

## Jennifer Ridley, Director

### Preschool Board:

Jane Wood – President  
Pastor Ran Loy – Pastor  
Jerry Mansur – Treasurer  
Bobby Jones – Church  
Sue Cook – Representative  
Glena Muncrief – Representative  
Sarah Welch – Representative

### A Special Invitation

The Cloudfcroft United Methodist Church would like to invite you and your family to join us for Sunday Worship. Sunday school starts at 9:30 am and the Worship service at 10:45 am. Nursery care is provided.

### Admission Policies

Cloudfcroft United Methodist Preschool Program admits students of any race, national and ethnic origin or religious background to all the right, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, national and ethnic origin or religious background in administration of its educational policies, or other school administered programs. It is a non-denominational, non-discriminatory school for infants 2 months old through 5 years of age.

### Program Philosophy

Cloudfcroft United Methodist preschool provides a varied, non-denominational, non-discriminatory program to educate the **whole** child- socially, physically, mentally, emotionally, and spiritually. A background of varied individual and group experiences is provided to meet each child's individual needs. We are fully licensed by the State of New Mexico. State aid is available to families who qualify. Please speak with the director for an application.

## Curriculum Enrichment

The curriculum will be enriched with the use of a High Reach Learning Curriculum. The National Association for the Education of Young People (NAEYC) stated that the curriculum should *“encompass critical areas of development including children’s physical well-being and motor development; social and emotional development; approaches to learning; language development; cognition and general knowledge; subject matter areas such as science, mathematics, language, literacy, social studies and the arts”*. All High Reach learning curricula are based on this belief that children learn the best through hands-on activities addressing the needs of the whole child, while focusing on the essential balance between teacher instruction and child exploration. The curriculum will also be developmentally appropriate and individualized.

### Guidance Policy

The CCUM Preschool believes in maintaining a loving, caring and controlled atmosphere where all directions are stated in a positive manner. By being affirmative and consistent, few discipline problems arise. Whenever necessary, children are redirected in other activities and may be removed from the group. There is always one teacher supervising the child and allowing the child to make their choice when to rejoin the group. CCUM Preschool is a Christian facility teaching Christian morals.

### Biting Policy

It is the policy of the CCUM Preschool that if a child bites another child it is considered a very serious problem. The child will be counseled and an injury report will be completed. If the child bites again, the parents will be called and the child will go home for the day. If the child bites for a 3<sup>rd</sup> time, the child will be dismissed for 3 consecutive days.

### Parent’s Policy

We have an “Open Door” policy in our Preschool. All areas of our school are open for visitation during school hours. We have many special events throughout the year. To help plan these events, we have a Parent Board, please ask the Director for more information. Parent-Teachers conferences are available upon request. We invite all parents to volunteer in the classroom at any time. Parents are responsible for picking their child up on time and also acknowledging the teacher when you leave. This helps the teacher keep track of who is picking the child up.

## Food and Birthdays

We emphasize good nutrition during our snack time. Snacks consist of 100% pure fruit juice, milk, fresh fruit and vegetables, cheese, peanut butter, crackers, granola, etc... A monthly “snack calendar” will be posted in each classroom. We discourage the use of “sugary” snacks. **We would appreciate snack donations.** Birthdays are a special day for children. If your child would like to bring a special treat to share with their friends, please do so during the morning snack. Lunch at school is very important. Each child needs to bring their own lunch, including a drink.

### Clothing

We recommend that your child be dressed in comfortable play clothes that he/she can manage by themselves. This allows for freedom of activity without fear of ruined clothes. A sweater/jacket is usually necessary most months for outside wear. **If in doubt, please send a sweater/jacket.** During winter weather please have your child wear a heavy coat, hat, snow boots, and gloves/mittens. Please make sure that their name is on all items. Our program is designed to include some outdoor activities everyday when weather permits. If you child cannot go outside, please notify their teacher. We ask that you bring an extra set of clothing that is weather appropriate.

