse or neglect, it is the responsibility of the staff to make a report.

SECURITY CAMERAS

To ensure the safety and security of all children, staff, parents, and visitors, Middletown United Methodist Church, Middletown United Methodist Preschool, and Middletown United Methodist Child Development Center are equipped with a 24-hour surveillance system.

Security cameras are installed in all classrooms in the children and youth wings, hallways,

outdoor play areas, gymnasium, Connection Center, parking lot, as well as other public areas within the buildings, and may conduct video surveillance of any portion of its premises at any time. Video/security cameras are positioned in appropriate places within and around our facility in order to help promote the safety and security of people and property. No cameras are located in areas such as bathrooms or dressing areas.

These cameras are for security purposes only. Footage will not be used for reasons other than investigative (did what was reported actually happen here), prosecutorial (positive identification of an offender), personal protection (proof that you did not do what you have been wrongly accused of), and deterrence (possible offender is aware of video surveillance and does not come in, or if already in does not act inappropriately).

The cameras in the classrooms can be monitored by the respective Directors and Children's Pastor. The footage from the classroom cameras are not recorded to the cloud, but a locally accessible hard drive to prevent hacking. These cameras are not available for parents to watch their children's classroom. Once again, they are for security purposes only.

Our main concern is always the daily safety and security of those here at Middletown United Methodist Church, Middletown United Methodist Preschool, and Middletown United Methodist Child Development Center.

SAFETY DRILLS

Fire drills and tornado drills will be practiced monthly with the children. Earthquake drills will be practiced quarterly.

III. EMERGENCY/DISASTER EVACUATION PLAN

The staff has been trained to handle emergencies in a calm and efficient manner. In the event of any emergency/disaster, there are three types of evacuations we will consider depending on the type of emergency:

1. Sheltering in place: remain in classroom
2. On-site evacuation: basement of Sanctuary, Connection Center, Gymnasium, or outside (north of the playground or soccer field)
3. Off-site evacuation: 11722 Main Street (245-7889)

We will follow the procedure listed below:

1. Call 911 or the local authorities that we have worked together with in developing this plan to seek immediate assistance
2. Make sure all children and staff are accounted for and safe
3. Director will decide proper area to evacuate, where to relocate and when to return
4. Take emergency files, kit, and equipment to serve this population
5. Director will notify parents by email, telephone, and/or TV/radio
6. Have sign-out forms for parent to complete for reunification
7. Please remember not to call the preschool during this time. Our main focus will be on maintaining the safety and security of the children and not answering the phones

This emergency evacuation plan will be updated every year and shared with staff, parents, and local authorities.

IV. COMMUNICATION WITH OUR PARENTS

- A school newsletter, a classroom newsletter, and a class calendar will be sent out via email before the start of each month. You will want to check the class calendar each day for information about what will be going on in the classroom, whose turn it is to send in snack, and for other important classroom information. Teachers will also send out classroom updates via email.
- All mass communication emails will be sent from me through Constant Contact. Please do not unsubscribe from this email address or you will miss out on important communication from the school.
- Parent/teacher conferences are scheduled twice a year. If at any time throughout the year you would like to have a conference with your child's teacher or the Director, please call the preschool so we can set up a time.
- You can check out our website at www.middletonumc.org/preschool for preschool information.

V. CLOTHING FOR PRESCHOOL

- Please dress your child in comfortable, washable, everyday "play" clothes for school each day.
- For the safety of each child, we prefer that they wear tennis shoes/rubber soled shoes that either velcro or tie. We want to make sure that the children are safely able to participate in all activities by wearing proper foot-wear. No flip-flops please.
- Please do not put belts on your child unless they are able to buckle and unbuckle it on their own.
- It is best if children have pants on that they are able to pull up and down on their own. Sometimes pants with zippers and buttons/snaps are hard for the children.
- Please do not put onesies on children who are potty training. They are not able to unsnap the onesie in time to make it to the potty. It is also preferred that children potty training are in elastic waist pants that they can pull up and down on their own. This is a big self-help skill for the children and they take pride in being able to do it on their own.

VI. BOOK BAGS

- Children are to bring their MUMP book bag to school with them every day.
- There must be a complete change of clothes (shirt, pants, underwear and socks) kept in a zip lock bag in your child's book bag. Please write your child's name on the zip lock bag.
- If your child is in diapers or pull-ups, those must be in your child's book bag each day. Please only send in pull-ups that have the velcro on the sides. Baby wipes are not needed unless your child can only use a certain kind. In that case, you will need to keep those wipes in your child's book bag.
- No items are allowed to be attached to the handles of the book bag.
- Please leave your child's pacifiers, blankets, toys, and stuffed animals at home or in your car. These items are not permitted at school.

