

Dear Parents,

As we are getting ready to open school for the 2020-2021 school year, we want to make sure we are all on the same page. While we know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at FUMS are committed to providing a quality program that is safe, biblically based, educational, child friendly, and fun!

While things will seem different with new procedures in place for the safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes due to the FL Phase Two Covid-19 pandemic guidelines. It is unknown when we will enter the next phase, so all changes included in this handbook will remain as the "new normal" until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by ELCEC (Early Learning Coalition of the Emerald Coast). Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook Addendum. They are in place to ensure that First United Methodist School is a safe and enjoyable place for your family.

Partnering with you in passing on the heritage of faith to the next generation,

Denise A Severson  
FUMS Director

## **A. Enrolling Your Child**

Before enrolling any child, parents or guardians must schedule an appointment with the Director for a virtual tour, the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of First United Methodist School and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, as well as a copy of our handbook. All forms will be filled out and sent through email or mailed in.

To start the enrollment process, parents must submit a completed registration form with a \$100.00 non-refundable deposit by using our automated payment system or check. Upon enrollment, it shall be understood that the child will be assigned a starting date and all forms (registration form, shot record, physical, tuition and financial agreement) are to be submitted on the first day of attendance. No child shall be permitted to attend FUMS without these documents submitted by the first day of attendance. The Florida Department of Children and Families strictly mandates that these forms are to be fully completed and submitted to the School office.

In the event of a class being at its full capacity, we will place you on the waiting list. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called when an opening becomes available.

## **B. Nondiscrimination Policy**

Admissions to First United Methodist School shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender. Please see Attachment A for addresses if you wish to file a complaint of discrimination.

### **C. Extra hygiene measures and procedures**

a. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Every sink in our facility has been upgraded to a touch-free sink, soap dispenser, and towel dispenser. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Hands-free dispensers are located throughout our facility.

b. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this FL Phase Two of opening.

c. Mask wearing: Each enrolled student will receive two masks that they will use while here at FUMS. Masks will be kept here in the facility and laundered each day.

d. Social distancing: Each classroom will socially distance from other classrooms to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, if over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag.

### **D. Inclusion Policy**

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to First United Methodist School children by making necessary modifications to meet the child's special needs.

Partnerships: FUMS will work collaboratively with parents and outside service providers to ensure that the needs of the children are met. We will, with the consent of the parents, refer children to outside service providers when we feel, or the parents feel, that a child may require additional support.

## E. Fee and Payment Policy

First United Methodist School enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is automatically deducted on the 1<sup>st</sup> of the month.
2. A \$25.00 per month late fee will be charged when a payment is declined.
3. There will be a \$5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather related closings, holidays (including Thanksgiving, Christmas, snow days, and Spring Break), or **emergency related closings mandated by the state/local government/DHS, like a pandemic.**
5. If you need to terminate your child's enrollment, a written 30 day is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted.)
6. To ensure your child's enrollment, parents must re-register their child(ren) for the following year. This enrollment is usually the 3<sup>rd</sup> week of January each year.

## F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) **will not be admitted** to attend class. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at (850)243-0431 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification from FUMS.

The child will be permitted to return when his/her temperature **is normal for 24 hours without aid of fever reducing medication.** Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to FUMS for 24 hours.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the "Authorization for Administering Medication" form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Office personnel in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

### **G. Personal Belongings**

While in this FL Phase Two of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All students will provide their own masks and laundered daily. Wrap Around Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

### **H. Arrival and Departure Procedures**

Our facility is operational from 8:00am – 5:00pm, Monday through Friday. While operating in this phase, drop off form Morning care begins at 8:50, VPK and kindergarten 8:15, and 3's and Wee school 8:50. **Please only come at your designated drop-off or pick-up time** to keep everyone safe.

#### **Drop off procedures:**

**Wee I and Wee II :** Bring your child into our courtyard area (just inside the first set of doors by the church office). All parents **MUST** wear face covers. Our FUMS check-in staff will do a visual assessment and check the child's temperature. If it is below 100 F, proceeded to your child's classroom door. Parents will not be allowed to enter the classroom.

**Three and older:** If your child is three years old or older, we ask that you pull up to the north entrance parking lot just in front of the School entrance on the north side. All drivers and passengers must wear a face covering during drop-off. This check-in staff take your child temperature taken through the open window. If it is below 100 F, the FUMS runner will take your child to his/her classroom. he/she should wear their own personal mask (to the best of their ability) while getting out of car.

**If you have both a Wee Schooler and older child, please drop of older student first and then proceed to Wee drop off.**

## **Pick up procedures:**

Pick up times will be at 12:00 for preschool. If you see another family being helped, please be patient until it is your turn. Anyone entering the court yard to pick up their child must wear a face covering/mask. All Wee schoolers will be picked up outside of their classroom door. If your child is 3 or older, he/she will be brought out to your car and buckled in. It is the driver's responsibility to assure that children are buckled in properly. Drivers and passengers should wear a face covering/mask until child is secured in the car seat. Children 3 and older will wear face coverings (to the best of their ability) while walking up to the car.

## **I. Visitors**

Visitors will not be permitted at this time.

## **J. Field Trips/Special Events**

There will be no field trips or special events/gathering at this time.

## **K. Parties and Celebrations**

**Birthdays-** If you wish to celebrate your child's birthday at FUMS, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

## **L. Food**

1. **Snack:** Each child classroom will have set rules for morning snacks.
2. **Lunch:** **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable.
3. **Food Allergy:** If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may be completely "nut free."

## **Information for Public, Social, and Community Services**

- **Early Intervention** – Early Steps up to 3 years old and Child Find 3 and older:  
For families who want their child assessed and evaluated for services like (but not limited to) learning disabilities, behavior therapy, occupational therapy, speech therapy, you can contact the School Director
  - Early Steps website link: [EarlyStepsDirectory@flhealth.gov](mailto:EarlyStepsDirectory@flhealth.gov)  
Phone number 1-800-218-0001
  - Child Find Website link for more info: [www.fldlreemeraldcoast.org](http://www.fldlreemeraldcoast.org),  
Phone number (850)469-5423 or 1-888-4459662
  
- **Early Learning Coalition of the Emerald Coast:**
  - For families who are eligible (or to find if you are eligible) for subsidized childcare funding or for other referral services.
  - <http://www.elc-ec.org>  
Phone number (850)833-3627
  
- **Fun 4 Emerald Coast Kids:**  
Families looking for what's happening in our area, Health Resources, Programs and Classes, and other great information. This site has a lot of great information.
  - Website link: [fun4emeraldcoastkids.com](http://fun4emeraldcoastkids.com) also on Facebook.

## **CIVIL RIGHTS COMPLIANCE**

Admissions, the provision of services, and referrals of children shall be made without regard to race, color, religious creed, disability, ancestry, sex, or national origin (including limited English proficiency).

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.