



PARENT HANDBOOK

2026-2027

4178 SR 261
NEWBURGH, IN 47630

812-853-6261

Our Purpose

The Newburgh United Methodist Preschool (NUMPS) program is an outreach ministry for the Newburgh United Methodist Church. It is a child-centered school, which provides opportunities in a happy Christian environment for children to grow intellectually, socially, emotionally, physically and spiritually. Children will experience a warm accepting atmosphere as they interact with adults and other children. Learning experiences will be focused within both play-oriented and teacher-directed situations.

The goals of the Newburgh United Methodist Preschool (NUMPS) are:

- To develop in the child a sense of self-worth and well-being
- To help the child become accustomed to a varied social environment
- To provide concrete play experiences – one in which they can test out their own ideas, solve problems and express their own creativity
- To provide opportunities for open free choices under the teacher's guidance
- To provide a variety of instruction with “hands on” material to promote conceptual thinking
- To develop large and small muscle coordination
- To develop a Christian atmosphere in which to work and play

The Preschool Team

The Newburgh United Methodist Preschool (NUMPS) program is under the administration of the Newburgh United Methodist Preschool Committee. The Preschool Committee meets on a regular basis and acts as a liaison between the Preschool and the other working committees of the Newburgh United Methodist Church.

Members of the Preschool Committee

Melissa Rae – Co-Chair

Kristine Kleinsasser

Lisa Newton – Co-Chair

Janessa Willis

Sandy Minasian - Preschool Director

Danielle Mayes

numpsdirector@gmail.com

Danielle Duncheon

Lisa Hornung – Assistant Director

Jaymi Sorenson

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Jessica Collins

Denee Riley – Communications Assistant

Julie Williams

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NUMPS Staff: numpsdirector@gmail.com

Sandy Minasian: Director

Lisa Hornung: Assistant Director

Denee Riley: Communications Assistant

Kayleigh Gilliam: Young 2's & 3's Teacher

Lee White: Young 2's & 3's Teacher

Mackenzie Shoemaker: Young 2's & 3's Teacher

Christie Murphy: Young 2's & 3's Teacher

Mindy Blanford: 3 Day Older 3's Teacher

Patty Daywalt: 3 Day Older 3's Teacher

Chelsea Lannan: 2 Day Older 3's Teacher

Faith Gross: 2 Day Older 3's and 3 Day Pre-K Teacher

Barbara Grant: 3 Day Pre-K Teacher

Valerie Utley: 3 Day Pre-K Teacher

Lindsey Crow: 5 Day Pre-K Teacher

Lissa Wilkerson: 5 Day Pre-K Teacher

Angel Bush: Extended Enrichment Teacher

How to contact your child's teacher

Your teachers will share contact information at Orientation. You may also connect through the class Facebook pages or contact the preschool office at numpsdirector@gmail.com. Please do not attempt to speak to your child's teacher during arrival and dismissal. During dismissal the staff is responsible for the safety of all the students whether their dismissal duty be an inside or outside duty.

The Preschool Office

The preschool office hours are 8:30 a.m. – 3:00 p.m. Monday – Friday. The preschool telephone number is 812-853-6261. At times it may be necessary to leave a message on the answering machine. A staff member will return your call as soon as possible.

Student Information

Information concerning your child will be released only to the custodial parent or court appointed legal guardian through sealed notes sent home in the school bag, in personal conversation, or through the email address provided to the school by the parent at the time of

registration. As the parent or legal guardian, if you would like to make arrangements for others to receive information concerning your child, including events which may happen during the school day, please provide a note including the person(s) name(s) whom you give NUMPS permission to release information too.

Legal Matters

Legal matters concerning your child will **ONLY** be discussed with the school office. Specific information will be shared with other staff members as considered necessary for the safety and well-being of the student.

Visitors

Ring the bell to the right of Door #1 labeled NUMPS and speak with someone in the office.

