



# Play-N-Share Preschool Parent Handbook

AVON UNITED METHODIST CHURCH

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Avon, IN 46123

317-272-1786 (Play-N-Share Office)

317-272-4068 (AUMC Church Office)

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Welcome to the Play-N-Share Preschool Program  
A ministry of the Avon United Methodist Church

AUMC Pastor

Danny Walker

Director of AUMC Play-N-Share

Julie Narvell

Two-Year-Old Teachers

Elizabeth "Liz" Mach (M-F)

Emily Grady (M/W/F)

Katie Meisner (T/Th)

Three-Year-Old Teachers

Laura Wood (M-F)

Candice Thornburg (M/W/F)

Victoria Goffinett (T/W/Th)

Pre-K Teachers

Kim Gambrall (M-F) 4A

Tracy Mehling (T/Th) 4A

Samantha Tracy (M) 4A

Jennifer MacLaughlin (M/W/F) 4B

Katie Meisner (M/W/F) 4B

Welcome to the Play-N-Share preschool program; a children's ministry of the Avon United Methodist Church (AUMC). The teachers are excited about getting to know your child and providing them with a positive learning environment. We are glad that you chose our program and look forward to getting to know you and your family throughout the upcoming school year.

## Philosophy

At Play-N-Share, we view each child as a special gift from God. Emphasis is placed on learning Christian morals and values. The curriculum is designed to be appropriate to the developmental abilities of each child and is implemented with attention to children's differing needs. Preschool aged children learn and develop best through "doing." It is through active involvement with their environment that they make sense of the world around them. Activities are planned to support this learning process and to address each child's physical, social, emotional, cognitive, and spiritual development.

## Play-N-Share Advisory Board

The Play-N-Share Advisory Board of the Avon United Methodist Church guides preschool. This board handles rules and guidelines for the program and collaborates very closely with the Director. The advisory board oversees the program and acts as a liaison between the church and the program. The board is made up of several church members, church staff, and two parents of children currently attending the program.

## Registration

Play-N-Share is open to all families regardless of race, creed, ethnic, or cultural background. Registration takes place in February and early March for the following school year. Priority enrollment is given to AUMC families, current families, and prior families. An enrollment packet must be filled out for each child enrolled in the program and returned with the non-refundable registration fee to the director.

## Class Information

- All classes meet from 9 a.m. to 1 p.m.
- **2's class** - Monday through Friday (recommended two days per week)
- **3's class** - Monday through Friday (recommended two or three days per week)
- **Pre-K class** - Monday through Friday (two, three or five days per week)
- Play-N-Share follows the Avon School Corporation calendar for breaks, but there are exceptions so please check both school calendars.

Our teacher to child ratios are:

- **2's class** - 2 adult teachers and 9 children (1 to 5)
- **3's class** - 2 adult teachers and 12 children (1 to 6)
- **Pre-K class**- 3 adult teachers and 24 children (1 to 8) or  
2 adult teachers and 14 children (1 to 7)

When the maximum number of children in a class is reached, we will place families on a wait list.

## *Two -Year-Old Class Guidelines*

- Each child should have a **full-size** backpack, lunch box with cold pack, and reusable water bottle all clearly **labeled** with child's name.
- Pack a change of clothes (including socks) in case of accidents. Please remember to replace clothes as the seasons change and as your child grows.
- If child is not potty trained, please supply disposable diapers (no cloth diapers).
- When child is ready to be potty trained, please let your child's teachers know and they will work with you and your child.
- All children must bring a packed lunch box and filled water bottle.
- If your child has a special comfort item, such as a blanket or stuffed animal, you may want to send it to school with them. If needed, the item may comfort them as they adjust to this unfamiliar environment.

## *Three-Year-Old Class and Pre-K Class Guidelines*

- Each child should have a **full-size** backpack and lunch box with cold pack, and reusable water bottle all clearly **labeled** with child's name.

- Pack a full change of clothes (including socks) in case of accidents. Please remember to replace extra clothes as the seasons change and your child grows.
- Children must be **completely** potty trained.
- Please dress children in play clothes - they may get messy.
- All children must bring a packed lunch box and a filled water bottle.

## Tuition

Play-N-Share is a non-profit ministry of the Avon United Methodist Church. The student tuition is used to pay all of the operating expenses and staff salaries.

AUMC Play-N-Share Preschool requires automatic tuition payments. On the 5th day of each month, your monthly tuition payment will automatically transfer from your preferred bank account into the Avon United Methodist Church's bank account.

- Yearly tuition is divided into ten monthly installments and will be withdrawn beginning on August 5 and ending on May 5.
- Tuition payment is not subject to adjustments due to illness, vacation, absences, or weather closings. Tuition must be paid if a child is enrolled.

The cost of tuition is listed below and is divided into 10 monthly payments. Please note, there is a 25% discount for siblings.

