



Brandon Methodist  
KINDERGARTEN

**2023-2024**  
**Student Handbook**

## **Program**

It is the philosophy of Brandon Methodist Kindergarten that early childhood should be a time of fun, warmth, exploring, and discovery.

The preschool's purpose is to provide an atmosphere that encourages social, spiritual, emotional, physical, and intellectual growth and development of the child as a whole.

Brandon Methodist Kindergarten presently uses the ABEKA curriculum. Brandon Methodist Kindergarten endeavors to provide each child with a balanced program of work and play which will include: creative activities, group experiences, listening and sharing stories, Bible stories, movies, art, music, science, social studies, math readiness, writing readiness, reading readiness, and health-safety education. An awareness of God is made manifest through our program so that children will have many opportunities to know God as the giver of all things.

The preschool is governed by a Board that is appointed by Brandon First United Methodist Church. The purpose of the Brandon First United Methodist Kindergarten Board is to provide guidance, support and direction for the Brandon First United Methodist Kindergarten program and through close cooperation with the Kindergarten Director to enable the kindergarten to achieve its goals.

## **Eligibility**

Brandon First United Methodist Kindergarten is open to all children between the ages of 3 and 5 who are independently toilet trained. (Toilet trained means that they can unbutton and button clothes and use the restroom without teacher assistance.)

In order to be in a class, the child must turn the age of that class on or before September 1 of the school year for which the child is enrolling. The cut-off dates are mandated by the State of Mississippi Department of Education.

## Procedures

Application forms are found online from the church website at [www.BMKindergarten.org](http://www.BMKindergarten.org). Registration begins for the public on February 1 and for returning students and church members the week prior to February 1. Registration will continue until all classes are filled.

Children will be placed on the enrollment list upon receipt of the registration form and fee. If all classes are filled, the registration fee is not paid and the child will be placed on a waiting list. As soon as a vacancy occurs, the parent will be notified, the registration fee will be paid and the child is placed on the enrollment list. The registration fee for new students is \$160 and is **non-refundable**. The registration fee for current students is \$130 and is **non-refundable**. **After June 1<sup>st</sup> the registration fee is \$180 for all students.**

## Contact Information

The telephone number for the school is 601-824-0281. Email contact is [brandonmethodistkindergarten@gmail.com](mailto:brandonmethodistkindergarten@gmail.com).

## Placement of Children

Children will be placed in classes at the discretion of the director. We ask your cooperation in this matter. Consideration for class size and boy-girl ratio is given. Class assignments will not be made until August.

## Class Fees

Tuition for Brandon Methodist Kindergarten is as follows:

K5 class	\$220 per month \$1980 per year
5 day classes	\$210 per month \$1890 per year
3 day classes	\$180 per month \$1620 per year

A discount of \$20 per monthly tuition will be given to families with two or more children for each additional child after the first child currently enrolled in the program. No discount is given for paying the entire year's tuition.

Our fees are calculated on the total cost per student per year and divided into 9 equal payments. Credit is not given for absences, school holidays, or **school closings** (unless authorized by the Board). Tuition covers salaries, utilities, special activities, administration, and maintenance costs. Brandon First United Methodist Kindergarten is solely self-supporting through registration and tuition payments. It is very important that all fees are received on time.

Tuition is required to be set up through bank draft. It will be drafted from your account on the 1st day of the month. Bank draft form is required at time of registration.

book fee for 3 and 4 year old classes	\$80
book fee for kindergarten class	\$100
5 day students supply fee	\$210
3 day students supply fee	\$180

These fees include an accident insurance policy for students at BMK and are non-refundable.

## **Withdrawal**

A one month written notification to the office is required if you choose to withdraw. Withdrawal requires ½ months tuition due for the upcoming month unless there is a student on the waiting list to fill your child's spot.

## **Snacks**

The parents provide a snack through the supply fee. The morning snack will consist of water and one of the following: cheese crackers, goldfish, pretzels, graham crackers, vanilla wafers, or cereal. **Please notify your child's teacher of any food allergies.** Do not send breakfast to school with your child.

## **Emergency Plans**

Throughout the year, your child will participate in fire drills and tornado drills. Each teacher is prepared to handle such emergencies should they occur.

In case of hazardous weather, children will remain in protective hallways and not released until the weather has passed.

## **Clothing**

For preschool, children should be dressed in comfortable, washable clothes which they can manage easily by themselves. Please label any clothing that your child brings to school. BMK is not responsible for lost items.

Please see that your child wears play shoes--NO POINTED TOE BOOTS OR OPEN BACKED SHOES. The children climb, run, and play so their shoes must allow freedom for these activities.

The children will have playtime outside each day unless it is raining or below 40 degrees. Please dress your child according to the weather.

## Illness

With an outbreak of flu and viruses that happen throughout the school year, we want to make sure everyone is familiar with our Healthy Kids policy.