### Illness

#### **Children who are ill must be kept home!**

It is recommended that children be kept home an extra day after they appear well, in order to ensure that the illness is not spread to other children at the school. A doctor’s release is required when the child returns to school. This is a State requirement.

**No child will be admitted that shows visible signs of illness.** (temperature, runny nose, cough, rash, etc...) We are concerned for your child’s health and we rely on you not to send an ill child to school. If a child becomes ill at school, we will notify you to pick the child up. The Director needs to be notified of any contagious disease.

**Please notify us when your child will be absent.**

## Preschool Staff

Every staff member is finger printed and must undergo a background check. They also complete a 45 hour class that covers seven competency areas; child growth, development and learning; health, safety, nutrition and infection control; family and community collaboration; developmentally appropriate content; learning environment and curriculum implementation; assessment of children and programs; professionalism. Staff members must also complete 24 hours of annual training. All staff members are certified in first aid and CPR. All staff members are required to sign a confidentiality agreement to insure the privacy of you and your child. We are also required by State law to report any child suspected child abuse/neglect to CYFD.

## Emergency/Fire Evacuation Plan

If there is an emergency/fire that places the Preschool children in possible danger we will notify all parents to pick up their children. Please ensure that all information is correct on all registration forms, including other individuals that are allowed to pick up the child. If the emergency siren is activated, we will evacuate to Hwy. 82 and wait for instructions by trained personnel. We will notify all parents of our evacuation location.

## Sign In/Sign Out

All children must be signed in and out on the sign in sheet provided. Children **MUST** be accompanied to their classroom by an adult. **Children will only be released to an adult.** Another adult may pick up your child if they are listed as an authorized contact. Please do not be offended if we ask for ID, this is to ensure the safety of the child.

## Bad Weather Days

On days that we have severe snow or ice, it will be the discretion of the Director if Preschool will be on a 2 hour delay or closed. In years past, we tend to follow the decision of Cloudcroft Elementary School. You will be notified prior to 7:45am of any closings or delays. If you have any questions, please call the Director, Jennifer Ridley at (575) 921-6994

## Tuition & Enrollment

**Hours:** 7:45 am to 5:15 pm

### **Tuition Rates:**

#### **Preschool (ages 3-5)**

\$14.00 for ½ day (until 1pm)  
\$22.00 per full day (daily rate)  
Full time- \$400.00 monthly

#### **Toddler (ages 18 mo.- 36 mo.)**

\$17.00 for ½ day (until 1pm)  
\$23.00 per full day (daily rate)  
Full time-\$425.00 monthly

#### **Infant Care (ages 8 wks-18mo.)**

\$17.00 for ½ day (until 1pm)  
\$25.00 per full day (daily rate)  
Full time-\$465.00 monthly

### **All tuition is due by the 5<sup>th</sup> business day of the month.**

Paying on time avoids placing a financial hardship on the Preschool. Your tuition pays our teacher, so please pay on time. Please feel free to discuss any financial hardships with the Director. A two week notice needs to be provided if you are withdrawing your child from the preschool. If a student is absent on a day that has been paid, they will have the opportunity to make-up that day in the same month. **Make-up days are not carried over to the next month.**

There is a 5% discount per family of two or more children enrolled full time.

### **Fees:**

\$15.00 for each 10 minutes after 5:15pm  
\$25.00 for tuition paid after the 5<sup>th</sup> business day of the month  
\$25.00 for any returned check  
\$30.00 Registration Fee

At the time of enrollment, an updated copy of the child's shot record needs to be provided to the director with your application

**State Aid:** Available to families that qualify. If interested, please ask for more information and an application.



## Cloudcroft United Methodist Preschool

It is the mission of the CCUM preschool to provide the highest quality of child care addressing the development of the “Whole Child”. We strive to provide a loving, caring, structured Christian environment where every child feels secure and special.

50 Chipmunk  
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**(575) 682-2264**