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**EXPANDED DAYS**

The expanded class is for 4 and 5-year-olds. The class hours are 9:00 to 11:30 am on Mon/Wed/Friday and 9:00 am to 1:00 pm on Tuesday and Thursday. The children bring their lunches on Tuesdays and Thursdays.

**EXTENDED DAY**

Our Extended Day class meets daily from 9:00 am to 1:00 pm. This Pre-Kindergarten class is limited to children who turn five by December 31. The children bring their lunch every day (Monday through Friday).

**MOM'S MORNING OUT**

This program provides a nursery for walking children and is available to PVUMC members and Preschool parents. Please sign up in the nursery 24 hours in advance.

**LUNCH/PLAY BUNCH**

After school care is available to all Preschool students. Children who are under three years and/or not toilet trained may stay from 11:30 am until 1:00 pm. Children who are over three years old and toilet trained may stay from 11:30 am until 2:30 pm. Sign up in the Preschool office 24 hours in advance or you may use a Lunch/Play Bunch long term commitment form to sign your child up for Lunch/Play Bunch. Be sure to place a cold pack in lunch and place lunch in the classroom.

Please put your child's name on his/her lunch. Please pay for Lunch/Play Bunch in the Preschool office when you sign your child out of school.

**AFTER SCHOOL PROGRAMS**

After School Programs, such as Artworks, Baker's Cents, Books and Cooks, Computers, Fitness, Godly Play, Gymnastics, Spanish and Young Investigators, are offered this year.

**TUITION**

Tuition rates are established by the PVUMC Preschool Board. These rates allow the Preschool to continue to operate at its current level of excellence. They provide for two teachers or lead teacher and assistant teacher per classroom, a music teacher, a perceptual motor program, a nutritional snack program, new equipment and abundant supplies. The tuition rates allow us to meet the growing demands on our school and to upgrade facilities as needed.

Tuition is due on the first school day of every month and must be received no later than the first full week of that month. Late fees will be charged. Tuition is not prorated for shorter months or for vacations, illness, etc. The same tuition amount is due each month.

Registration fees are non-refundable and due at registration. The classroom teachers receive funds from the registration fees to purchase additional classroom materials at their discretion. The remainder of the registration fee is used to purchase supplies and operate the school.

teachers for their time, a \$20 per application fee will be charged. All applications for private schools must be turned in to the Preschool Director along with the \$20 fee. Applications will then be given to the applicant's teachers to be filled out and sent in to the private school. The application fee paid by the parents will be split between the teachers filling out the forms.

**REQUESTS FOR ADVERTISEMENTS/FLYERS TO GO INTO ALL CUBBIES**

All requests for advertisements and or flyers to be placed in Preschool cubbies must be taken to the Preschool Executive Committee for approval (exceptions to this are flyers from PVUMC advertising upcoming programming benefiting children and/or families). These requests may be given to a Preschool Board member or the Preschool Director. Requests will be looked at to see if they are:

- A. From a non-profit group
  - B. The function or event they advertise benefits children and/or families
  - C. The function does not conflict with any activity or program offered at PVUMC.
- The Preschool Director will make a notification to the proposed advertiser of acceptance or rejection.

**NEW STAFF CHILDREN**

If a new staff member is hired who has a child(ren) to attend the Preschool, it is OK to increase the class limits so that child has a spot in the Preschool as long as AZ Health Department and NAEYC Accreditation standards of teacher-student ratios are maintained.

**PARENTS WHO HAVE ATTENDED PVUMC PRESCHOOL AS A CHILD**

No special status will be given to the child(ren) of a parent who was enrolled in PVUMC Preschool as a child.

## **PRIORITY FOR CLASS PLACEMENT**

***Priority is determined by the date the application for preschool is received and processed by the Preschool Director for that individual child.***

The following priority system will be used to place students on class lists (these students have already been admitted to the Preschool):

1. Children and/or legal dependents of PVUMC Preschool contracted employees.
2. Children and/or legal dependents of PVUM Church full-time contracted employees.
3. Returning students (children who currently attend the Preschool).
4. PVUMC members (as defined by PVUMC). Parents must be members for six months or more to have this priority.
5. Siblings of returning students.
6. Siblings of former students.
7. All others on the wait list.