School Absences

Help us protect our children by keeping your child home if any of these conditions exist:

- A fever – your child **must be fever free for at least 24 hours prior** to returning to school. This is fever free **without** symptoms or medication
- Heavy nasal congestion – your child should not attend school if they have thick, discolored (green) discharge coming from their nose.
- Frequent, heavy or constant cough
- Vomiting/Diarrhea – **must be symptom free for at least 24 hours** to return to school
- Unexplained rash
- Fussy, cranky or unusual behavior
- Lice – your child must be nit and active lice free to return to school
- Other symptoms which include but are not limited to – red eyes, severe sore throat, headache, abdominal pain, loose stools, impetigo, hand/foot mouth disease, chicken pox, fifth's disease, flu like symptoms.

Please notify the preschool office when your child will not be attending school. 812-853-6261

Please remember that if there is an illness present at NUMPS, then the likelihood is great it is also in other places in our community!

If your child is ill, please inform the office of their symptoms. If your child has a contagious illness, the office may notify the parents of the other children who may have been exposed when your child was at school. The preschool reserves the right to require a doctor's release prior to a child returning to school, if it is in the best interest of your child or the other children in the program. If your child is sent home from NUMPS ill, they may not return for a minimum of 24 hours from the time you are contacted.

Medication

The NUMPS staff is **NOT** permitted under any circumstance to administer over the counter

medication to any child enrolled in the program. The only exception is medication used for life threatening medical conditions including Epi-pens, diabetic medications, etc. In the event your child has a medical condition which may require emergency medication, a supply of any medication needed along with the doctor drafted treatment protocol must be left in the preschool office for the school year. *Medications are not allowed to be left in the student's school bag.*

What to wear to school? *Label coats and bags with First and Last Names*

Think of your child's comfort when selecting clothes for preschool. Simple clothing that is free of complicated fasteners is best. Think of the messy art activities and outdoor play. Select tennis shoes or other sturdy, practical play shoes. No rubber boots, please. We will use our playground as often as weather permits. Make sure to send a jacket or coat even if you do not expect us to be outside.

School Bags

Each student needs to come to school each day with a school bag. School bags are used to send notes and tuition payments to school as well as transporting school work and information home. Please clip any tuition payments or notes to the inside top of the bag. We check your child's bag each time they arrive at school. **PLEASE REMOVE ALL ITEMS FROM YOUR CHILD'S SCHOOL BAG EACH DAY. THIS PREVENTS TUITION CHECKS AND OTHER NOTES FROM BEING LOST OR BURIED UNDER OLD SCHOOL PAPERS. NO TOYS HANGING OFF OF BAGS.**

NUMPS has red canvas bags you may purchase to use for daily school use. **PLEASE DO NOT SEND BACKPACKS. MUST BE A 2 HANDLED STYLE BAG.**

Young 2s & 3s: Please keep a full change of clothes (seasonally appropriate) in your child's bag. If your child is not fully potty trained, diapers/pullups will be needed each day.

Change of Address or Phone Numbers

If your contact information should change during the school year, please be sure to contact the office and update your information with the Director or Assistant Director. This is so important for us to ensure the safety needs of your child. We will pass the information on to the classroom teacher.

Classroom Calendars

Each month a classroom calendar will be posted to the class Facebook page. The calendar will be listing details pertaining to that day's activities at school.

If you do not have Facebook - please make arrangements with the teacher.

Show and Tell - Older 3s & PreK

At the teacher's discretion, on the day your child is to celebrate their birthday with the class

they may be asked to bring a show and tell item to share. This is considered to be a special and important part of your child's time at school

While we understand current fads are often attention getters for young children, we adhere strictly to the school guidelines set not only by Newburgh United Methodist Preschool, but also by Warrick County School Corporation. ***Guns, swords, and other toys which promote extreme physical play and/or violence are not allowed at school especially as show and tell items.***

Snacks

To help families and students prepare for elementary school, we ask **ALL** students bring a **labeled water bottle that doesn't leak, and a small snack size bag of their favorite snack in their school bag each day.** This will help the teachers monitor allergies, as well as help parents have total control over what their children eat at school.