- 2 days per week is \$1700 per year; sibling rate is \$1280 per year
- 3 days per week is \$2550 per year; sibling rate is \$1920 per year
- 4 days per week is \$3400 per year; sibling rate is \$2560 per year
- 5 days per week is \$4250 per year; sibling rate is \$3200 per year

If you ever have any questions about your account or payments, please contact the director.

## Immunization Requirements

The Avon United Methodist Church Play-N-Share program requires that a child be fully immunized against vaccine preventable illness unless the child's parent or guardian can produce physician documentation that the child has a medical contra-indication to receiving specific vaccinations.

While AUMC gladly accepts and enjoys children of all faiths and backgrounds, parental/guardian religious or personal beliefs against vaccination do not suffice as reason(s) to waive the immunization requirement.

## Drop-Off/Pick-Up Procedures

### Drop-Off

- Drop off is at Door #1 on the east side of the building beginning at 8:55 a.m. and continuing until 9:20 a.m.
- Join the car line in the parking lot. When it is your turn, have your child unbuckled and ready for the staff to remove them from the car. Do not get out of your car; the staff will take care of your child at this point.
- If you are late, you will need to go to Door #7 on the west side of the building. The office staff will call to have the director escort your child to their classroom.

### Pick-Up

- Pick-up will be at Door #1 beginning at 12:55 p.m. and ending at 1:20 p.m.
- We will provide a color-coded sign with your child's name on it to be shown to the staff as you pull up for pick-up.
- Stay in your car and let the staff put your child in the car. Once they are in the car, please pull forward to safely secure your child in their seat.
- Please pick up your child promptly at the end of the day and no later than 1:20p.m. We do not want to implement a late fee charge for regularly late pick-ups.

Do not block driveways and entrances to the church parking lot while you are in the drop-off/pick-up line.

All the outside doors to the church building are locked except for Door #7 in the administrative wing. In addition, the Play-N-Share classroom hallway is on lockdown while the children are here.

## Release Policy

Children will not be released to anyone without written permission from the parents. The enrollment form has a place to list names of those persons to whom we may release your child. If the person is not listed, a written note and picture ID are required for us to release your child. This is to ensure the safety of your child. If an emergency arises and you cannot provide a written note, please call the director at 317-272-1786 or the church office at 317-272-4068.

## Withdrawal

The director should receive written notice of withdrawal at least two (2) weeks in advance so that we may fill the vacancy promptly. Tuition is payable for this entire period whether your child attends or not.

## Health Guidelines

If your child shows signs of illness during the day, we will call you to come and pick them up. The following are guidelines for knowing when your child should be **kept at home** for routine illnesses.

- Chills
- Earache
- Flushed face
- Headache
- Skin rashes or sores
- Diarrhea
- Vomiting
- Temperature of 100F
- Unusual cough
- Sore throat
- Listlessness
- Inflamed or swollen eyes
- Complaints of pain
- Thick yellow or green discharge

Child has been exposed to a communicable disease.

- If your child should come down with a contagious illness such as Covid-19, flu, pink eye, chicken pox, head lice, or other illness, please contact us so we can use appropriate amped up cleaning for these illnesses.

Child may return to school if:

- Child is fever free for 24 hours and they are acting well.
- Runny nose discharge is clear and/or gone.
- Excessive coughing subsides.
- Red, pink, or watery eyes return to normal.
- No vomiting for 24 hours.
- A physician has determined the cause of a rash and has recommended that the child may return to school.
- Child should feel well enough to play in a group or play outdoors if weather allows.

Covid-19 Protocols:

- If a student or staff member tests positive for Covid-19, they should isolate at home.
- They may return to school if they are fever-free for 24 hours and their symptoms are significantly reduced without medication.

At Play-N-Share, we are committed to the health and safety of all the children under our care. We ask that families please be considerate of other families and keep their children home if they show any of the above symptoms. They may well have picked up the illness at school and sending them back too soon only keeps the illness going.

The staff is not allowed to give children medication unless it is a life-threatening situation. If your child requires an epi-pen or an inhaler, please notify the director and we will set up training for the staff involved with your child.

Please contact the Play-N-Share office (317-272-1786) to report your child's absence.

## Injury

Any child who may get hurt while at Play-N-Share will be taken care of by the supervising teacher and the director. The teacher will always inform the parent when the child is picked up at the end of the day. An accident information form will be filled out whenever there is an injury. A copy of this report will be kept in the office.

## Discipline Policy

Play-N-Share strives to create an environment that is safe and secure and allows for children to develop independence and self confidence in their actions. We hope to provide an atmosphere where children express emotions, explore relationships, and discover the wide world around them.

Children's behavior, both negative and positive, is a sign of growth.

Play-N-Share sets guidelines for the children that avoid strict regimentation. The children will learn that the rules are there for the safety of each child. Our desire is to promote an environment for the children to grow and learn and where everyone is valued and respected for their differences.

When behavior issues do arise, the following steps will be considered:

- We will remain alert to the situation and be aware of potential trouble spots.
- We will redirect an uncooperative child to another activity giving choices whenever possible.
- When redirection isn't working, we may have a child take a break (sitting quietly in the room or going for a walk with a staff member).
- We will intervene to protect a child from himself and from others.
- We will remove a child from the situation when aggressive/uncooperative behaviors continue to disrupt the class and other students.
- We will call a parent to pick a child up when they respond inappropriately to the rules on a consistent basis.