At the time of registration, if a child is not placed in the parents' first choice of a class, parents will be notified in writing by April 15.

## **PRESCHOOL APPLICATIONS FOR UNBORN CHILDREN**

Applications for unborn children (mother is pregnant with the child at the time application is filled out) will not be processed until the birth date for the child and other needed information is verified by phone or in person and the processing fee is paid. (Effective July 1, 2002)

## **REGISTRATION UPDATE**

It will be necessary to be sure that families register for classes which are age-appropriate for their children (i.e. if a child is Pre-K aged, he must go to a Pre-K class). Children who are two years of age will **NOT** be allowed to attend Preschool five days a week. Two-year-olds may attend either Mon./Wed./Fri. or Tues./Thurs.

## **PRESCHOOL REGISTRATION AND HOLD FEE**

A registration fee will be due at the time of registration and \$100.00 of the September tuition will be due by May 9 in order to hold a spot for the following Preschool year. Both fees are non-refundable.

## **APPLICATIONS FOR PRIVATE SCHOOLS**

Applications (evaluations) for private schools that are given to your child's classroom teachers to be filled out become the property of PVUMC Preschool and will be kept confidential. A copy will be made for our records and these will stay in the Director's office and not in your child's cumulative folder. Any requests to view these applications (evaluations) after our teachers have filled them out must be made to the private school to which they were sent.

Applications for private schools are very time consuming for teachers to fill out (they can take up to ½ hour per application with both classroom teachers contributing and some teachers are asked to fill out as many as 15 per year). To help compensate

## **CHARGES, TUITION FEES & LATE PAYMENTS**

Processing Fee to get on Wait List: \$35 per family (non-refundable)

Registration: \$125 (non-refundable)

Hold Fee: \$100 (non-refundable) \$100 of this is applied towards September Tuition.

Tuition for 2007-2008 (per month)

Parent/Toddler (per session)	\$215
Co-op	\$124
2 days per week	\$140
3 days per week	\$194
4 days per week	\$269
5 days per week	\$333
Expanded Day Pre-K (T/Th till 1:00 pm)	\$344
Extended Day Pre-K (daily till 1:00 pm)	\$376

## **TUITION DISCOUNTS**

Sibling discounts: the second and each additional child in a family receives a \$10.00 per month tuition discount.

PVUMC Sunday School Teachers: Parents who teach Sunday School (2-year-olds through 6<sup>th</sup> grade) at PVUMC receive a \$10.00 per month tuition discount. Only one discount may be credited per month.

Children of PVUMC Preschool teachers pay ½ the yearly tuition.

There are no refunds or partial tuition for absences due to illness or vacation.

## **TUITION LATE FEES**

There will be a fee of \$5.00 per week after the first week of each month. The \$5.00 fee will be taken off the Lunch/Play Bunch account if it is not included with the tuition check. If there is not a Lunch/Play Bunch account, written notice will be sent providing sixty days from the day of notice at which time, if payment has not been received, the child will no longer be enrolled in the Preschool.

## **TUITION DELINQUENCY**

A student will be carried no longer than two months. After that time, a form letter will be sent informing the parents that if no attempts are made to pay tuition or the late fee, the child will no longer be enrolled in the Preschool.

## **RETURNED CHECKS**

Checks returned to PVUMC Preschool due to insufficient funds, closed accounts or for any other reason will be assessed a \$10.00 service charge.

The \$10.00 charge must be included in the replacement check. If the \$10.00 charge is not included, it will be deducted from the Lunch/Play Bunch account or added onto the tuition balance.

## **EMERGENCY PROCEDURES**

In the event a child becomes ill at school, the following procedure will be followed. First, the parents will be contacted, and if they cannot be reached, the designated emergency person will be called. If there is a serious emergency, the paramedics will be contacted immediately.

