



McMANNEN
PRESCHOOL

McMannen UMC Preschool

2026-2027

Parent Handbook



Dear Preschool Family,

Welcome to a new year at McMannen Preschool! Whether you are returning, or this is your first year with us, we are excited to begin our preschool experience together!

Thank you for entrusting your child with us. We know you have a choice and we appreciate your confidence in us. We promise to provide a safe, loving, and inviting place for your child to learn and play. We also know how important it is for us to be family partners. We encourage you to share questions, joys, or concerns. We invite you to participate in our activities and programs.

This handbook is published to provide you with a convenient source of information about the preschool. I hope you will take time to read it and keep it for future reference. If you have questions, suggestions or concerns, please let me know.

We look forward to a year of making friends, learning and growing, and just enjoying our time together!

Here's to a great year,
Ms. Martha Anne



Martha Anne Wright, Director
336-469-4028 preschool@mcmannenumc.org



McMannen United Methodist Church
welcomes you to McMannen UMC Preschool!

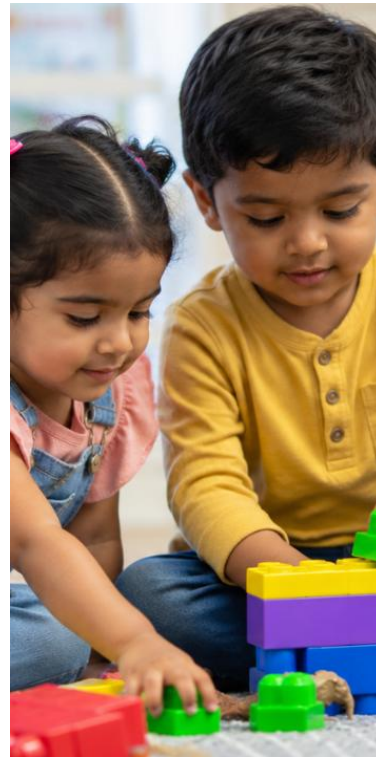
As part of our children's ministry, we believe the mission of McMannen UMC Preschool is to offer a strong, Christian environment where children can become aware of God's love. Our goal is to provide a positive, nurturing school experience where children can feel loved and accepted. We believe McMannen Preschool is a place for children to become well-prepared for school while building friendships with other children. We also hope it is a place where your faith and family can grow stronger.

OUR MISSION

At McMannen Preschool, we are committed to providing a positive school experience for children. We strive to foster a sense of community and family. Believing that every child has unique talents, interests and learning styles, we tailor our curriculum to offer a balance of guided instruction with play and child centered learning.

Through engaging **theme-based instruction**, children are exposed to a variety of topics. Using children's literature, music, games, arts, and crafts, children are given the opportunity to expand their knowledge while making connections to prior learning and experiences. These activities support development in language, communication, and academic learning.

Knowing that **learning through play** is important for young children, we strive to provide both guided and free play opportunities throughout the day. Through play, children can foster independence and learn to problem solve. Play encourages language development and is a way to guide children to cooperate and collaborate.



What to Bring to School

Tote Bag and Communications Folder

- **A communications folder, as well as a tote bag, will be provided.** Please check your child's folder and tote bag daily as it will contain your child's artwork & projects as well as notes and other important information from your teacher or the director.
- You may also send notes, tuition payments, and other forms back to us in that folder.
- **Please see that your child brings their tote bag and folder each day.** If forgotten or misplaced, a same size tote bag and folder can be used.
- Backpacks are strongly discouraged.



Snacks

- Due to the increase in allergies and food sensitivities, McMannen asks each family to send a **snack** for their child each day they attend. You should also send a leak-proof, child-size, **water bottle**.
- Snack foods should be **easy to eat**, with little mess, require no preparation on the part of the teachers, and should be reasonably healthy.
- Keep in mind this is not lunch, but a mid-morning snack. Your child should be able to eat what you send within **15-20 minutes**.
- **Products containing peanuts should not be sent as a general rule.** Check with your child's teacher for specific class restrictions as other allergies may be present.



What **NOT** to Bring to School

- Do not bring toys from home to school.
- There will be special occasions during the year to bring toys, stuffed animals, and/or books. These events will be announced in advance. Please label items you send.





To be safe, comfortable, and ready for play, children should come to school dressed appropriately for their day.

