

School Year 2018-2019

**HANDBOOK  
OF THE  
HOLLYWOOD UNITED METHODIST CHURCH  
CHRISTIAN PRESCHOOL AND  
KINDERGARTEN**



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# Philosophy

The Hollywood United Methodist Church Christian Preschool of the Hollywood United Methodist Church was established in 1975. The Kindergarten was established in 2004. The Hollywood United Methodist Kindergarten is a Church-Exempt School registered with the Maryland State Department of Education through the Annotated Code of Maryland, Education Article, 2-206 (e)(4), Noncollegiate Educational Institutions. Our ID# is 09-18-8268.

Our program prides itself in helping the individual child develop socially, physically, emotionally, intellectually, and spiritually.

To help the child develop socially, the program will provide an opportunity for interaction with peers and adults. Cooperative play, creativity, responsibility, and self-control will be stressed.

A variety of activities will provide for physical development. Outdoor play equipment and directed group games will aid in large muscle growth. Hand-Eye coordination and small muscle development will occur through the use of scissors, crayons, puzzles, blocks, paints, and pencils, etc.

Emotional development, emphasizing a positive self-concept will be encouraged. The child will be guided towards understanding and respecting his/her feelings and those of others. Christian values will be stressed and logical consequences will be learned.

Intellectual development will occur at each child's own pace. New goals in learning develop when individual tasks are mastered. A general focus will be on identifying colors, shapes, relationships, number concepts, problem solving, questioning, and alphabet letter sight and sound recognition, as well as beginning word recognition. Children will be encouraged to make predictions and learn why things happen the way that they do. They will be encouraged to explore, create and use their sense of imagination. Skills such as listening, speaking, taking turns, and following directions will be stressed.

Spiritual development will occur naturally by providing a loving Christian learning environment for your child. God's love and the love of Jesus will be stressed. Bible stories and scripture lessons will be used throughout the school year.

Each child will be encouraged to develop at his/her own pace through individual and group instruction, play, imagination, hands-on experiences and love.

# Mission Statement

## Adopted August 1990

A childcare program housed in a church is expected to reflect the highest value and the best of care. Our church has the opportunity to offer the finest in early childhood education and to direct attention to the Christian faith through value education.

--- Through value education WE, the Hollywood United Methodist Church will,

1. Affirm each child's worth
2. Have children explore the meaning of living together
3. Teach children to see the world as good and marvel at creation
4. Help children learn what loving kindness and sharing mean

We provide a Preschool Weekday Program for children and their families because OUR CHURCH---

--- believes that each child is a child of GOD and should have every opportunity to develop physically, socially, intellectually, emotionally and spiritually to the fullest potential

--- is called to ministry, caring for children, showing concern for families, and providing support and nurture for its own congregation and the surrounding community

--- believes a weekday program is one way for the church to live out the message of god's love expressed through Jesus Christ

## WELCOME

Welcome to the Hollywood United Methodist Church and our Hollywood United Methodist Church Christian Preschool and Kindergarten family. We want very much for you to feel part of our program and our church. We welcome new ideas, suggestions, comments etc. We have an open-door policy and encourage our families to participate in our school and church.

Our Pastor, Reverend Katy Paul, will be doing a morning message each Monday and Thursday mornings (when her schedule permits) with the children in the Church Chapel. Pastor Katy offers an open-door policy (when her schedule permits) for parents who would like to stop in and just talk about life, if they so choose!

Several times throughout the year our school will have several family days. In September we get started with a *Family All Classes Picnic*. And in October we will get together for our *Scarecrow Making Party and Potluck*. Fun is had by all and many new friendships are formed. We will have a *Winter Family Night*, the theme to be announced, which is a service night to cook a meal for the Angel Watch Homeless Shelter. In spring we will have a *Mother's Day Tea Party* and a *Celebrating Our Dads Kite Flying and Picnic*. We will have classroom celebrations in which families are encouraged to participate. And individual classrooms will have activities and fieldtrips as well.

A monthly calendar, yearly calendar, and monthly newsletter will be distributed to each family so that you know of upcoming events.

A parent exchange bulletin board is also available. We encourage parents to post items to sell as well as business cards or flyers for our other parent and church member information.