## **MEDICATION**

PVUMC Preschool staff will not administer medication to any child.

## **DAILY REQUIREMENTS**

Every child must be signed in daily on the attendance sheet posted on each classroom window. (The AZ Health Department requires legible first and last names must be used by the person signing in and out.) Also on this sign-in/out sheet, please note if your child will be staying for Lunch/Play Bunch or any special After School Program. If you pick your child up at 11:30 am (1:00 pm for Extended Day and T/Th Expanded Class) sign your child out on the sign-in/out sheet posted on the classroom window.

If your child stays for Lunch/Play Bunch or any special After School Program, you must sign them out in the Preschool office and get a release slip to give to the Lunch/Play Bunch teacher or After School Program instructor.

If anyone other than a parent comes to pick up a child, that person must have written permission on the child's blue emergency card or a written note from the parent (give this to the classroom teacher or Preschool office) in order for the child to be released. **NO EXCEPTIONS WILL BE MADE.**

## **ABSENTEEISM**

If a child has two consecutive absences from school, either the child's teacher or the Preschool director will contact the family. If a child is going to miss school for reasons other than illness, it is helpful to notify the teacher prior to the absence.

## **CELEBRATING BIRTHDAYS**

Children may celebrate their birthdays at school with a special snack. Parents should check with the teachers for specific guidelines for birthday snack in their classroom. Due to health department regulations any food items brought into the Preschool must be store-bought.

## **FIELD TRIPS**

Occasionally field trips are scheduled in the Co-op and/or Extended Day classrooms. Each child must have a parent signed permission slip in order to participate. Parents will be asked to drive on these trips.

State law specifies that children under five years of age must be secured in a safety seat. Children under five will have to be driven by their parents to the field trip destination. (NO EXCEPTIONS)

If a parent signs a child up for Lunch/Play Bunch and Lunch/Play Bunch is not needed, the parent must cancel the reservation by 2:30 pm the day before. If not, a \$6.50 fee will be taken off the Lunch/Play Bunch account. Exceptions will be made if a child is sick and does not attend school with notification by the parent or if a child becomes sick during the school day.

If a child is left for Lunch/Play Bunch when Lunch/Play Bunch is not available, the parent will be assessed \$6.50 for every 15-minute period that the child remains on campus.

## **AFTER SCHOOL CLASSES**

A child must be three years old and toilet trained to attend an After School Class and may attend only one After School Class per day. After School Programs are subject to change from year to year. The programs interested in offering their services will need to submit a proposal to the Preschool Board at their April meeting for the following school year. All After School Programs may be subject to evaluations filled out by staff and parents.

## **PVUMC MEMBERS GIVEN PRIORITY**

Parents with children of preschool age must be members of Paradise Valley United Methodist Church ("PVUMC") for six months prior to Preschool registration (usually the end of February) before those children will be offered priority on the wait list.

Parents who are PVUMC members for six months prior to registration and who register their child/children on or before the registration deadline, will be guaranteed a place in the Preschool for the following year. If the parents who are church members register after the deadline, they will be placed on the waiting list. This priority will apply only to parents and/or legal guardians. This priority will not apply to grandparents, aunts, uncles, or any other relatives who are church members. Should a church member refuse a spot offered, that child shall remain in the same place on the wait list and shall be given priority for the next Preschool year.

## **PRIORITY FOR ADMITTANCE INTO THE PRESCHOOL**

***Priority is determined by the date the application for preschool is received and processed by the Preschool Director for that individual child.***

Preschool placement priorities for children who wish to attend the Preschool are as follows (for children admitted after July 1, 2002):

1. Children and/or legal dependents of PVUMC Preschool contracted employees.
2. Children and/or legal dependents of PVUM Church full-time contracted employees.
3. Returning students (children who currently attend the Preschool).
4. PVUMC members (as defined by PVUMC). Parents must be members for six months or more to have this priority.
5. Siblings of returning students.
6. Siblings of former students.
7. All others on the wait list.