Some Healthy Snack Ideas – Please limit your snack choices to foods low in sugar:

Cheese and Crackers, Fruit Slices, Popcorn – microwave popcorn can NOT be popped at school, Yogurt, Pudding Cups, Muffins, Pretzels, String Cheese, Veggies & Dip

Lunch

Children participating in Extended Day and Extended Enrichment will be eating their lunch with us. **We must have their names written on their lunch box with permanent marker.** Peanut butter is allowed for lunch. We are careful to separate the tables for safety and disinfect after lunch.

Birthday Celebrations

Each child will have the opportunity to celebrate their birthday (or un-birthday) at school. They will be given a special birthday crown. You may provide a special snack on this special day. Birthday Treat Ideas – Cookie Cakes without thick icing, Ice Cream Cups, Brownies, Fruit kabobs, snack mix. Please, **DO NOT BRING CUPCAKES, COOKIE CAKES WITH LOTS OF ICING, OR LOFTHOUSE COOKIES IN FOR BIRTHDAY CELEBRATIONS.** We will be happy to send home party invitations in your child's classmate's bags as long as they include the entire class. Please, no exclusions.

Classroom Parties

Young 2s & 3s

Celebrations will be held for Fall/Halloween, Christmas, Valentine's, and Easter. Parents will have the opportunity to sign up to donate items to help execute these special days.

Older 3s & PreK

Parties will be held for Fall/Halloween and Easter. Parents will have the opportunity to sign up to help plan, organize and execute these special days. Parents will also have the opportunity to sign up to help plan our celebration days for Christmas.

Programs - See Calendar @ a Glance for Dates

Young 2s & 3s

There will be a program for families to attend during the school day at the end of the school year.

Older 3s & PreK

There will be a program for families to attend during the school day for Fall/Halloween and at the end of the school year (Graduation for PreK). PreK will also have a Christmas program.

School Pictures

Young 2s & 3s

Students will have the opportunity to have their individual photos taken in the fall, order forms and a sign up link for a scheduled time will be sent out closer to this time.

Older 3s & PreK

Students will have their individual photos taken in the fall, order forms and dates will be sent home prior to photos being taken. There will also be class photos taken in the spring, order forms and dates will be sent home prior to photos. Ordering is 100% optional.

Allergies

While we strive to keep the classrooms free of products containing nuts (including peanuts), due to the high usage of this building for church activities and by other community groups, this building like any other public building should never be considered 100% nut free.

Medical Emergencies and Accidental Injury

In case of a medical injury or emergency we will attempt to contact you immediately. If we cannot reach you or one of the emergency contacts listed on your child's enrollment form, we will call your child's physician or an ambulance. You must keep the school up to date on home numbers, work numbers, emergency contact information, and other pertinent information. This includes any changes in before and after school care, changes in employment or child's medical condition.

Safety

We value the trust you placed in us when you enrolled your child at NUMPS. For the safety of every child, we follow these practices:

- No child shall ever be left unattended;
- Field trips are well planned and supervised by NUMPS staff. Bus safety is emphasized.
- Fire and Disaster Drills are practiced each year in a non-threatening way to prepare your child for emergencies.
- We will carefully follow all written instructions your doctor provides us concerning food restrictions and allergies for your child.

- The NUMPS Office must have on file a copy of any legal documentation regarding child custody, visitation or protective orders currently in effect. Questions and details concerning any legal documents should be discussed exclusively with the Director. Information will be passed on to the proper staff members on a need to know basis. Parents who do not abide by the child custody, visitation, or protective orders legally in effect for the child may make it necessary for the preschool to ask for the withdrawal of their child in order to protect the other students.
- In the carpool line **children SHOULD NEVER be allowed to hang out of the windows or sunroof.**
- All children must have the hand of an adult when they are in the parking lot and entering/exiting the building.