If you ever have any concerns, questions, comments, and/or praises, please feel free to contact the school to speak to your child's classroom teacher or the director to set up a conference appointment.

## Enrollment

Enrollment is accepted on a first-come, first-served basis and will be accepted throughout the school year if openings are available. A child who is 2 by the first day of school is eligible for our toddler playgroup. A child who turns 3 by September 1<sup>st</sup> of the current school year is eligible for our three year old/young four year old program. A child who turns 4 by September 1<sup>st</sup> of the current school year is eligible for our four year old/young 5 year old pre-k program. A child who is 5 by September 1<sup>st</sup> of the current school year is eligible for our kindergarten program (a waiver from the St.Marys County Public School System is required for a child to enter kindergarten early).

A \$100.00 **non-refundable** family registration fee is due at the time of registration as well as the first month of tuition. **Both the registration fee and first month tuition are non-refundable.**

"In-house", which include families currently enrolled at the school, members of the HUMC church, and former Preschool and Kindergarten families may register beginning in January for the following school year. "Open" registration to the public will take place in February of the current school year for the upcoming school year. Exact dates for registration will be announced.

## Tuition Fees

2	$\frac{1}{2}$ days per week program:	\$185.00 per month
3	$\frac{1}{2}$ days per week program:	\$205.00 per month
2	full days per week program:	\$310.00 per month
3	full days per week program:	\$355.00 per month
5	day kindergarten program:	\$330.00 per month

Tuition provides for staff salaries, equipment, supplies and overhead. Families with more than one child attending our school at the same time will receive a 10% reduction in their combined tuition. Checks or money order are preferred methods of payment, made payable to Hollywood United Methodist Preschool and Kindergarten or HUMP & K.

Tuition payments may be mailed directly to the school or placed in the tuition envelope located at the sign in desk outside of room #3 and #4 or Room #5. Cash should be given directly to the director or one of the teachers, be sure to get a receipt.

Each family is responsible for paying their tuition on time. A reminder is not sent out. Payments will be paid one month in advance and are due the first of each month. Payments for the school year will begin with the first payment being due at the time of registration and the second payment due on September 1<sup>st</sup> of the current school year. This will maintain your child's space in our school.

**\*REMINDER—The first month payment and registration fee is non-refundable and is due at the time of registration.** If at any time, your payment is going to be made late, please notify the director so that you will not be charged a late fee. If the payment is made after the 15<sup>th</sup> of the month that it is due, and the director has not been notified, you may be charged a late fee of \$10.00. Payments made one month or more late, will be charged a \$25.00 late fee.

Families wishing to receive a 5% deduction on tuition for the months of October -May, can pay in full and reduce the amount by 5%.

**Tuition Deposits are made 2 x per month. For your bookkeeping purposes, please take into consideration that your child's tuition check may or may not be deposited immediately.**

## STUDENT WITHDRAWAL

If the decision is made to withdraw a child from the school, it will be mandatory that one month notification be given to the school so that the vacant space can be filled. Failure to give notice will result in your family being charged an extra month tuition.

## RETURNED CHECK POLICY

There will be a \$25.00 charge for checks returned to the school for non-sufficient funds. This will be added to your monthly bill, as well as any charges that are incurred as a bank surcharge the school. \*Please note that an automatic charge is made to the school account by the bank when a check is returned.

## HOURS OF OPERATION

The preschool and kindergarten mornings begin at 9:15AM. The preschool morning will end at 11:45. The kindergarten day will end at 1:00PM. The preschool afternoon sessions will begin at 12:30PM and end at 3:00PM. All day students time will begin at 9:15 and end at 3:00. The doors will remain locked until 5 minutes prior to the beginning of school.

We encourage promptness to ensure that your child receives the full benefit from the program, and we appreciate promptness in picking up your child at the end of class. Continuous late pick up cannot be tolerated and can result in a monetary fine. (See late pick up policy).

We will not be able to allow your child to enter the classroom early, entering the classroom early does not allow the teacher adequate preparation time. We appreciate you understanding this matter.

**Our newest security measure is our keyless locking system. Each family will be issued a code to enter our school. The code will access you to the school from 9:15 AM until 3:00 PM. The door will automatically lock after each entry. Our policy is to open the door 5 minutes prior to the beginning of**

class, the staff will continue to do this, after the 9:10 and 12: 25 time frame, you will have to use the code to enter.