**AGES OF CHILDREN IN TWO-YEAR-OLD CLASSES**

Children must be two before September 1 of the year in which they wish to start preschool. (Potty training is not a requirement to attend the preschool if the child is in the 2-year-old, young 3-year-old, or co-op class.) Two-year-olds may not attend Preschool five days a week. Exceptions for age appropriate two-year-olds may be made for Preschool contracted staff members at the discretion of the Preschool Director and the Preschool Board.

**FIELD TRIPS**

Any person driving on a field trip shall receive complimentary child care in the nursery for younger children, but there will be no tuition discount given for field trips.

**CHILD CARE AMOUNTS**

When the nursery is used on a parent participation day, there will be no charge for the first child and a \$3.00 charge for each additional child.

When a parent education class is offered and there is no charge for the class, a nursery charge of \$5.00 for the first child and \$3.00 for each additional child shall be assessed. If there is a charge for the parent education class, child care is free.

The Preschool shall continue to extend usage of the Nursery to people on the waiting list but that usage does not guarantee a spot in the Preschool the following year. Priority on nursery usage: (1) teachers’ children (2) Co-op siblings and Parent/Toddler siblings (3) parent helper siblings (4) others.

**LUNCH/PLAY BUNCH**

Parents must sign up for Lunch/Play Bunch at least 24 hours in advance. You may do this by calling the Preschool office. The Long Term Lunch/Play Bunch Commitment Form is to be used for children who will be attending Lunch/Play Bunch the same days each week for a number of weeks or months. (The form will be effective September through May of each Preschool year.)

The fee for one child attending Lunch/Play Bunch is \$6.50/hour. Lunch/Play Bunch needs to be prepaid or paid as it is used. A Lunch/Play Bunch account may be set up for your child by placing an amount of money (\$75) in your account to be subtracted from as your child attends Lunch/Play Bunch. The administrative assistant will keep you apprised of the money remaining in your account and when you need to add more. Additional siblings receive the following discounts:

	<u>1 CHILD</u>	<u>2 CHILDREN</u>	<u>3 CHILDREN</u>
1 Hour	\$6.50	\$10.80	\$14.00
1 ½ Hours	\$9.70	\$16.20	\$21.00
2 Hours	\$12.90	\$21.50	\$28.00
2 ½ Hours	\$16.20	\$26.90	\$35.00
3 Hours	\$19.40	\$32.30	\$42.00

No child under the age of three and/or in diapers or pull-ups shall be left after 1:00.

**PARENT LIBRARY**

The Parent Library is located in the Preschool office. Parents are welcome to borrow books on a variety of subjects of particular interest to parents of young children. The library can always use parenting books, even duplicate copies. Please leave your donations in the Preschool office.

**ROOM MOTHERS**

Each classroom will ask for two mothers to volunteer to be room mothers. These moms assist the teachers by coordinating classroom parties. This also includes being a liaison to the Preschool Board.

**PARENT EDUCATION**

Numerous parent education opportunities are available during the preschool year. Our parent education program is announced in detail in the monthly preschool newsletter. Detailed reminders are in each month’s newsletter. Suggestions for topics and speakers are always welcome.

**LIABILITY INSURANCE**

Paradise Valley United Methodist Church carries a liability insurance policy which covers the Preschool.

**SUPPLIES**

In addition to the supplies on hand and those purchased every year, we are always happy to receive toys, household items and equipment you no longer have use for at home. A tax deductible receipt can be obtained at the Preschool office.

**YOUR CHILD AT SCHOOL**

**SCHOOL CLOTHING**

PVUMC Preschool values hands-on experiences. Frequently, these experiences are messy, so we encourage parents to send children to school in play clothes. The Preschool suggests that all outer clothing be marked with your child’s name. The lost and found is in the Preschool office. Parents of children in diapers or newly toilet trained should plan to bring a complete change of clothing for their child. Place this change of clothes in a ziplock bag marked with your child’s name and leave it in the classroom.

**TOYS AT SCHOOL**

Please check with your child’s classroom teachers concerning their policy on toys. The Preschool does not encourage “aggressive” toys. Parents are responsible for all items brought to school.