Arrival Procedures

Young 2s & 3s

Arrival is from 8:45-9:00.

Enter the parking lot using the main entrance, the side of the building where Door # 2 is located. Park in the parking lot outside **Door # 2**, *handicap spots are okay to use*. Please use the cross walk to enter through **Door # 2**. Watch for traffic as the carline will be active for preschool arrival at this time. Once inside the building, turn left and walk down the hall to the check-in counter. The teacher will receive your child and take them to their room.

If you have a preschool student, you may also bring them in at that time. They will wait near the check-in counter in a designated area under adult supervision.

Please do not congregate to visit with others in the building.

You will exit the building and parking lot the same way you entered. Carefully merge into the car line past Door # 1 and out to the highway. **RIGHT HAND TURNS only out of the parking lot.**

Older 3s & PreK

Children should arrive between 8:50-9:00 a.m. or 12:20-12:30 p.m.

ALL students must be dropped off through the carpool line. Enter the parking lot at the entrance closest to the Lloyd Expressway, the car line will wrap around the building. Two lines will need to be formed as the line backs up, we do not want cars left sitting on 261 waiting to turn in. There is a yellow line marked for the second line to begin forming, please alternate merging into one line once the line begins moving.

Please have students on the passenger side and unbuckled while in line before getting to Door # 1. Students will be greeted at **Door # 1** by the NUMPS staff and helped from the vehicle. During arrival times, teachers will be in the classroom doorways to monitor the children in the hallway as well as in the classroom. **RIGHT HAND TURNS only out of the parking lot.**

When entering and exiting the building you MUST hold your child's hand.

Dismissal Procedures

Young 2s & 3s

Begins at 11:15 and ends at 11:30.

Tuesday/Thursday Extended Day students dismissal begins at 2:45 and ends at 3:00.

Enter the parking lot using the main entrance, the side of the building where Door # 2 is located. Park in the parking lot outside **Door # 2**, *handicap spots are okay to use*. Please use the cross walk to enter through **Door # 2**, turn left and walk down the hall to the check-in counter.

You will receive your child at the table and if applicable, your preschool student too.

You will then return through the same doors and use the crosswalk to your vehicle. Watch for traffic as the carline will be active for preschool dismissal at this time.

After you finish buckling your child into their car seat, you will carefully merge into the car line past Door #1 and out to the highway. To keep the line moving and avoid back up, **only RIGHT HAND TURNS will be permitted**. Please plan ahead.

Older 3s & PreK

Dismissal for the **morning session** begins at 11:15 and ends at 11:30. **Dismissal** for the **afternoon session** begins at 2:45 and ends at 3:00. **EVERYONE** will use the carpool line. Please display your car tag from the rearview mirror. A teacher will bring your child to the vehicle. They will be loaded on the passenger side only! **No exceptions**. You may pull into the parking spots to the left if your child needs help getting buckled. To keep the line moving and avoid back up, **RIGHT-HAND TURNS only out of the parking lot**.