## DELIVERY AND PICKUP OF CHILDREN

The safety of our students is our highest priority. Therefore, we cannot allow any child to walk by themselves in the parking areas or to and from the classrooms. Please notify anyone who is responsible for dropping off or picking up your child of this policy. We encourage you to hold your child's hand while in the parking areas or insist that they stay beside you. This is a very active church and the parking areas are very busy with vehicle activity, please be cautious. Please use the designated walking areas not the grassy areas. Drivers, please be cautious in the parking areas and take your time. We are working with children in a very impulsive age, it is not uncommon for a child to dart from their parent.

Children will need to be dropped off directly in their classroom, please make sure that your Child's teacher is aware of their arrival.

Just a reminder that we are not equipped for early or late pick up so we ask you to please be mindful and arrive and pick-up on time.

A responsible adult will need to **sign in and sign out your child each day** on your Child's classroom roster as this a state mandatory requirement.

Adults unfamiliar to the staff at pick-up time will be required to show a valid photo ID and the school must be notified either in writing or verbally by the child's parent that another adult will be picking them up.

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## LATE PICK-UP POLICY

Our school is not equipped with staffing for early arrival and late pickup, therefore, although we understand emergencies arise, you will be considered late after 5 minutes. A policy is in place to charge \$1.00 per minute after 5 minutes, This policy will be enforced for families who have not made prior arrangements with their child's teacher and who are considered to be habitual.

## **POLICY FOR MISSED DAYS**

Parents are expected to pay the full tuition amount each month, including days missed due to holiday, illness, emergency closings or vacation. An exception will be made for a child with an extended illness over 30 days. Arrangements need to be made with the director. Consistent tuition payments enable the school to meet operating expenses and ensure your child's position at the school.

## **CLASSROOM CURRICULUMS**

Our classroom curriculums are a compilation of programs based on our years of experience on what motivates and helps a child to thrive in a school setting. We are not committed to one particular program, but draw from many outside ideas to offer the most action-packed, exciting curricula for your child based on historical and current research in the early childhood field.

All areas of curricula will be covered to include literature, math, science, writing and fine motor, large motor, social development, social studies, music, spiritual development, and bible study. With a focus on activities that are "real" to the children with many "hands-on" opportunities.

Our "play-based" philosophy of learning will be visible on a daily basis.

## **EXTRA CURRICULAR PROGRAMS**

### **Stay and Play Drop-In Childcare Service:**

Available on Tuesday and Thursday afternoons from 12:00PM until 3:00PM for children of all ages who are enrolled in our school. This service gives our parents an opportunity to schedule appointments or take a little extra time for themselves. During stay and play your child will have lunch, free play, art activities, rest time, snack and outdoor play. All children of our school are eligible to attend. Families may sign up for this on a day to day basis or you may register to use this service the entire school year at a reduced rate (please see the director). If signing up by the day, a parent must pre-register (there is a pre-registration list available at the sign in/sign out desk in between rooms 3 and 4. They are in the back of the binders for rooms 3 and 4 binder). Parents pay by the hour @ \$6.00

per hour which is payable at pick-up that same day unless other arrangements have been made with the director, or \$15 for the full 3 hours. Please pack a bag lunch and drink, mid-afternoon snack and (1) small flat sheet or bath towel, and (1) resting blanket all labeled with your child's name. This has been a very popular option at our school so you will want to make sure that you sign up early.

#### **Kindergarten Stay and Play Service:**

This is available through our service in room #4. Please see the information above. The times would be different, as K ends at 1:00. The K teacher would deliver the K student to room #4 for the remaining 1-2 hours @ \$6.00 per hour or \$10.00 for both hours. If you would like to take advantage of this service for the year, we will offer it at a reduced rate, please see the director.

#### **Chapel Time:**

Our Church Pastor, Reverend Katy Paul will hold a short chapel time/bible lesson each week with the classes. This will be based around basic bible principles and will give the children an opportunity to spend time with our wonderful pastor learning about God's love.

#### **Classroom Music:**

As part of your child's tuition, we have a music director who comes into the classrooms twice a month to do music with the children. We are so fortunate to have had Mrs. Kristen Whittington with our school for the last several years. She offers a wonderful music learning program for the children, which include basic music theory as well as an introduction to several types of instruments. Mrs. Whittington also directs our annual Christmas Program and our Pre-K and K Graduation Program.