**EMERGENCY CARDS**

An emergency information card must be completed before your child enters school. Each year parents need to update this card. This card provides vital information if an emergency occurs at school.

## **ILLNESS AND COMMUNICABLE DISEASED**

For the well-being of all our children, a child who is ill must not come to school. If a child becomes ill at school, the child will be removed from the classroom and the emergency procedures will be followed. The Preschool office has a brochure called "Is He Sick? Should He Go To School?" Please ask for your free copy.

## **PARENT PARTICIPATION**

PVUMC Preschool encourages parents to participate in their child's classroom. Teachers appreciate your help and support. The amount of parent helper time per month is determined by the number of days per week a child attends school. For example, the parent of a child attending school two days per week, may be a parent helper twice per month. Sign-up sheets are posted in each classroom.

The classroom teachers will provide specific guidelines or suggestions for being a helper in their classroom. Classrooms may vary their helper schedule during the year. In some of the classes, teachers may not utilize helpers during the early weeks of school or after vacation periods.

Volunteering in your child's class provides an opportunity for you and your child to share a special day. Keep in mind that some children are unaffected by their parent's presence in the classroom, while other children may behave differently when their parent is in the classroom. Therefore, this is not an appropriate situation for you to evaluate your child's classroom behavior. Please speak to your child's teachers about any concerns you may have.

## **CONFERENCES**

PVUMC Preschool values the knowledge and experience of every parent, particularly concerning his/her child. Please share with your child's teachers any pertinent information which may affect your child's day at school. The teachers need to be in the classroom from 9:00 to 11:30, but will be glad to meet with you or talk to you on the phone before or after school. Informal conferences are welcomed by the teachers.

Twice yearly Parent/Teacher conferences will be scheduled in November and February. All information shared in parent/teacher/director conference is strictly confidential.

## **THE SCHOOL YEAR**

Throughout the year we have several special events planned of which you should be aware. We encourage your participation. Please look for the dates of this year's activities in the school newsletter.

## **BEGINNING OF SCHOOL**

Open House is an opportunity for you to meet your child's teachers and familiarize yourself with your child's classroom, some of his/her activities at school and the Preschool in general.

## **SPECIAL NEEDS CHILDREN**

PVUMC Preschool is pleased to enroll special needs children provided our facilities and staff are able to adequately meet those children's needs. These children will be accepted on an individual basis after consultation with the Director, parent and teacher(s) involved (if possible). While the majority of our staff members do not have specific training for special needs children, we are able to provide them with social interactions. Any other services which are needed such as physical, occupational, speech or hearing therapy and emotional counseling, must be provided by outside sources and paid for by the parents. Should outside services be necessary, we require that the child's teachers be in communication with those service providers so that the teachers are able to better understand the needs of the child.

If the Director and the teachers determine that the special needs child require individual attention by an aide and that an aide would not normally be needed for the class, the parent must pay for the salary for the aide. This situation will first be discussed with the teacher, Director and parents of the special needs child.

## **CLASS SIZE**

The following limits have been set on class sizes. These limits will remain in effect until the Board deems changes necessary.

E8 Two-Year-Olds (Minis)	12 children to 1 lead teacher + 1 aide
E7 MWF Young Threes	14 children to 1 lead teacher & 1 assistant teacher
E7 Co-op	12 children to 1 teacher + 3 parent participants
E6 Three-Year-Olds	16-17 children to 1 lead teacher & 1 assistant teacher/aide
E5 Older Three-Year-Olds	16-17 children to 1 lead teacher & 1 assistant teacher
E3 Four-Year-Olds	18 children to 1 lead teacher & 1 assistant teacher
D1	22 children to 2 teachers & 1 aide
D2, D3	22 children to 1 lead teachers, 1 assistant teacher, 1 aide
E4	22 plus children to 1 lead teacher, 1 assistant teacher & 1 aide

## **EXTENDED DAY**

Children who have attended Preschool in a Pre-K class (MWF, M-F, or Expanded) and who wish to remain at the Preschool for another year, will be given priority and be placed in the Extended Day Class or Expanded Class. It will be the parents' choice between these two classes except if the child has already attended the Expanded class, that child will be enrolled in the Extended Day class. It will be the Board decision to approve age guidelines for children who turn five-year-olds after December 31 deadline for the Extended Day Class (if space is available). Exceptions will have a one-month review period.

registration or hold fees.