- **Wear comfortable play clothes** that allow free movement.
- Clothes should be **washable** as they may get soiled from art, snacks, or recess.
- To help with independence, especially when using the restroom, choose clothes that are **easy to manage**. For example, avoid buttons, belts, and straps.
- Please use Pull-ups when potty training for ease of changing and to help with independence.
- Accidents happen so please **supply a full set of clothes** that will be kept at school. A full set includes pants, shirt, socks, and underwear.
- **Wear appropriate clothing** for the season and the weather.
 - A jacket should be worn for outdoor play as the weather requires.
 - Please clearly mark jackets and sweaters with your child's name.
- Leggings or shorts should be worn under girl's dresses or skirts.
- Reserve costumes, hats, crowns, and other accessories for special Preschool dress-up days. You will be notified of these days in advance.
- **Closed-toe, rubber soled shoes, like sneakers**, should be worn.
 - Crocs, flip flops, and sandals should not be worn to school. If your child wears these shoes to school, you will be asked to return with appropriate shoes before recess.
 - If it is raining and your child wears rainboots to school, please provide a change of shoes in their bag.





Supplies

- **The Preschool will supply:**

- Student's Tote bag
- Student's communications folder
- Arts and crafts supplies

- **Parents are responsible for:**

- Daily healthy snack for their child
- Water in a leak-proof child-size bottle
- Set of clothes to be kept at preschool
- Diapers or pull-ups & diaper wipes (age appropriate)

Donations

- The following items are used frequently throughout the year. Donations are always appreciated:

- Facial Tissues
 - Baby wipes
- Disinfectant Wipes
 - Paper Towels
 - Hand Soap
 - Hand Sanitizer
 - Spray Disinfectant

Policies



Policy on Sick Children

- Please text or email the Director if a child will be absent.
- If the director, or the teacher, feels your child is too sick to remain at school, you will be contacted. You will be expected to pick the child up as soon as possible.
- McMannen Preschool is not staffed to stay with a child that is ill.
- If a child has had a fever (100 degrees), diarrhea, vomiting, nausea, unexplained rash, excessive runny nose, excessive coughing, sore throat, headache, chills, earache or pinkeye within the past 24 hours, the child must be kept at home.
- If your child has been given a fever reducing medication, they may not return to school until they have been off the medication, with no fever, for 24 hours.
- If your child, or anyone in your household, has been directly exposed to someone who has had a positive COVID-19 test, they will not be allowed to return to school until they have either had a negative COVID-19 test or have waited the suggested five days.
- Notify the Director immediately if your child has had an exposure to a contagious disease.
- If the child has contracted the disease, they should be kept at home. They will be allowed to return to school only when the contagion is gone.
- In the case of an emergency, the Director or Staff member will call 911 and then referring to the Emergency Contact Form, will call in this order: Mother or Father, Emergency Contacts, then Physician. While the staff contacts the parent(s) and physician, the Director will accompany the child to the emergency room if necessary.

Closures

Inclement Weather Policy

- It is the policy of McMannen UMC Preschool to follow the guidance of Durham Public Schools for closures due to inclement weather. If Durham Public Schools are closed, McMannen Preschool will be closed.
- If because of safety concerns, the McMannen UMC Campus is closed, McMannen Preschool will be closed.
- Closures will be announced via text messaging by the Director.
- If Durham Public Schools are delayed, the McMannen Preschool Board will determine whether the preschool can be safely opened. Parents will be notified by text message.
- Parents should always use their own discretion when deciding if it is safe to travel to school.
- The Before School program will not operate on a delay day.



Birthday and Holiday Parties

- We encourage celebrating birthdays and holidays at preschool. These celebrations should be kept simple. The preferred way is to provide a special treat at snack time, such as cupcakes or cookies. Please confer with your teacher or the director beforehand as we may have students with allergies.
- If you are hosting a party away from preschool, and want to invite classmates, please do not send party invitations to be sent home, unless there is an invitation for each child in the class.
- If your child has a summer birthday, we will celebrate their birthday before the end of the year.



Policy on Religion

As a ministry of McMannen UMC, the McMannen UMC Preschool provides a Christian emphasis to childcare, where children are not only offered the opportunity to grow physically, mentally and socially, but also to grow spiritually in a Christian atmosphere.

- Teachers are encouraged to utilize Christian based materials in the classroom, like Bible stories and songs, and to offer prayers, such as before meals and snacks.
- It is not the intent of McMannen Preschool to instruct children in beliefs of one denomination, but rather to expose them to opportunities to appreciate God's love and the beauty of God's world.
- McMannen Preschool does not discriminate based on nationality, ethnic or racial origin, or religion.
- If you have any questions regarding this policy, Christianity, or the Bible, please contact the Pastor at McMannen UMC.