#### **Classroom Drama Program:**

Also as part of your child's tuition, we have a wonderful Drama/Theater teacher who comes into our school to work with our Pre-K and K students. Mrs. Michelle Freire owns and runs "Pretend Power" Drama School and has many years of drama experience and participates in/directs many local drama productions. We are very fortunate to have had her talent the past couple of years with our school. She offers a wonderful program, which is story-based, and encourages the children to use their imagination and recreate what they have heard.

### **Jump Bunch:**

A private sports company will come into our school during the week for children to participate in a 30 minute sports and exercise program if the parents so choose. There is a separate fee for this program and you must pre-register with the *Jump Bunch* coordinator. You will be billed by *Jump Bunch, Inc.* The dates and times of the program will be announced at the beginning of the school year, Registration information will be distributed at the parent orientation.

## **REQUIRED SCHOOL AND STATE PAPERWORK**

In order to comply with the Maryland State Department of Education and the Office of Childcare there are several forms that need to be completed and updated (yearly or when indicated) and kept in your child's file. Each family will be given a packet at our yearly *Parent Orientation* or when your child is registered which will need to be completed immediately. Returning families will update their paperwork at our Fall Open Houses. All outstanding paperwork will be due within 30 days of your child's start to our school, or they may not return until their file is complete. These Forms include:

- ❖ HUMP&K ADMISSION FORM AND CONTRACT SIGNED
- ❖ BALTIMORE/WASHINGTON CONFERENCE OF THE UNITED METHODIST CHURCH SENSITIVE ISSUE FORM
- ❖ MARYLAND STATE HEALTH INVENTORY FORM
- ❖ EMERGENCY FORM
- ❖ STAFF/VOLUNTEER ORIENTATION FORM
- ❖ NOTORIZED RELEASE OF INFORMAION FORM
- ❖ ALL ABOUT MY CHILD FORM
- ❖ MARYLAND CHILDCARE REGULATIONS BLACK LEAFLET
- ❖ EMERGENCY MEDICATIONS ORDER FORM (if required for your child)
- ❖ MEDIA RELEASE FORM

## **SCHOOL CALENDAR**

A HUMP&K school calendar and closings schedule is distributed at the beginning of each school year and also included as part of this handbook. Any changes will be included on your child's monthly newsletter and classroom calendar.

# LEADER DAYS AND PARENT FAMILY INVOLVEMENT

In the Preschool portion of the school, every few weeks your child will be assigned a "leader day" as noted on your child's calendar. This is the day in which your child is the special child of the day. He/she will be the leader that day. The leader has many jobs which could include: choosing and providing the snack for the class; holding the flag; checking the weather; being the line leader; etc. The children really look forward to their special day!

On your child's assigned "leader day" your family is asked to provide the snack and drink for the class that day. If we are cooking on that particular day, you may be asked to provide the ingredients for our cooking activity. Parents are asked to provide a low sugar nutritious snack and water or milk and any paper goods we may need during snack time. A suggested snack list is included in this booklet as well as distributed throughout the school year. Snacks and drinks provided must be pre-packaged in unopened packages per our licensing agreement. Each classroom will provide their class with a list of allergy alert items, should there be a child in that class with a food allergy. We ask you to please be conscious of this in your snack selection.

On your child's assigned day, a parent, guardian, grandparent, godparent, etc. is invited to spend the time in our classroom with your child to observe first-hand your child's school experience. Teachers may ask for your assistance with activities while you are in and you are welcome to share a favorite book, song, art or craft activity, or cooking project on that day. Please let your child's teacher know how you would like to participate, this is not a school requirement. If there is a conflict with your schedule on the day that your child is assigned their leader day and you would like to switch to a more convenient day, please let the staff know as soon as possible and we will help make an exchange with another family.

The Kindergarten day will run a little differently, with the children sharing the daily responsibilities as the children transition from the "me-centered" environment of ages 2's, 3's and 4's to working more as a community. There will be days in which they are individually highlighted as well, and these days will be included in your monthly classroom newsletter. The kindergarten will not observe a snack time, but will eat lunch at school at approximately 11:15 each day.

