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# PARENT HANDBOOK

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Young 2's & 3's

**2024-2025**

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 members of the Newburgh United Methodist Church.**

### **Members of the Preschool Committee**

**Jamie Mull – Co-Chair**

**Debbie Feagley – Co-Chair**

**Melissa Rae – Reserve Co-Chair**

Sandy Minasian - Preschool Director –  
[numpsdirector@gmail.com](mailto:numpsdirector@gmail.com)

Lisa Hornung – Assistant Director –  
[lhornungnumps@gmail.com](mailto:lhornungnumps@gmail.com)

Denee Riley – Communications Assistant -  
[denee.riley1128@gmail.com](mailto:denee.riley1128@gmail.com)

Rachel Begle

Kara Sergesketter

Emily Milligan

Chelsea Lannan

Kim Fisher

Brittany Redman

Rachel Bender

Larren Maloney

Mackenzie Shoemaker

Amanda Kapp

Elizabeth Eads

## **NUMPS Staff**

Updated July 2024

# **numpsdirector@gmail.com**

Sandy Minasian: Director

Lisa Hornung: Assistant Director

Mindy Blanford: Older 3 Day 3's Teacher

Angel Bush: Extended Enrichment Teacher

Lindsey Crow: 5 Day Pre-K Teacher

Patty Daywalt: Older 3 Day 3's Teacher

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

**Julia Gorman: Young 2's & 3's Assistant Teacher**

Barbara Grant: 2 Day Older 3's and 3 Day Pre-K Teacher

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

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

Valerie Utley: 3 Day Pre-K Teacher

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

Lissa Wilkerson: 5 Day Pre-K Teacher

## **How to contact your child's teacher**

Mrs. Gilliam may be contacted by using the NUMPS email address listed above or directly at [kayleighgilliam11@gmail.com](mailto:kayleighgilliam11@gmail.com). Also connect through the NUMPS-Newburgh United Methodist Preschool Facebook page and the Young 2's & 3's class page.

## **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 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.**

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!

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 72 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 72 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.** Please indicate if your child will be absent for a personal reason or due to illness. If your child is ill, please inform the office of their symptoms. If your child has a contagious illness, the office will

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.

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!

### **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 all coats and bags with your child's first and last name.**

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 when you dress your child for school. 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 always send a jacket or coat even if you do not expect us to be outside. **Remember in case of an emergency your child will need a coat. You do not want your child standing outside without a coat if we would have to leave the building in the event of an emergency.**

### **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 sent home with each student. The calendar will be listing details pertaining to that day's activities at school.

One calendar will be sent home per student, unless other accommodations have been made.

### **Snacks**

NUMPS will provide a snack for Young 2's & 3's students.

### **Drinks**

Students will be offered water each day during snack, so there is no need to send in any additional drink. **Please remember to send a labeled sippy cup, each day.**

### **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, Ice Cream Cups, Brownies, Fruit kabobs, snack mix. Please, **DO NOT BRING CUPCAKES 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.

### **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.*

**For reporting of illness or any other needs please call, 812-853-6261, the NUMPS Office.**

### **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 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;
- 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.

- 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.

Upon arrival, park in the parking lot outside **Door # 2**, *handicap spots are okay to use* (see diagram). You will enter through **Door # 2**, turn left and walk down the hall. Before you get to the room you will be greeted at a check-in counter.

Once checked in a teacher will receive your child and their bag 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. We need to social distance.

## **Dismissal Procedures**

### **Young 2s & 3s**

Begins at 11:20 and ends at 11:30.

Upon arrival, park in the parking lot outside **Door # 2**. (see diagram). All entrances are numbered.

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

Enter through **Door # 2**, turn left and walk down the hall. Before you get to the room you will be greeted at 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 and out to the highway. To keep the line moving and avoid back up, **only RIGHT HAND TURNS will be permitted**. Please plan ahead.

## **Early and Late Pick Up**

If you need to pick up early from preschool, please send a note to the teacher, email or call the office as soon as possible. We will have your student ready to be dismissed when you arrive at the door and ring the office.

Due to the short amount of time between sessions and staff duties, 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.*** They are due the following time your child attends school. **The Preschool reserves the right to withdraw a child after 3 late pick-ups during any one semester. Please remember the preschool office phones will not be answered up to 20 minutes prior to dismissal. 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 of this policy. This is for your child's safety.

### **Car Seats**

Indiana State Law requires: Children between the ages of 4 and 7 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. Please pay attention to the procedure listed below:

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

- 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 Care will be closed. Afternoon preschool classes will meet as usual.
- 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 late starts, early dismissals and school closings due to inclement weather. There may be exceptions.

### **Tuition: \$20 per day**

- Due by the 5<sup>th</sup> of each month for the month.
  - 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, Pay Pal app or website.
- OR
- On the NUMPS.org website Tuition tab.
- \*Please see attached payment instructions.
- Days cannot be traded for other days.
  - Review each month's calendar to calculate tuition due for each month. Quantity of days may vary slightly due to how the days fall each calendar month.

### **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. Details about the fundraisers will be sent home throughout the school year. Fundraising monies have been used to purchase playground equipment, gym equipment, classroom games, office technology, etc. We would like to thank you in advance for your help with these events.

### **Book Clubs**

Order flyers from 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 with the order flyer. Participation is 100% optional.

### **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 to the children. Please remember that these programs are always 100% optional.

## **Progress Reports**

The NUMPS teachers will be assessing their students daily as they navigate the paths of exploration and learning in the classroom and school environment. Progress Reports will be sent home in the Spring. 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.

## **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**

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**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!