Policy regarding Children with Special Needs

- McMannen UMC Preschool has a limited capacity to serve children with disabilities; including physical, mental, behavioral or learning disabilities.
- In cases where a child enters the program with a pre-diagnosed disability, or where such a disability is identified after enrollment, the Director will assess the suitability of the program to the child's needs.
- If the Director feels that the school is unable to meet the unique and individual needs of the child appropriately, the child may be asked to withdraw from the program.
- Parents who are aware that their child has special needs should discuss those needs with the Director prior to enrollment.



Policy on Discipline

- Staff are responsible for lovingly disciplining the children.
- Positive discipline will be emphasized. There will be no physical punishment.
- Redirection will customarily be used to encourage appropriate behavior.
- If time-out is needed, the time-out will last one minute per the child's age. For example, if the child is two-years-old, time-out will last two minutes. At the end of the time-out, the student will be reminded of the rule or expectation. They will then return to class. They may be asked to speak to the teacher and/or apologize if another student is involved.
- When in the opinion of the director and teacher, a child's behavior is physical or exhibits repetitive behavior patterns that are not beneficial to the class, the director will initiate the necessary documentation. If the behavior continues, a conference will be held with the child's teacher, the director and the parent to discuss these behavior patterns.
- If the preschool director and teacher feel professional intervention is needed, the parent will be encouraged to seek a professional evaluation, such as hearing or speech.
- If the behavior does not improve, or if at any point the child or the other children are at risk of harm, the Director, after notification of the Preschool Board, shall have the right to dismiss the child from the program. This is for the benefit of the child and other children in the class.



Field Trip and Car Seat Policy

The Preschool will offer one to two field trips per year, as the calendar and conditions permit.

- **A parent, or responsible adult, is required to transport and accompany the child on the trip.**
- A field trip can be a special event for you and your child. We encourage you to make other arrangements for siblings unless they are specifically invited to attend. Persons not enrolled, nor associated directly with the preschool, should not attend.
- NC Law requires all children under the age of 8, or less than 80 pounds, to ride in a child's safety seat, located in the back of the vehicle, on all school sanctioned trips.
- Preschool staff will not be permitted to transport students.



Late Arrival and Dismissal Policy

- **McMannen Preschool operates from 9:00am-12:00pm, Monday through Friday.**
- It is expected that you **arrive on time** each morning so as not to delay the start of class.
- The Director will remain at the entrance from **9:00-9:10**, or when most of the children have arrived. After that, you will need to ring the bell and wait patiently for the Director.
- **Departure procedures begin at 12:00 noon.**
- You are expected to pick your child up on time.
- Please call or text the Director if you are going to be unavoidably detained.
- If you arrive later than 10 minutes, without due cause, you will be assessed a \$10 late fee. Payment is due the next school day.
- If a parent is continually late for arrival or dismissal, further action may be taken at the discretion of the Director.



Grievance Policy

Good communication between parents and the preschool staff is an essential part of a successful relationship. Each party should feel free to share concerns and ask questions. The Preschool staff welcomes your suggestions and feedback so that together we can ensure a happy, safe and nurturing environment for your child.

If you have a concern, the first step is to bring the concern to the attention of the involved staff and/or the Director. The matter will try to be resolved through informal discussion.

If this does not resolve the concern to your satisfaction, the next step is for you to write a formal complaint. This should include the following details: the nature of the grievance, any relevant facts (including dates) and the names of the parties involved, any steps that have been taken to address the concern and your opinion on what the desired outcome should be.

The director will take this information to the pastor and/or preschool board to determine a path to resolution.

All complaints will be kept confidential by all parties and at no time will the staff, child, or family be treated any differently than they were prior to the complaint being shared.

Withdrawal Policy

- If it becomes necessary to withdraw a child before the end of the year, written notice is due with the tuition payment for the current month.
- Because we are a small non-profit program with a limited budget, it is essential we are given four weeks notice of your withdrawal.



Procedures

Arrival and Departure Procedures



At Arrival:

- Arrival time is 9:00 a.m. (“Before School” arrival time is 8:00)
- Please park in the gravel parking lot on Neal Road in front of McMannen Church.
- Walk with your child to the door of the Education Building.
- The Director will meet you and your child at the door and administer hand sanitizer.
- The Director will take your child and direct them to the appropriate classroom.
- Parents must say goodbye at the door.
- Parents are not allowed inside the preschool during preschool hours (9:00-12:00) except in extenuating circumstances and must be accompanied by the Director.