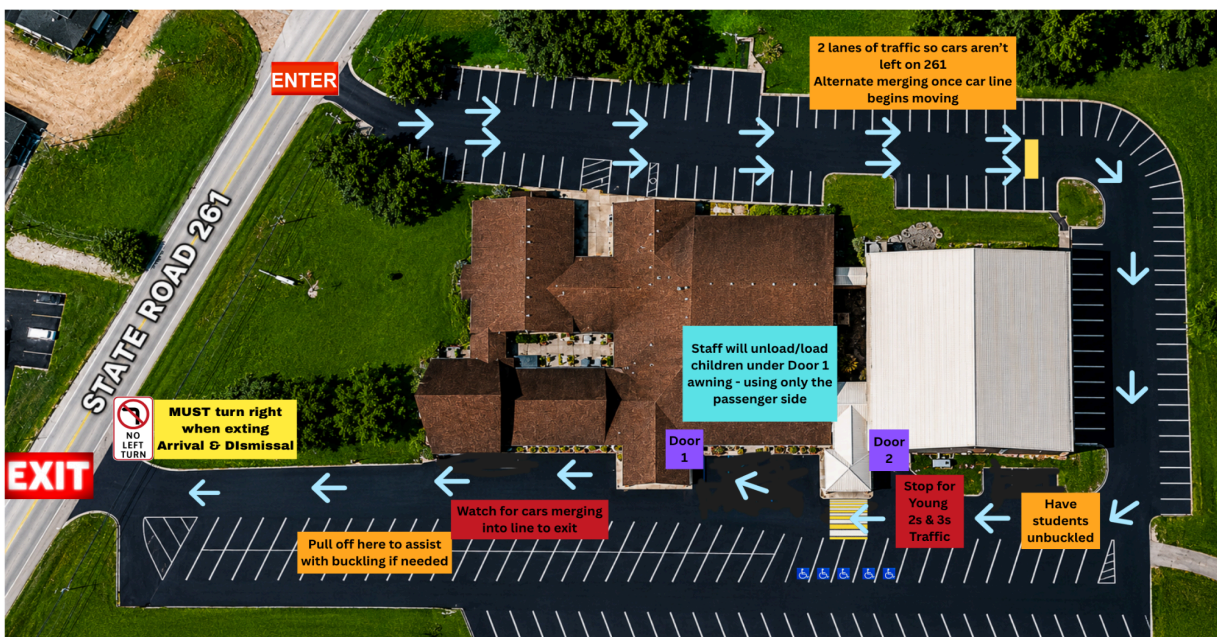
NUMPS Arrival and Dismissal

Young 2s & 3s



NUMPS Arrival and Dismissal

Older 3s & PreK



Early and Late Pick Up

If you need to pick up early, please send a note to the teacher, or email/call the office as soon as possible. When you arrive please park and ring the NUMPS bell at Door #1.

If you arrive after dismissal is completed – 11:30 a.m. or 3:00 p.m., you must park your car and ring the NUMPS bell at Door #1. Due to the short amount of time between sessions and staff duties at the end of the day, prompt pick up is vital. ***There is a late fee of \$1.00 per minute for each minute your child remains at school after the pick-up end time. Late fee notices will be sent the next time your child attends school. Please remember the preschool office phones will not be answered up to 20 minutes prior to dismissal times. If you have an emergency or change in the usual pick-up person, please leave a message.***

Identification

If someone other than the regular pick-up person comes to pick up your child, we reserve the right to ask for identification prior to releasing your child to them. This includes the child's parents if they do not pick up on a regular basis. Please do not take offense to this policy. This is for your child's safety.

Car Seats

Indiana State Law requires: Children between the ages of 4 and 8 are required to sit in booster seats and be restrained by both lap and shoulder belts. Children 3 and under should be restrained in a car seat that meets the requirements of the child's age, height and weight. ***The staff is required to report non-use to the authorities. For the safety of your children, please use the appropriate restraint.***

Weather

On days of poor weather conditions, stay tuned to your local radio and TV stations for information on school closings. Information will be posted to the NUMPS - Newburgh United Methodist Preschool Facebook page as well. Please pay attention to the procedures listed below:

The term NUMPS includes Preschool, Young 2's & 3's and Extended Enrichment.

- If Warrick County Schools are on a ONE hour delay, NUMPS will operate as usual.
- If Warrick County Schools are on a TWO hour delay, NUMPS morning classes, Young 2's & 3's, and all Extended Day & Extended Enrichment will be closed. Afternoon Older 3s & PreK classes will meet as usual. PM classes Arrival Time 12:20-12:30.
- If Warrick County Schools dismiss EARLY, all NUMPS programs will dismiss at the time of Castle High School bus dismissal.
- If Warrick County Schools are CLOSED, all NUMPS programs will be closed as well.