VII. CLOSING DUE TO EXTREME WEATHER

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water, etc.) prevent us from opening on time or at all, families will be notified via mass email. ***Always check your emails for updates.***

- If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

VIII. SNACK POLICY

According to state licensing regulations, children must be provided a healthy, nutritious snack which consists of two of the following food groups: fruits, vegetables, milk or fruit juice, protein, and whole or enriched grains/bread. **All snacks must be store bought and in their original package/containers. We are a "peanut/tree nut" free facility. This means food cannot be served if the label reads any of the following:** contains peanuts or tree nut ingredients; may contain traces of peanut/tree nut; made on equipment used in manufacturing or processing nut products; made in a facility that manufactures or processes nuts. Snacks will be sent home if they are not on the approved list.

When it is your child's turn to provide snack for the class, their name will be listed on their monthly calendar.

IN ORDER TO MEET OUR LICENSING REGULATIONS, WHEN IT IS YOUR CHILD'S TURN TO BRING IN SNACK, YOU WILL NEED TO CHOOSE TO SEND IN SNACK FROM EITHER OPTION 1 OR OPTION 2.

OPTION 1 - Your child will need to bring in 2 items from 2 of the different food groups listed below:

WHOLE OR ENRICHED GRAIN

Pretzels (Only brands - Rold Gold, Snyders, Kroger)
Annie's Organic Bunny Snacks
Pirates Booty Corn Puffs
Honey Maid Teddy Grahams – All flavors
Sensible Portions Brand Veggie Straws or Veggie Chips
Cheerios (ONLY Regular, Fruity, Apple Cinnamon, or Frosted)
Honey Maid Graham Crackers
Goldfish Crackers

FRUITS

Raisins (Only brands – Sun Maid, Great Value Seedless, and Kroger Seedless)
Craisins (Only brands – Ocean Spray)
100% Fruit snacks (Only brands - Welch's, Mott's)

DAIRY PRODUCTS

Cheese Cubes/Sticks
String Cheese

OPTION 2 - Your child may bring in only the following snack item because it meets our licensing regulations for both fruits and grains.

Fruits and Grains

Nutri Grain Cereal Bars – All flavors

SPECIAL BIRTHDAY SNACK - For your child's birthday snack, you may send in one item from the list below along with one item from OPTION 1. Please no treat bags.

Oreo Cookies

Keebler Fudge Striped Cookies

Kellogg's Rice Krispy Treats – Original flavor

Kellogg's Pop Tarts (Strawberry)

IX. CLASSES OFFERED

All families must fill out a registration form for each child to attend MUMP. There is a non-refundable registration fee of \$180.00 for the first child, and \$100.00 for each additional child that is due with the registration form. If you are an active Middletown United Methodist Church member, the registration fee is waived for the first child and each additional child is \$100.00. If we are unable to place your child in any of your acceptable choices, your registration fee will be refunded.

If your child is currently enrolled in Middletown United Methodist Child Development Center (Day Care), the registration fee is \$90.00 and there is a 10% discount off of your child's monthly tuition if they attend an afternoon preschool class.

YOUR CHILD MUST BE THE AGE OF THE CLASS THEY ARE REGISTERED FOR BY AUGUST 1, 2020.

All of our teachers have a 4-year college degree.

2-YEAR-OLD MORNING CLASSES

1 Day 2-year olds – Thursday 8:45-11:45am

2 Day 2-year olds – Monday/Friday 8:45-11:45am

MONTHLY TUITION

\$95.00

\$195.00

3-YEAR-OLD MORNING CLASSES

2 Day 3-year olds – Tuesday/Thursday 8:45-11:45am

3 Day 3-year olds – Tuesday/Wednesday/Thursday 8:45-11:45am

5 Day 3-year olds - Monday thru Friday 8:45am – 11:45am

\$195.00

\$240.00

\$305.00

3-YEAR-OLD AFTERNOON CLASSES

2 Day 3-year olds – Tuesday/Thursday 12:30-3:30pm

3 Day 3-year olds – Tuesday/Wednesday/Thursday 12:30-3:30pm

\$195.00

\$240.00

4-YEAR-OLD MORNING CLASSES

3 Day 4-year olds – Monday/Wednesday/Friday 8:45-11:45am

4 Day 4-year olds – Monday/Tuesday/Wednesday/Friday 8:45-11:45am

5 Day 4-year olds - Monday thru Friday 8:45am – 11:45am

\$240.00

\$270.00

\$305.00

4-YEAR-OLD AFTERNOON CLASSES

3 Day 4-year olds – Monday/Wednesday/Friday 12:30-3:30pm

4 Day 4-year olds – Monday/Tuesday/Wednesday/Friday 12:30-3:30pm

\$240.00

\$270.00

5-YEAR-OLD JR.K. MORNING CLASS

5 Day 5-year olds - Jr. K. program - Monday thru Friday 8:45am – 11:45am

\$305.00

*We reserve the right to add, consolidate, or cancel a class based on enrollment.