At HUMP&K we value the presence of our parents and encourage parent participation in our program. Please keep in mind that volunteering in the

classroom is only one way in which our parents can help. There are many other volunteer opportunities including fieldtrip chaperones, fundraising, playground maintenance and clean up, teacher assistance with cutting and preparation activities, etc. We can provide many opportunities to help from home as well for families unable to help in the classroom.

## **CLASSROOM BIRTHDAY CELEBRATIONS**

When a child's birthday approaches we like to celebrate in the classroom. We will make your child a special birthday "crown", decorate a special birthday banner and sing "happy birthday" to your child at snack time. On this special day, your child may bring a birthday celebration snack, i.e. cupcakes, brownies, ice cream, etc. These may be homemade or store bought. We ask you to keep it simple and to provide a non-sugar accompany item such as cheese, crackers, veggies or fruit as well. Please remember to provide water or milk as well as paper items needed. Parents are welcome to join us in the celebration!

## **CLASSROOM PARTIES**

Several times throughout the year, we will celebrate special events with classroom parties noted on your child's classroom calendar. On these occasions, families will be asked to volunteer to supply items for our celebration. One week prior to the part a sign-up list will be located on or near the door of your child's classroom for you to sign up for what you would like to contribute. We encourage our families to spend the party time in the classroom as a way to meet other parents, have social time, and celebrate with us. In the event that we have a classroom food allergy, we will notify parents of items that should not be included in the party supplies.

## **EMERGENCY CLOSINGS**

Our school follows the St.Marys County Public School for emergency closings. Information concerning the closing of school due to inclement weather or

other unforeseen emergency will be announced on local radio and television stations as well as the St. Mary's County Public Schools website. *General Rules for our school:*

- ❖ SMCPSS open 1 hour late: HUMP&K will open one hour late for our AM classes and end at the regularly scheduled time. PM classes will begin and end on time.
- ❖ SMCPSS open 2 hours late: HUMP&K AM sessions will be closed. Kindergarten will open at 11:15 and end at the regularly scheduled time. PM classes will begin and end on time.
- ❖ SMCPSS closed early: HUMP&K PM Sessions will be closed. Kindergarten will end at the regularly scheduled time.
- ❖ SMCPSS closed: HUMP&K closed.

In the event of a HUMP&K school emergency closing, we will notify parents e-mail and our school facebook page.

The policy of our school is to allow 5 emergency closing days per school year. If we need to be closed more than 5 days during the school year for emergency situations, every attempt will be made to make up the extra days if the school calendar will allow. We cannot guarantee that those days missed for emergencies will be made up. Any days for make-up will be noted in the monthly newsletter and on your child's classroom calendar.

## ILLNESSES

In the event that your child becomes ill during school hours, the staff will contact either a parent or person whose name you have given us on their emergency card as an emergency contact person. Your child will be kept calm and comfortable until a parent arrives to take him or her home.

Infections, virus, or cases of head lice, scabies, etc. should be reported to the preschool so that other parents may be alerted to look for similar symptoms in their child.

Please keep your child at home if they display symptoms of illness. If they have had a fever, vomiting or diarrhea within 24 hours prior to their school day, they should not attend school. If your child has been placed on an antibiotic by your family physician for a contagious illness, they should stay home and receive a full 24 hours dosage of the medication so as not to infect other students. The staff reserves the right not to accept a child for the day if they feel the child

he/she too ill to be at school. This assures a healthy environment for all concerned. The administration of medication to students by our staff members is prohibited except in the event of an emergency as approved by your child's physician.

## **SCHOOL DRESS CODE**

Your child should dress in comfortable clothing that will allow him/her to participate in all activities. PLAY clothing is preferred, as we will be doing many messy activities. Please keep in mind that bathroom and diapering will be done throughout the day, so clothing should not inhibit the child or the staff from easy access. Onesies and belts are not advisable.

Please keep in mind that we will go outside throughout the school year and that your child should dress appropriately for the weather. Layers are preferred on cooler days.

Enclosed shoes are preferred. Please do not allow your child to wear flip flops to school. Flip flops are difficult for your child to keep on and do not adequately protect their feet on the playground.