This policy has been put in place and is adhered to in order to protect the safety of all students, teachers and staff of the NUMPS program. Please remember that school delays and closures are determined based on the conditions in Warrick County in its entirety, including rural areas, not just the conditions in the immediate Newburgh area.

If SEVERE weather is in the area, the staff has a procedure to monitor conditions while your child is at school. The staff has been trained on moving students into a safe area in the event of severe weather. Please remember in the event of bad weather there will be no one in the office to answer your calls, we will be caring for your child.

Make Up Days

Each year there are several days placed in the school calendar to be used as make up days in the event of school closings due to inclement weather. There may be exceptions.

Tuition Payment Information

Per the tuition agreement signed with the registration paper work there will be no tuition credit and/or refund due to closures, scheduled or otherwise.

Pricing:

- 75% of the August tuition and the \$75 one-time supply fee will be due at Orientation. To pay online at [NUMPS website](#), prior to Orientation, click on Tuition and find the “Back to School” icon for your child’s specific enrollment.
- Young 2s & 3s: 1 Day a week = \$70/month * 2 Days a week = \$140/month
- Young 2s & 3s Extended Day: 1 Day a week = \$80/month * 2 Days a week = \$160
- 2 Day Older 3s: \$150/month
- 3 Day Older 3s: \$175/month
- 3 Day PreK: \$200/month
- 5 Day PreK: \$250/ month
- Extended Enrichment: 1 Day a week = \$70/month * 2 Days a week = \$140/month * 3 Days a week = \$210/month * 4 Days a week = \$280/month * 5 Days a week = \$350/month
- May tuition will be 50% of the monthly tuition.

Info:

- Due the 1st of each month, late after the 5th.
- Late tuition payments will be charged a \$25.00 late fee.
- Returned payments will be charged a \$25 NSF fee.
- Pay by cash, check, money order, or [NUMPS website](#). Please note that **any processing fees associated with debit or credit card payments will be attached to the payer at the time of payment. Please try to avoid using Amex as that processing fee is higher.**
- An Autopay option will be available on the [NUMPS website](#) for September through April tuition payments. This will be on the website Aug. 25th as an option to start in Sept.

If you choose to enroll in the Autopay option:

- **Autopay will need to be set up within these dates (25th - 5th of each month beginning in September) so payments are on time and do not incur a \$25 late fee.**
- You will be able to make adjustments, or choose to cancel under the My Account tab on the [NUMPS website](#).

- Your receipt will be the email you receive when set up and each time a payment processes. **There will not be reminder emails.**
- **May tuition is 50% of the monthly rate and must be paid separately.** Please make a reminder note.
- If you have questions about paying online or autopayments, please reach out to Denee Riley at numps82@gmail.com.

Receipts: You will only receive a receipt for cash payments. Your payment check is your “receipt”. Online payments will receive an email. Autopayments will receive an email at setup and an email receipt each time the payment has processed.

NUMPS Tax ID: 35-1609914 to be used for your personal tax forms.

Field Trips - Older 3s & PreK

We use bus transportation with 5-point harnesses. All children ride the bus to and from the field trip. Children will need to wear a red shirt on field trip days. NUMPS has red shirts you may purchase.

Parent Volunteers - Older 3s & PreK

Parent volunteers are very important to NUMPS. If you wish to volunteer, please complete the Ways to Help form and return it to school. ***Please make note of the times, donations and areas you have volunteered for, as reminders will not be sent home. You will receive information from the Lead Class Parent, Special Event Coordinator, or the Director when needed.***

Fundraisers

Each year NUMPS will host a variety of fundraisers to raise money that will be used to purchase equipment for the students and preschool. Fundraising monies have been used to purchase playground equipment, gym equipment, classroom games, office technology, etc. We thank you in advance for your help.