In addition:

- We will enable children to try to work out conflicts by encouraging shy children to speak out and outgoing children to use words rather than physical attacks.
- We will try to help children understand each other's actions and explain why it is causing difficulty.
- We will enforce rules in a positive manner. Physical correction is **never** allowed.

Please remember that all minor situations may not call for concern from the teachers, and they may not be expressed unless parent intervention is desired or needed.

## Lunches, Snacks and Birthdays

Every child needs to bring a lunch and a reusable water bottle to school. Please put an icepack in the lunchbox to prevent spoilage. All lunches should be fully prepared and ready for the child to eat. If your child wants a warm lunch, please heat it at home and send it in a thermos. Please include napkins and utensils.

Each day, we supply a snack for the children. If your child has allergies, please provide the staff with a list of safe items that your child may eat.

During the year, parents will have an opportunity to send in a holiday snack. A sign-up sheet from Sign-Up Genius will be sent via e-mail.

For your child's birthday, you may send in a special snack. Please check the class calendar to see when we will be celebrating their special day. If you send in birthday invitations, we will put them in backpacks, but only if everyone is invited. If you have a limited number, please contact their parents privately.

**All snacks must be store bought.**

## Monthly Newsletters, Calendars, and Facebook

Each month, we publish an all-school newsletter and a calendar for each class. Both the newsletters and calendars have valuable information about upcoming events, classroom curriculum, and general Play-N-Share news. Please take the time to read your newsletter and calendar to stay informed on what is happening in your child's class.

We also have a Facebook page for Play-N-Share. For information about upcoming events "like us" at [Avon UMC Play-N-Share Preschool](#) to make sure you receive notifications. In addition, in the fall, we will set up a private Facebook group for current families only. This enables us to share more pictures than we will post on our public page.

## What to Wear

Children should be dressed in clothing and shoes that are comfortable and simple. The children take part in indoor and outdoor activities and should wear proper clothing for these activities. Children **will** get messy. Tennis shoes and shoes with closed backs are encouraged. Flips flops and sandals are uncomfortable on the playground and may be hazardous while walking up and down the stairs and climbing on the play equipment. If weather allows, we will go outdoors; please supply jackets and sweaters. We typically go out to play when the temperature is between 40 and 90 degrees. Always bring an extra change of clothes in your child's backpack in case of accidents.

## Playground

We have a fenced in playground on the north side of our building. When the children are outside, they will always be supervised by two teachers. Each class will use the playground at specified times. The children have rules that they have to follow while outside. We also have an area in the parking lot for children to use ride on toys. This area is sectioned off with safety cones when the children are playing in this area.

## Weather Related Closing

When weather requires a closing or a delay, Play-N-Share follows the Avon Community School Corporation. If Avon Schools are closed, Play-N-Share will be closed. If Avon Schools have a two-hour delay, Play-N-Share will have a two-hour delay. On two-hour delay days, school will start at 11 a.m. and end at 1 p.m.

Our information is posted under "**Avon United Methodist Play-N-Share**" on the school closing pages of Channels 6 (RTV6) and 13 (WTHR).

Play-N-Share does not make up snow days, and there will be no refunds issued.

## Evacuation Plan in Case of Fire

- Teachers calmly line the children up.
- One teacher leads the line, and one teacher stays at the end of the line.
- Teachers will bring the roster with them.
- Lead the children out of the building through the designated exit:
  - o 2's class - Exit through Door #5
  - o 3's class - Exit through Door #5
  - o 4A class - Exit through Door #5
  - o 4B class - Exit through Door #5
- All classes meet in the parking lot of the building directly west of Door #5.
- Teachers check all names on the roster to make sure all the children are with them.
- Once everyone is safely out of the building, and accounted for, all classes continue to the playground (designated safe place in case of fire).
- Stay in designated safe place until further notice.

## Emergency Plan in Case of Tornado Watch or Warning

- Teachers calmly line the children up.
- All classes will proceed to the designated safe place (storage closet) in the northeast side of the sanctuary.
- One teacher leads the line, and one teacher is at the end of the line.
- Teachers will bring the roster with them.
- Stay in designated safe place until further notice.

## Emergency Plan in Case of Intruder or Aggressor

- A staff member will call 911 upon noticing an intruder or aggressor in the building. That individual will also use telephone or cell-phone to alert other staff members.
- The Preschool Teaching staff will use designated lock down protocols - Turn off lights, close blinds and use three measures of locks. Teachers will also barricade doors and wait with children in locked zone 2 or 3.
- If all students cannot be in the 3rd lock down zone, then teachers will remain with students in 2nd lock down zone, out of view.
- In the case of an aggressor at recess, staff will gather children and proceed to the designated safe meeting spot away from the main playground. Parents will be notified of the location to pick-up their students.