

# **Our Nursery School**

Churubusco United Methodist Church

School Year 2023-2024



Founded in 1966

# **ATTENTION:**

## **Drop-off Procedure:**

- \* The first week you're welcome to park your car and walk your child to class. We encourage you to begin letting your child out at the top of the ramp the following weeks. A teacher will greet them at the ramp .
- \* Please be considerate of others. If you must walk your child to class, park in the parking lot. And enter under awning.
- \* Please don't drop-off your child before 8:50 a.m. (morning) or 12:25 p.m. (afternoon).

## **Pick-up Procedure:**

- \* The safety of your child is our top priority. Therefore, you are required to line up in your vehicle at 11:30 a.m. (morning) or 3:00 p.m. (afternoon). **NO WALK-UPS**
- \* If an emergency arises and you are unable to wait in line, please call ahead to make special arrangements to pick up your child.

**Notice:** *For security reasons the church requires us to lock the doors during school hours. If you need to come during these hours you will need to enter (and exit) through the main doors (upstairs).*

## **GOALS**

We will strive to help the child as he learns to live and love outside the home through sharing, group play and peer relationships.

We encourage the child to grow:

- . . . . . In self understanding
- . . . . . In becoming independent
- . . . . . In knowing teachers and other children
- . . . . . In increasing his/her awareness of God's world  
around him/her
- . . . . . In learning to listen and to hear
- . . . . . In developing the abilities to think for himself/  
herself
- . . . . . In developing the abilities to communicate with  
others in a meaningful way

Dear Nursery School Families,

We are so excited and thankful that you have entrusted the education of your child to our care. We will do our very best to live up to that trust. We promise to provide your child(ren) with great care in a learning environment where they can grow physically, mentally, emotionally, relationally, and spiritually. Our focus is to walk with them not just through our time together during the school year, but also to equip them on the path for a joy filled and meaningful life.

The goal is simple. To create a space where your child(ren) are loved by their teachers with a love rooted in the love of Jesus.

We are also excited about walking along with you, the parent(s)/guardians. You play the primary role in the growth of your child(ren) as you take the lessons and knowledge learned in class back home. We are here to serve and partner with you as you raise your little ones.

And please know that you and your family are welcome and invited to join us for worship at one of our Sunday services. We would be honored for you to make CUMC your spiritual home if you are not currently worshipping at a church.

I look forward to meeting you and your little ones as they are dropped off for school and regularly during the school week.

Please know that I as well as the entire staff at CUMC are praying for you and your family as you continue the crucial work of parenting, I hope you will join me in praying for all students, families and Nursery School staff this year as we walk, learn, and grow together.

Grace and Peace,

John Huff  
Lead Pastor

Dear Parents of our Nursery School Children:

Nursery School is the beginning of new experiences for boys and girls. It offers a Christian atmosphere for group learning in which the whole child can grow through a warm accepting climate and a rich program. It is a program that considers the developmental needs of the child and emphasizes growth in all areas – physical, emotional, mental, and spiritual – as a continuous interrelated process.

As we strive to serve your child, questions and comments concerning our program are always welcome.

Since the child's family is very important to him/her, it is our hope that we may become better acquainted and form a good working relationship as the school year progresses.

As their parent, you give to your child the love and security he/she needs to be able to accept new experiences and learn from them. So laugh with your child...and tell them that you love them everyday!

Sincerely,

Cheryl Fleetwood  
Debbie Leitch  
Co-Directors

## **SCHOOL CALENDAR FOR 2023-2024**

The Nursery School vacation dates coincide with those of the Smith-Green Community School System. Parents will be notified of any changes in the public school's calendar that will affect Nursery School dates.

SEPTEMBER 17	Open House	1:00 – 4:00 P.M.
SEPTEMBER 18	First Day of School	9:00 A.M. or 12:30 P.M.
OCTOBER 13	No School / Fall Break	
OCTOBER 30	Fall Party	
NOVEMBER 3	Picture Day	
NOVEMBER 22 & 24	No School – Happy Thanksgiving	
DECEMBER 18	Christmas Story	
DECEMBER 20	Jesus' Birthday Party	
DECEMBER 22-To January 5	No School Merry Christmas! Happy New Year!	
JANUARY 8	First Day Back	
FEBRUARY 14	Valentine Party	
MARCH 20	AM. CONFERENCES	
MARCH 27	P.M. CONFERENCES	
MARCH 29	NO SCHOOL	
APRIL 1 - APRIL 5	Spring Break FIRST DAY BACK APRIL 8	
MAY 10	Family Tea	
MAY 15	Carnival Day (LAST DAY)	

Dads' Night and Moms' Night – To Be Announced  
Field trips – To Be Announced  
Walking and area field trips – weather permitting

## CO-DIRECTORS

**CHERYL FLEETWOOD** 260-693-3954

**DEBBIE LEITCH** 260-413-1320

## NURSERY SCHOOL STAFF

***ASHLEY MACY*** ***260-241-5427***

**DANIELLE BISCHOFF** 260-494-9947

**SHUREE CLAYMILLER** 260-580-5484

***SHELLY DAVIS*** ***260-691-9095***

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**JENNIFER RUBLE** 260-403-6507

**MAKENZI TONKEL** 260-445-2995

**ZOIE TONKEL** 260-212-2204

**CHANGE OF INFORMATION:**

If you have a change of address or telephone number please notify us immediately, It is very important that this information is always up-to-date.

**EMERGENCY:** In case of an emergency, your child will receive necessary attention first and parents will be contacted as soon as possible. Please list emergency numbers on child's consent form .