Book Clubs

Paper flyers and online links for Scholastic Books will be sent home several times throughout the school year. Scholastic Books offer a wide variety of books, computer games and other learning materials at discounted prices. If you would like to order, please complete the **online order form** using the **school code** provided. Participation is 100% optional. **First and Last Name of student must be included when ordering.**

Missions and Community Service

Based on the purpose of Newburgh United Methodist Preschool, students and their families will be offered several options to participate in programs which will benefit others in the community and worldwide. We stress to all the children that no matter your age or standing in life, you can make a difference to others. Not only is helping a Christian belief, it is also a

wonderful way to teach compassion and the importance of helping. Please remember that these programs are always 100% optional.

Progress Reports

The NUMPS teachers assess their students daily as they navigate the paths of exploration and learning in the classroom and school environment.

Progress Reports will be available. Teachers will contact parents of students they feel need a conference. If you have concerns and are not contacted by the teacher you are encouraged to contact the teacher.

Always know, if you have concerns about your child you are encouraged to communicate with your child's teacher and/or the Director, without delay.

School Wide Rules for Behavior

All the Preschool classrooms will establish these rules for the school year. These are rules students will be asked to follow all through their lives. We ask that you encourage your child to follow these rules. Your support is appreciated.

The teachers will discuss expectations early in the year. The following rules and consequences will be explained thoroughly.

1. Always tell the truth
2. Keep your hands to yourself in the classroom and hallways.
3. Clean up your area when you have completed your work, snack and play.
4. Sit quietly when the teacher or others are speaking.
5. Respect others all the time.
6. Straight, quiet line in the hallway.
7. Do my best when I do my school work.
8. Bathroom conduct – no playing, flush the toilet, wash hands in classroom, do not play with towels/soap.

NUMPS Discipline Guidelines

The Newburgh United Methodist Preschool Committee believes that discipline is a required condition for educating, teaching and learning. This means that students, parents, teachers and staff members must share the responsibility to ensure that discipline pervades the entire school environment. The information found here is a mere general guideline. NUMPS will take specific action in each particular case and in consideration of each set of circumstances.

While positive reinforcement for good student behavior is encouraged and rewarded, consequences will be implemented when students choose to engage in behavior, which is outside the normal developmental limits of social/emotional behaviors. These consequences are in place to ensure the health and safety of the child, other students, teachers and staff of the program. Consequences will be imposed for student misconduct, which occurs during school hours, during or when traveling to and from school sponsored or related activities.

Usually, disciplinary incidents will be supported with written documentation. Below is the exemplary list of consequences, which is not limited to be an all-inclusive list. NUMPS may address any form of misconduct not listed and apply any reasonable consequence in response to such misconduct. All teachers, staff and their designees have the responsibility and authority to implement student disciplinary measures, including consequences. They also have the authority to implement consequences not listed.

Acts of Misconduct may include, but not limited to:

1. Destruction of property
2. Failure to follow classroom rules
3. Inappropriate behavior in classrooms, hallways, playground and restrooms
4. Disruption of learning of others
5. Hitting, biting, spitting or inappropriate gesture or act and/or
6. Physical/Verbal attacks

Consequences may include, but are not limited to:

1. Verbal Warning
2. Loss of privileges
3. Being sent to the Director
4. Time out in the classroom
5. Time out in the Director's office
6. Conference with parent and teacher and /or Director
7. Phoning parents at work or home, and/or
8. Cooperative home/school plan for improved behavior

If the above consequences are not sufficient to change the behavior of the student to a more appropriate level, a referral may be made to the child's home school corporation for an evaluation by the special education staff. Should the misconduct continue despite the consequences the child may be asked to leave the program and/or not be allowed to re-enroll for the next school year. The consequences implemented may or may not be progressive, and a student may be immediately and permanently removed in certain cases. Decisions made regarding removal of a student from the program may be reviewed by the Preschool Committee.

We look forward to welcoming you to the NUMPS Family!