3. Application can be made anytime during the school year.
4. Re-application must be made for each school year.
5. In order to apply for a scholarship, you must be registered and accepted into the Preschool.

**Spirit Days** – Spirit Days are held on the first Thursday and Friday of the month. The children are encouraged to wear their Preschool t-shirts. The Preschool Board is responsible for organizing special visitors or events for these days.

**Student Directory** – Each Fall a directory of all students attending the Paradise Valley United Methodist Church Preschool is compiled, printed and distributed to each Preschool family.

**Teacher Luncheon** – The Preschool Board welcomes the Preschool staff back to work in August by providing lunch during their first staff meeting.

**Teacher Workday Breakfast** – Each May during the scheduled Teacher Workday, the Preschool Board sponsors a breakfast. This breakfast serves as an opportunity to show the Preschool Board's appreciation for all the effort and time the teachers put into their work.

**Video Yearbook** – Throughout the year, DFX Production is at the Preschool filming highlights of all our events. At the end of year, each Preschool family receives a copy of this DVD which includes each child attending the Preschool. The DVD is a gift to our Preschool families funded by the Preschool Board's fundraising activities.

## **PVUMC PRESCHOOL POLICIES**

### **DISCIPLINE**

All teachers work with the Director to handle discipline in a positive and preventative manner. The heart of our approach is a belief in each child's self-worth. We support positive reinforcement, active listening, parent involvement, and redirection of inappropriate behavior that might prove harmful to the child, his peers, or any adult in the classroom. Time-out methods are also utilized in some classrooms.

If a child has excessive difficulty adjusting to the classroom situation or should a behavior problem arise anytime during the school year, the teachers, working with the Director, will request a special conference with the parent to better understand the child's special behavior needs. A three-week time period from the date of the special conference will be given to implement the recommendations that arise from the conference. At the end of three weeks, another conference will be scheduled to reevaluate the situation. If the problem still exists at the time of the second conference, the Director and teachers(s) will determine the appropriate course of action.

After Open House, the first week of school is orientation for children. Each class has its own schedule for introducing children to their new classroom, classmates and teachers.

### **FATHER'S SATURDAY – OCTOBER**

Preschool will be in session for dads and children. Teachers plan a fun morning enabling dads to share in their child's regular school day.

### **PUMPKIN PATCH – END OF OCTOBER**

The children go with their class to the Pumpkin Patch set up at school and pick their own pumpkins to take home for Halloween!

### **HALLOWEEN PARADE – END OF OCTOBER**

Children wear their costumes (no masks please) to school for a Halloween Parade. Parents are invited to come and watch each class parade around the courtyard. A great picture-taking time!

### **PARENT/TEACHER CONFERENCES – NOVEMBER**

Parent/Teacher Conferences provide an opportunity to discuss your child's preschool adjustment with his/her teacher.

### **THANKSGIVING FEAST – NOVEMBER**

Each classroom has their own special "feast" to celebrate the holiday.

### **SOCK AND UNDERWEAR TREE – DECEMBER**

Throughout the month of December a Christmas tree is on display in the Preschool office. To help celebrate the Christmas season we ask the children to bring a pair of brand new socks or underwear to school and pin them on the tree. These socks are then donated to the Wesley Community Center.

### **CHRISTMAS MUSIC PROGRAM – DECEMBER**

The music teacher, assisted by the classroom teachers, plans a special program for your child to share the sights and sounds of the season.

### **PARENT/TEACHER CONFERENCES AND REGISTRATION – FEBRUARY**

Parent/Teacher Conferences provides an opportunity to discuss your child's progress with his/her teachers. At this conference time you may register your child for next year's program.