## **ITEMS TO BRING TO SCHOOL**

Your child will need some type of backpack or bag to transport their belongings and papers back and forth to school each day. The backpack should include a complete change of clothing (socks, underwear, clothes) appropriate for the season. Children still in diapers and pull-ups should bring all of the items they need for changing including wipes.

Please label all of your child's belongings, including book bags, coats, boots, etc. This will help to alleviate items getting lost. It is helpful for the staff if the book bags are labeled on the outside for easy identification.

## **SCHOOL SAFETY**

Fire safety drills are required by law. The school will participate in a monthly fire drill that will be supervised by the director and teachers. The students will be

instructed and practice the safety procedures to be followed during a fire or other emergency situation. Parents are encouraged to discuss fire safety procedures at home as well.

Emergency preparedness drills (Take Cover Drills for events such as hurricanes, tornadoes, etc.) will be practiced twice a year. We encourage you to practice these at home as well.

The children are taught boundaries on a daily basis, i.e. classroom boundaries; allowed spaces; adult direction in opening outside doors; staying in the fenced area of the playground until parents enter for pick-up; walking and holding hands in the parking areas; keyless locking pad for families to enter the locked building (please see more information under the "Delivery and Pick-up" section).

## FIELDTRIPS

Several educational and fun fieldtrips will be planned throughout the school year. Some fieldtrips will be free while others may have a nominal charge. Families will be informed of this fee and asked to return the payment with your child's permission slip. Financial help is available for families needing assistance to meet the cost of these fieldtrips.

Unless otherwise stated in writing the trips will be within the county and during school hours. A child will need a signed permission slip by their parent or guardian. It is important for the parent/guardian to sign and return permission slips by the date indicated on the form. Without your approval, your child can not leave the school grounds.

We will need parent volunteers for transportation and chaperones for these trips. All parents are welcome to attend all fieldtrips. Siblings may attend if the fieldtrip is appropriate and there is adequate space, your child's teacher can let you know. Parents are responsible for any sibling fees.

Parents transporting other students will be expected to follow all traffic laws and safety precautions. **Children under the age of 8 and under 80 pounds must be in an approved child safety seat.** The parent of the child who is being transported in another vehicle is responsible for the correct installation of their child's safety seat in the transporting vehicle. A child will not be allowed to travel in a vehicle if they are not in a safety seat and seat belted. Children traveling with the school may only ride in the back seats of the vehicle. **NO EXCEPTIONS CAN BE MADE ON THESE SAFETY ISSUES.**

## FUNDRAISING

In order to meet budgeting expenses and to replace and update equipment and facilities, fundraising, in some form, is essential to the smooth financial operation of our school. We try to limit this as much as possible. We do two large fundraisers a year, one in fall and one in the spring. There may also be fundraising in the form of store participation (i.e. Chick-Fil-A, Brusters, etc.). Our fall fundraiser changes from year to year. Our spring fundraiser is our annual *Arts, Crafts, and Services Auction*, which has been our main fundraiser for the past few years, Information will be distributed throughout the year. Parent participation is crucial to our success.

We participate in an on-going incidental fundraisers including *Boxtops for Education*. Please clip you 10 cent box top coupons and turn them into our school in the envelope located by the entrance door. These fundraisers require very little effort, and although not large money raisers, every little bit helps! Occasionally we need help with this, please let us know if you would like to help.

## TOYS FROM HOME

Please do not allow your child to bring toys from home except for show and tell purposes. Toys from home are territorial and tend to cause problems in the classroom, they may even end up broken or lost. The school is well stocked with educational and fun toys, your child will have plenty of items to play with. Toys that encourage violence (guns, swords, Power Rangers) or make too much noise are not permitted at school. If a child brings a toy to school and it is not their show and tell day, they will be asked to keep that toy in their backpack until they go home. The only exception that will be made will be a stuffed animal, doll or blanket that brings security to your child. Items brought from home should enhance the program, not disrupt it.

## SHOW AND TELL

Show and tell is a wonderful opportunity for your child to get used to talking in front of a group. Your child will be allowed to bring in one item of their choice to share with the group. Show and tell days will be announced by your child's teacher.