Child to Staff Ratio

<u>Children</u>	<u>Staff</u>	<u>Maximum Group Size</u>
2-3 year-olds	1 staff per 10 children	max group size of 20 children
3-4 year-olds	1 staff per 12 children	max group size of 24 children
4-5 year-olds	1 staff per 14 children	max group size of 28 children

*We have an assistant and/or a floater that help with every class.

X. ADVERTISEMENTS/PROMOTIONS/INFORMATION

In an effort to keep our parents informed of church programs, neighborhood happenings and elementary school information, materials will be distributed to the students. Distribution of promotional material for charitable causes and events will be handled on a case-by-case basis with relevance to preschool age children and their families being the primary criteria. These materials are to be provided by the promoter so that they may be distributed with the monthly newsletter.

The promotion of businesses is limited to those businesses owned and operated by preschool parents. Preschool parents will be given the opportunity once during the school year to provide the preschool with business cards to be included in the October newsletter. We do not specifically endorse any materials or programs and send them only as a convenience to you.

XI. CHILDREN AND PARENT RIGHTS (pursuant to KRS 199.898)

CHILDREN AND PARENT RIGHTS (pursuant to KRS 199.898)

Rights for children in child-care programs and their parents.

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

(a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;

(b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;

(c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;

(d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a childcare provider. Identifying information regarding children and their families shall remain confidential;

(e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within

the past year; and

(f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

XII. PRESCHOOL CARPOOL PROCEDURE

Each family will be assigned a carpool number and will be given 2 carpool tags (you can request more carpool tags if needed) that will hang from your rear-view mirror. Carpool begins promptly at 8:45am for the morning session and 12:30pm for the afternoon session. Our preschool doors will not open until these times. Teachers need time to prepare their classrooms for the day and are not free to supervise children. Pick-up time is 11:45am for the morning session and 3:30pm for the afternoon session. **It is really hard for children to sit and wait so please make sure you are in line when carpool begins. We pride ourselves in getting the children loaded in a quick and efficient manner. There will be a \$1.00 charge for every minute you are late picking up your child when carpool is over.**

DROP OFF PROCEDURE – You will come down Clarland Drive to the stop sign. Take a left into the parking lot. If you are the first in line, you will drive into the parking lot and then make a U-turn to the left to come up alongside of the gym (your vehicle will be facing Clarland Drive.) You will stop at the corner of the gym building and wait to be waved on by preschool staff. As each additional vehicle turns in the parking lot, you will fill up the rows from left to right facing the back of the parking lot. A staff member will come to your vehicle and take your child's temperature while you are waiting in line.

A staff member will wave you on once carpool begins. You will turn right down the first aisle closest to the gym and proceed to the main front church entrance under the portico. MUMP staff will be at that door to get each child out of their vehicle. All cars behind will stop and wait while these children get out of the car. NO PASSING. Once your child is dropped off, you will exit the parking lot.

PICK-UP PROCEDURE - You will come down Clarland Drive to the stop sign. Take a left into the parking lot. If you are the first in line, you will drive into the parking lot and then make a U-turn to the left to come up alongside of the gym (your vehicle will be facing Clarland Drive.) You will stop at the corner of the gym building and wait to be waved on by preschool staff. As each additional vehicle turns in the parking lot, you will fill up the rows from left to right facing the back of the parking lot.