**A HELPFUL HOME FOR YOUR CHILD**

Sing and say nursery rhymes with him/her. Enjoy music, radio and television as a family group. Read the schedules to find suitable programs.

Read to him/her often. Good books are available at the public library.

Take family trips and discuss them. Children enjoy going to the airport, grocery store, post office, park, farm etc.

Help him/her to be a good listener.

Answer his/her questions. He/she really wants to know.

Label his/her coat, sweater, cap, boots, etc., and help him/her to recognize belongings.

Provide playtime with other children. Give him/her crayons, paper, scissors, clay, and paint.

Give him/her work to do. Work is play when it is not too difficult.

Help him/her to develop a feeling of responsibility and independence.

Teach him/her to put away materials and toys after using them.



**INSURANCE:**

Each child is insured through the Insurance policy of Churubusco UMC.

**HEALTH:**

1. A physical examination by your doctor is required and all inoculations should be up-to-date. Be sure to record any pertinent medical or emotional history.
2. Please do not send your child if he/she is not well. When a contagious disease develops, inform us as soon as possible.

**CLOTHING:**

1. Please dress your child in comfortable, washable play clothing. Food and craft material may be spilled. (Paint smocks will be furnished.)
2. Take into consideration that we will be enjoying daily outdoor activity as much as possible and you should dress your child accordingly.
3. Please mark all possessions clearly with your child's name – both mittens, both boots, etc.,. Boots should be plenty large and mittens are better than gloves. We encourage self-help!
4. Small pockets sometimes get filled with small pieces of equipment. If this happens, just return the article to the room, puzzle pieces especially.

**PARENT PARTICIPATION:**

Parents are urged to visit the classes. A call to the teacher before hand is appreciated, since we prefer no more than two visitors at a time. Anytime you have a question or need a conference, feel free to ask for an appointment. Any discussion pertaining to the child must be in a private conference.

**REFRESHMENTS:**

A simple snack will be part of the daily schedule. If your child will require a special diet, be sure to discuss this with his teachers so appropriate arrangements can be made.

**SHARING ITEMS OF INTEREST:**

Your child is limited to one Show and Tell item per week and Friday is Show and Tell day. We encourage your child to bring items that would be interesting to show and talk about. We welcome specimens from nature, favorite toys, something special from a vacation, etc. Pets are also welcome, but please make advance arrangements with your child's teachers. Monthly calendars will have suggestions for the week.

**TORNADO AND FIRE DRILLS:**

There will be at least two fire drills and at least one tornado drill per class, per school year.

## **IMPORTANT INFORMATION:**

1. All children are welcome. This Nursery School is sponsored by the Church for the benefit of the community.
2. Age requirements: Children who will be 3 by August 1, or older are eligible for Nursery School.

### **COST:**

1. Includes a \$55.00 registration fee, which must accompany the completed registration form. There will be no refund of registration fees.
2. The tuition is a basic \$85.00 per month, and is due on or before the first school day of each month. If payment is not received the first week of class, it will be considered late. Late fees may be charged. In cases of extenuating circumstances the family should contact a Director as soon as possible to discuss alternative financial arrangements.
3. Tuition can now be remitted online through a link on Churubusco UMC's website Nursery School page ([www.churubuscoumc.org](http://www.churubuscoumc.org)) with an added convenience fee of \$5. Online tuition payments are \$90.00 monthly.
4. No tuition allowances can be made for absence due to illness or vacations except circumstances as judged by the Director.
5. Checks should be made out to United Methodist Nursery School. Return check fee will be charged on all returned checks.
6. Two weeks notice required for removal of child, refunds (if any) will be determined by the directors and Nursery School Board.
7. Your Child's Driver will be responsible for proper car seat restraints.
8. Directors will make final decisions.

### **SCHEDULE:**

Nursery School is held on Monday, Wednesday, and Friday. The morning sessions meet from 9:00 to 11:30 a.m. and children are not to arrive before **8:50 a.m.** The afternoon sessions meet from 12:30 to 3:00 p.m. and children are not to arrive before **12:25 p.m.** Children are to be picked up at 11:30 a.m. and 3:00 p.m. respectively. If you are detained, your child will remain under supervision until you arrive for him/her. Your child will be released to an authorized person only, so let us know who this person is. If there is a change in the person picking up your child, send a note, or call the office.

### **WEATHER:**

Nursery School will be closed or delayed for weather conditions whenever the SMITH-GREEN Community Schools are affected. A two-(2) hour delay for SMITH-GREEN Community Schools is a one-(1) hour delay for NURSERY SCHOOL. Morning delays do not effect afternoon sessions. Pick up times are not effected.

When SMITH-GREEN Community Schools are closed all day, NURSERY SCHOOL will be closed all day. (Weather Days)

**E-LEARNING DAYS & WEATHER DAYS—PLEASE CHECK WITH REMIND OR FACEBOOK**

**WEATHER DAYS WILL BE MADE UP AFTER 3 DAYS ARE MISSED**

Please sign up for REMIND MESSAGES.@81010 text message @gfakae  
Facebook messages at Churubusco United Methodist Nursery School

# **Delay Schedule**

**When Smith-Green Community School announces an E– Learning day Please check Nursery School messages on Remind or Facebook**

**When Smith Green announces a 2 hour delay, we will be on the 1 hour delay schedule.**

**10:00-11:30 for A.M. Classes**

**12:30-3:00 for P.M. Classes  
(Regular Time)**



**Churubusco United Methodist Church**

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