Please help your child select something interesting and unique to show. A show and tell related to our theme is a great idea. Occasionally the whole class will be asked to bring items related to our lesson, such as things that smell good, color items, items related to our "letter of the week", etc. (Please see *Toys from home* section for items not permitted)

## **HOLLYWOOD UNITED METHODIST CHURCH AFFILIATION**

The Hollywood United Methodist Church Christian Preschool and Kindergarten is a Christian based school and an outreach ministry of the Hollywood United Methodist Church. HUMP&K is spiritually, physically, and fiscally supported by the church for the benefit of our church members and our community for education and spiritual growth of children. Basic bible principles will be stressed on a daily basis as well as God's abundant love.

Our church offers services, bible studies, and programs on Sunday and throughout the week for all age groups. We invite and welcome you to participate in any program of our church. If at any time, you would like more information about specific programs of our church or for spiritual guidance, please let us know and we can direct you to the proper area of the church.

Reverend Katie Paul will have an open door day a week for interested parents to come in and chat, seek guidance, ask questions about items related to world events. An announcement will be made as to the day each week.

## **NO SMOKING POLICY**

The Church building and grounds are designated non-smoking areas. This is out of respect for our church and with regard to the health of our staff and school children. Thank you so much for your cooperation. Smoking cannot be permitted in the presence of the children at any time during school hours, events or on fieldtrips. Please remind anyone who chaperones your child of this policy.

## GENERAL INFORMATION

The Hollywood United Methodist Church Christian Preschool and Kindergarten is licensed and regulated by the Maryland State Department of Education, the Office of Childcare. We receive yearly inspections from the office of Childcare and the Maryland State Fire Marshall. Inspection reports and a copy of the most recent book of regulations are available anytime for your inspection.

Our kindergarten is recognized as a religious exempt Kindergarten program by the state of Maryland. The Hollywood United Methodist Kindergarten is a Church-Exempt School registered with the Maryland State Department of Education through the Annotated Code of Maryland, Education Article, 2-206 (e)(4), Noncollegiate Educational Institutions. Our ID# is 09-18-8268. When a child has completed our program, they will be accepted into the public or private school systems for first grade as long as they meet the age requirements.

Our child-friendly staff has many wonderful years of teaching experience and exceeds the standards set for early childhood education teachers in the state of Maryland.

If at any time you wish to schedule a conference with the teachers to discuss your child's progress, please see one of your child's teachers. If you have a need to call the school during class time hours, the voicemail system will take your message and we will get back to you as soon as possible. The phone number for our school is. (301) 373-2500 x204. Please leave a brief message and the date and time of your call as well as the best time and phone number to reach you.

# MEET OUR STAFF



Tami Joy: Director/Teacher

M/W/F Pre-K, T/TH AM 3's



Mrs. Candy Cain: Teacher

T/TH AM 2's, M/W/F AM 2's



Mrs. Sarah Brown: Teacher

M/W/F AM 2's, M/W/F PM 3's, T/TH AM 2's



Mrs. Jackie Adriani: Teacher

T/TH AM 3's, T/TH PM Stay and Play, M/WPM and F AM/PM  
Pre-K



Mrs. Carrie Houchens: Teacher

M/W AM/PM Pre-K



Mrs. Katy Peters: Teacher

Kindergarten

**HOLLYWOOD UNITED METHODIST CHURCH AND CHRISTIAN PRESCHOOL  
DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, OR  
RELIGION**

## DAILY CLASSROOM SCHEDULES

### MONDAY/WEDNESDAY/FRIDAY AM PRE-K CLASS (4'S AND 5'S)

9:15-9:40	Arrival to school and free play
9:40-9:45	Clean up
9:45-10:05	Gathering time (Overview of the day) (Opening prayer, Flag, Calendar, Weather, etc.)
10:05-10:15	Bathroom/Handwashing
10:10-10:30	Group Snack
10:30-10:40	Classroom Library Time
10:40-10:55	Group Circle Time (Theme related activities, song, story, etc.)
10:55-11:10	Free Play/Center Time
11:10-11:15	Classroom Cleanup
11:15-11:25	Prepare for Outdoor Play
11:25-11:45	Outdoor Play/Organized Group Activities
11:45	Parent Pickup

\*All day children's schedule will include lunch 12:00-12:30/ Rest time 12:30-1:00. Children will follow afternoon schedule room#4.