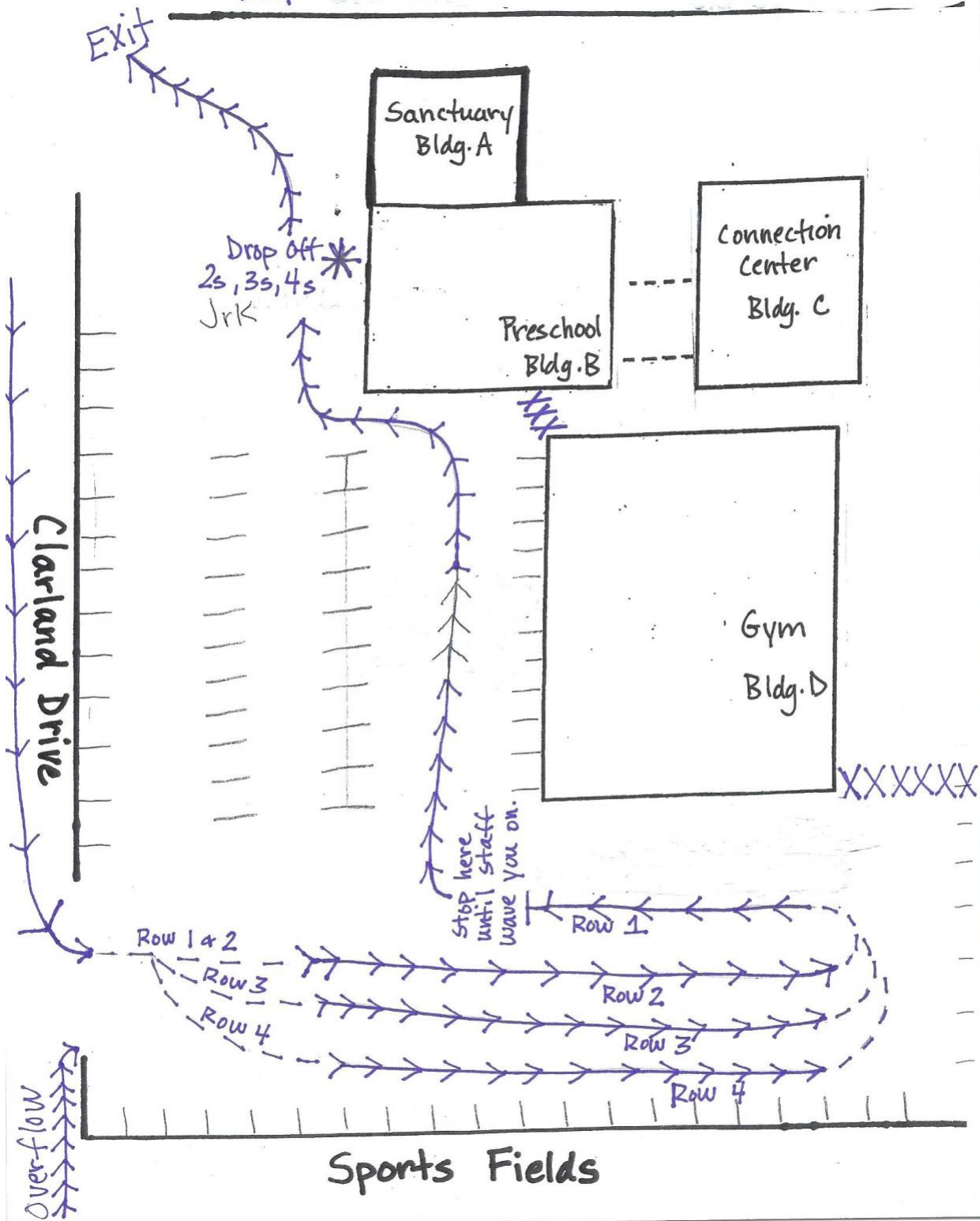
A staff member will wave you on once carpool begins. You will turn right down the first aisle closest to the gym and proceed to the main front church entrance under the portico. MUMP staff will load each child into their car. Please stay in your vehicle. Once your child is in your car, you will make a hard left turn back into the parking lot to find a parking spot to buckle your child. This is to keep the carpool line moving. **PLEASE DRIVE SLOWLY THROUGH THE PARKING LOT AND BE AWARE OF PEOPLE AND VEHICLES AS YOU ARE PULLING/BACKING IN AND OUT OF THE PARKING SPOT. YOU ARE ONLY ALLOWED TO TAKE UP ONE PARKING SPOT TO BUCKLE YOUR CHILD.** You will then exit the parking lot through the same way that you entered.

Some helpful tips to help our carpool go smoothly:

- Carpool is the only option for drop-off and pick-up.
 - If you miss carpool, you will need to park, and come in the side entrance of the building up to the preschool to sign in to pick up/drop off your child. All adults must wear a mask.
- We are a cell phone free zone; meaning that you are not to be on your cell phone while you are dropping off or picking up your child. This is for the safety of our children and our staff.
- When dropping off, your child needs to be on the passenger side, unbuckled and ready to get out.
- Please do not allow your child to hang out of the car windows or out of the sun-roof.

PLEASE MAKE SURE TO REVIEW THE DIAGRAMS ATTACHED.

Drop-off Procedure



★ Pick-Up Procedure ★