At Dismissal:

- Dismissal is at 12:00 noon, in the paved parking lot, on Parthenia Drive. A car line is used to make dismissal more efficient and is usually completed by 12:10.
 - Please refer to the **Car Line/ Dismissal Procedure** on the following page.
- **We will not allow a child to leave with someone, other than the usual driver, unless we receive word from a parent.** It is the parent’s responsibility to let the Director know either by written note, phone call, text, or email, prior to pick-up.
- If you wish to pick your child up before dismissal time, please notify the teacher and/or director.
 - Come to the Education Building. Ring the bell at the door to the Preschool and your child will be brought to you.

Car Line/Dismissal Procedure

- When driving, turn from Neal Road onto Parthenia Drive.
- Follow Parthenia Drive to the **second** entrance to the church parking lot. This is the entrance closest to the playground behind the church.
- When entering the parking lot, stay to the right as you proceed through the parking lot to the half circle near the alcove.
- **Please stay in your car.** The Director will bring your child to you.
- After the child is in the car and the door is closed, **please pull forward**, as far as possible. **Park and fasten the child's seat belt.** This allows those behind you to continue to be loaded.
 - **Staff members are not allowed to fasten your child's seat belt.**
- If you choose to park and walk up, park in the lot on Neal Road next to the sidewalk leading to the alcove. **Do not park and walk across the carpool lane.**

If you are walking from the nearby neighborhoods, please use the sidewalk leading from Neal Road. **You should wait on the sidewalk for the director or a teacher to bring your child to you.**

This dismissal procedure has been developed to ensure the optimum safety of your child. With your help and cooperation, our students can be loaded in just a few minutes.



Registration Fees

- McMannen Preschool has a **non-refundable registration fee of \$85.00**. For a family enrolling more than one child, the fee is \$150.00.
- There is a **\$100 supply fee** per child that must be paid upon registration.
- **One month's advanced tuition** will be collected at registration. This payment will be applied as May's tuition and is **non-refundable**. The Director, at their discretion, can arrange a plan to pay this advanced tuition. However, the payment must be completed before the beginning of the fall session.

Tuition Payments

- **All tuition payments are due on the first day of the month.** A reminder will be sent after 5 days. If payment has not been received by the 10th day, a \$5.00 per day fee will be assessed until payment has been made. Alternate arrangements should be made with the Director if there are extenuating circumstances. If no arrangement has been made, and/or no payments have been received at the end of 30 days, the child will be withdrawn from the program. No refunds will be given.
- Tuition can be paid by check, money order, or with cash. Checks should be made to McMannen UMC Preschool. Write your child's name on the memo line. If you are paying with cash, you must see the Director so a receipt can be written.
- Tuition can also be paid online by setting up automatic monthly bank withdrawals or by using a debit or credit card. To set up your account, visit www.mcmannenumc.org, click on the Online Giving button at the top of the page to go to our secure online payment site. There is a processing fee associated with paying online. We ask that you pay this fee to help reduce our costs.
- McMannen Preschool will charge parents for all incurred bank fees on all returned checks. Both the tuition amount and the bank fees must be paid in cash within one week of notification from the Preschool Director.



Scholarships



We strive to keep our tuition as low as possible while continuing to provide a high-quality preschool program. McMannen Preschool understands that the expense of preschool can be a strain on a family's budget. Helping eligible families reduce their cost, through scholarships, is an important part of our ministry.

Scholarships will be awarded, based on need, as determined through an application process. Applications are received by the Preschool Director who then submits anonymous versions of the documentation to the Scholarship Committee for review. All information provided during the scholarship process is kept confidential. A scholarship may provide between 25-75% of total tuition costs. Our scholarship funds are limited and while all requests are considered, we cannot guarantee that all applicants will receive assistance. The decisions of the scholarship committee are based on the number of requests, available funds, and individual needs. All decisions are final and the policy may change at any time.

Scholarships have no cash value should your situation change and your child cease to be enrolled. All families must reapply each year the student attends preschool.

Our scholarship funds are provided by donations and by Preschool fundraising events. Donations are welcome at any time.

* Daily Schedule

9:00-9:15	Arrival & Transition to School
9:15-9:30	Free Choice
9:30-9:45	Circle Time & Morning Meeting
9:45-10:15	Class Time (Alphabet of the Week Focus)
10:15-10:45	Snack & Restroom Break, Quiet Time
10:45-11:20	Class Time (Theme of the Week Focus)
11:20-11:30	End of Day Routines
11:30-11:55	Recess
12:00	Dismissal



* Suggested only as a guideline and subject to change when and as appropriate.

** Toddler's schedule is less structured.