### MONDAY-FRIDAY PM CLASS PRE-K (4'S AND 5'S)

#### Room #4

12:30-1:15	Arrival to school and free play
1:15-1:35	Gathering time (Overview of the day) (Opening prayer, Flag, Calendar, Weather, etc.)
1:35-1:50	Small Group/Table Activities/Center Time
1:50-1:55	Classroom Cleanup
1:55-2:10	Group Circle Time (Theme related activities, song, story, etc.)
2:10-2:15	Bathroom/Handwashing
2:15-2:30	Prayer/Snack time
2:35-2:40	Prepare for Outdoor Play
2:40-3:00	Outdoor Play/Organized Group Activities/Large Motor
3:00	Parent Pickup

## **TUESDAY/THURSDAY AM CLASS (3'S AND 4'S)**

### **Room #4**

9:15-9:30	Arrival to school and free play
9:30-9:50	Gathering time (Overview of the day) (Opening prayer, Flag, Calendar, Weather, etc.)
9:50-10:00	Bathroom/Handwashing
10:00-10:20	Group Snack
10:20-10:30	Classroom Library Time
10:30-10:50	Group Circle Time (Theme related activities, song, story, etc.)
10:50-11:00	Free Play/Center Time
11:00-11:10	Classroom Cleanup
11:10-11:15	Prepare for Outdoor Play
11:20-11:45	Outdoor Play/Organized Group Activities
11:45	Parent Pickup

\*All Day children follow "Stay and Play T/TH" schedule in PM.

### **STAY AND PLAY T/TH**

#### **Room #4**

11:45-12:30	Outdoor play time
12:30-12:45	Lunch
12:45-1:00	Free play and Free art
1:00-1:15	Clean-up/Bathroom
1:15-2:25	Rest
2:25-2:30	Up from rest and mat pick-up
2:30-2:40	Bathroom and Snack
2:40-3:00	Outdoor Play/Parent Pick-up

**M/W/F AND T/TH AM TODDLER PLAYGROUP CLASSES**  
**Room #3**

9:15-9:30	Arrival to school and free play
9:30-10:45	Free play/Table Activities/Arts and Crafts Activities
10:45-11:00	Classroom Cleanup
11:00-11:10	Handwashing/Bathroom
11:10-11:30	Prayer/Snack time/Storytime/Fingerplays
11:30-11:45	Prepare for Outdoor Play
11:20-11:45	Outdoor Play/Large Motor Activities/Movement
11:45	Parent Pickup or follow all-day schedule

**MONDAY/WEDNESDAY/FRIDAY PM (3'S AND 4'S)**  
**Room #3**

12:30-12:45	Arrival to school, Arrival Routine
12:45-1:15	Arts and Crafts, Table Activities, Free Play
1:15-1:25	Classroom Cleanup
1:25-1:55	Group Circle Time (Theme related activities, song, story, etc.)
1:55-2:05	Bathroom/Handwashing
2:05-2:20	Prayer/Snack time
2:20-2:40	Group Literacy
2:40-3:00	Outdoor Play/Large Motor Activities/Movement
3:00	Parent Pickup

**All Day Schedule for Room #3**

**MONDAY/WEDNESDAY/FRIDAY PM (3'S AND 4'S)**

9:15	Follow AM Schedule
11:45	Return Inside from Outdoor Play
11:45-11:55	Bathroom/Handwashing
11:55-12:30	Lunch/Rest Time
12:30	Follow PM Schedule Above Room #3

1:45-2:05	Group Circle Time (Theme related activities, song, story, etc.)
2:05-2:15	Bathroom/Handwashing
2:15-2:35	Prayer/Snack time
2:35-2:45	Prepare for Outdoor Play
2:45-3:00	Outdoor Play/Organized Group Activities
3:00	Parent Pickup

## **KINDERGARTEN SCHEDULE**

### **Room #5**

9:15-9:30	Problem of the Day or Readers Theater
9:30-9:40	Morning Circle (Calendar, Morning Greetings, Pledge)
9:40-10:00	Shared Reading (Word Work, Chart Mini Lesson, & Poem)
10:00-10:05	Story Time
10:05-10:30	Guided Reading
10:30-11:00	Science
11:00-11:10	Bathroom Break/Children Prayer
11:10-11:30	Lunch
11:30-11:50	Recess
11:50-12:50	Math Block
12:50-1:00	Pack and Review