1. **We expect all parents to keep sick children at home if he/she:**
  - a. has fever of 100.4 degrees or higher (**Child can come back to school when he/she is fever free for 24 hours without medication**)
  - b. has had diarrhea or vomited in the last 24 hours
  - c. has an undetermined or contagious rash
  - d. has a runny nose, coughing, or sneezing unless you know it is non-contagious (allergies, sinus)
  - e. wakes up the morning of preschool with any symptoms of illness (children are most contagious in the early stages of an illness)
  - f. has lost sense of smell or taste
  - g. has been exposed to covid
2. If your child becomes sick at school, you will be notified to come and get him/her immediately. **Be sure all emergency numbers are correct and current!** Notify us of any changes.
3. **Please keep a child who has been ill at home until he/she is fully able to return to our normal routine.** This includes going out for play.

Any medication to be given to a child must be authorized by a written statement and signed by the parent. Please bring the medication to the office in the correct dosage only. The preschool will not provide medications, with the exception of first-aid treatment for minor scrapes, insect bites, etc.

## Parent Involvement

A parent orientation is held in August prior to the beginning of school. At this time, our curriculum, program, etc. will be discussed and questions answered. This is a parent only event.

Parents will be asked to provide transportation for field trips. Parents will be asked to provide parties throughout the school year for their child's class.

Conferences will be scheduled when parents or teachers feel they are needed. Children should not attend these conferences.

## **Class Events**

Each class will have a Fall Party, Christmas Party, Valentine Party, Easter Party, and End of Year Party at school.

## **Behavior Management**

Brandon Methodist Kindergarten has four rules for children to follow:

1. They must take care of themselves.
2. They must be kind to others.
3. They must take care of materials and equipment.
4. They must respect the rights of other people.

Encouragement is given for appropriate behavior. When a child forgets how to behave, they are reminded. Repeated forgetting of the rules could result in having child sit in time out and think about what has happened. As a last resort, the child could be taken to the office where the problem will be discussed. Parents will be notified of any serious problems.

## **Times and Schedules**

School hours are 8:00am - 11:15am. Carpool drop off is from 8:00am - 8:15am. If you arrive after carpool drop off is finished, you must walk your child to the BMK door. A staff member will walk your child to his/her classroom.

Carpool pick up is from 11:15am - 11:30am. There is a late fee of \$5 charged if your child isn't picked up by the end of carpool. The BMK clock is the official time when determining the late fee.

Playday pick up is from 1:45pm - 2:00pm. There is a late fee of \$5 charged if your child isn't picked up by the end of carpool. The BMK clock is the official time when determining the late fee.

Please ensure that your child arrives at school on time each day. This keeps from disrupting the learning process in the classroom. We know that sometimes this is unavoidable, but please make every effort to arrive on time for school.

Each day in carpool, you will check your child in and out through the QR code that is located on the back of each carpool number.

## **Birthdays**

Birthdays are important to little children and may be observed at school. If you would like to furnish a treat, you may do so by making prior arrangements with your child's teacher. Children with summer birthdays may pick a time for a pretend birthday time. If you wish to invite children from your class to a party, you need to invite all the children in your child's class.

## **Transportation**

The office must have in writing the names of all persons who have permission to pick up your child. If anyone other than the people on your child's pick up list will be picking your child up, you must send a note stating who will be picking your child up on that day.

You will be given 2 carpool tags with your child's carpool number on them. These must be hung from your rear view mirror facing out so that it is visible to the staff.

## **Playday**

We offer playday on Tuesdays and Thursdays.

Tuesday playday is \$10, your child will bring their lunch (including a drink that is not carbonated). Lunch should be in a disposable container (sack lunch, no lunch boxes) labeled with their name.

Thursday playday is \$10, BMK provides 2 slices of pizza and a drink.

Playday fees can be sent each day or monthly, if they are staying for all playdays.

Playdays are optional. Your child may stay one day, all days, or none at all. We offer this as a convenience for parents. Payments for playday can be done using Venmo (@BrandonMethodist-Kindergarten), check, or cash.

### **Supplies**

Supplies are provided by BMK using the supply fee that you pay in June.

### **Calendar**

A monthly calendar will be provided for your family before the beginning of each month. It contains playdays, special events and programs, and holidays for that month. Please keep this handy to remind you of all special days for that month.

### **Emergency Transportation Procedure**

In the event of an emergency evacuation of the preschool, we will evacuate to Crossgates Methodist Children's Center, 21 Crossgates Drive, Brandon, MS 39042. We will transport using the church mini buses.

### **Liability**

Brandon Methodist Kindergarten will not be held liable for accidents that occur at our facility.

### **Standards**

Brandon Methodist Kindergarten is licensed as a Child Care Facility by the Mississippi State Department of Health and complies with all standards put forth by the department.

*Updated December 6, 2022*

**Brandon First United Methodist Kindergarten**

**2022-2023 Staff**

Julie Parker, Director

Leigh Sharp, Assistant Director

**Three Year Old Teachers**

Erin Purvis

Penny Watson

Cecile Whitten

**Four Year Old Teachers**

Jennifer Altman

Sherry Sanderson

Kelly Conn

Dee Dee Stowers

**Kindergarten Teacher**

Ellie Halverson

Angele Johnson, Ph.D., Music Teacher