### **VALENTINE'S DAY – FEBRUARY**

Each class organizes its own Valentine's Day Party and the children exchange Valentines.

### **ICE CREAM SOCIAL AND ART DISPLAY – APRIL**

A school Fundraiser and Open House for all to come and enjoy! An opportunity for the children to share their school with parents, grandparents, brothers and sisters.

## MOTHER'S-SPECIAL PERSON DAY – MAY

Children in each classroom plan a special program for their moms or a special person!

## PVUMC PRESCHOOL BOARD

The Preschool Board is made up of Preschool parents and staff. It meets several times a year to help establish, approve and implement administrative policies and to aid the Preschool in fundraising. If you are interested in a detailed description of the Preschool Board's make-up and its function, please ask for a copy of the Preschool By-Laws in the Preschool office. When vacancies occur, they are filled by the Preschool Board Nominating Committee. Child care for parent Board members attending Preschool meetings is free.

As specified in the PVUMC Preschool By-Laws, the Preschool Board is in place to assist the Preschool Director with the following responsibilities: evaluate the Preschool program, determine and review administrative policies, address grievances of the staff, address grievances of the Preschool families, and approve the annual budget. In addition, the Preschool Board members are in charge of fundraising activities which directly benefit the Preschool classrooms, facilities, or playgrounds.

The 2007-2008 Preschool Board members include:

Allison Barkley  
Kelly Bennan  
Staci Buse  
Emily Calihan  
Betsy Coffeen  
Nathalie Kobel

Michelle Larmore  
Janey Ledyard  
Julie Palmer  
Marci Symington  
Maria Syms  
Michelle Walker

Also included are:

Mindy Sobraske, PVUMC Preschool Director  
Julie George, PVUMC Preschool Staff Liaison  
Andrea Andress, PVUMC Director of Children's and Family Ministry  
Rev. Kelly Bender, PVUMC Senior Minister  
Denise Mahrle, PVUMC Finance Committee  
John Lomax, PVUMC Trustees Committee

## PVUMC Preschool Board Sponsored Events

**After School Program** – The Preschool Board will be responsible for selecting the After School Programs for the upcoming year based on proposals received and evaluations of the current programs. This chairperson will also communicate appropriate information with the program providers according to the defined After School Program Policies.

**Book Sale** – A book sale is held in the Fall. The books offered to parents include the best in children's literature for preschool-aged children through third grade. Typically, the profits from the book sale are used to purchase new books and listening centers for the Preschool's library.

**Frozen Dough Sale** – The Preschool Board is sponsoring the sale of frozen dough (cookies, pretzels and pizza). This event is scheduled for the last part of September with delivery of ordered products the middle of October. This is the Fall fundraiser for the Preschool.

**Ice Cream Social and Art Show** – This yearly event takes place in April. Artwork by all students is displayed in each classroom as well as the Fellowship Center. Entertainment, balloons, ice cream, homemade cookies, and lemonade are all available during this very special evening of sharing and fun with our Preschool families. In addition, each class also produces a special "Classroom Creation" which is sold to the highest bidder through a silent bidding process.

**Preschool T-Shirts** – Each child attending the Preschool is given a short-sleeved t-shirt to wear on "Spirit Days" and on Father's Saturday. The Preschool Board is responsible for ordering and distributing these t-shirts.

### **Scholarship –**

#### Eligibility to Apply:

Anyone enrolled in the Preschool.

#### Application Process:

Obtain scholarship application from the Preschool office (in file folder by sign-in/sign-out sheets) or the Preschool Director.

#### Committee Process:

1. The Director assigns a code number to the scholarship application and keeps the first page of the application with the personal information. Committee members receive only the second page to determine financial need.
2. The scholarship committee will attempt to meet within one week of receiving the application.
3. The Director will notify the applicant of the committee's action as soon as possible.

#### Application Regulations:

1. A family can apply for up to the entire tuition for all their children attending the Preschool.
2. The scholarship does not apply towards processing,