

HANDBOOK 2020-2021

Letter from the Board of Directors

Dear Parents:

We are pleased that you have chosen to be an active part of your child's preschool experience. This handbook has been planned as a guide to acquaint you with the goals of Humpty Dumpty, your responsibilities as a parent and basic operating policies and procedures. Please read through it carefully. Your participation is vital to the quality and success of the program.

The program at Humpty Dumpty will provide a variety of experiences and activities, many of which the children may not experience at home. By participating in the many aspects of the program, the children will have the opportunity to mature into enthusiastic learners. Creative expression of individual ideas will always be encouraged through participation in art activities, dramatic play, block building, and shared discussions.

The children will grow socially as they make new friendships, learn to interact with others individually and participate in large and small group activities while sharing, listening and taking turns.

The children will grow emotionally by learning to express feelings in a healthy way while adjusting to many new experiences, by controlling impulses and tempers and by learning how to appropriately engage in conflict resolution by using learned problem-solving skills.

The children will grow physically while participating in activities and using equipment designed for growth and development of large motor skills as well as refining small motor skills.

The children will grow intellectually as they participate in curriculum designed to follow the Missouri State Standards in academic areas of literacy, math and science.

The children will grow spiritually as they begin to receive and understand foundational Biblical teachings.

We hope that you will enjoy watching your child grow and progress from one stage to another through the mastery of new skills. We also hope that you will make new friends as you work together with other parents. We anticipate your parenting skills will be further enhanced as you observe the teachers, share ideas with other parents, and read and learn through the opportunities that Humpty has to offer.

Thank you,

The Staff of Humpty Dumpty Preschool

TABLE OF CONTENTS

HUMPTY’S HISTORY AND PHILOSOPHY	page 4
Background and Philosophy	page 5
Vision Statement	page 6
Objectives	page 7
THE STRUCTURE OF HUMPTY	page 8
Humpty Governing Flow Chart	page 9
Board of Directors/Humpty Dumpty Team Organizational Chart	page 10
2020-2021 Humpty Dumpty Personnel Information	page 11
Board Members, Monthly Parent Help Duties	page 12
Parent Responsibilities	page 13
GENERAL PROGRAM INFORMATION	page 14
Admission Criteria and Program Options	page 15
Finance: Extended Day, Tuition, End of the Year Statements	page 16
Finance: Other Fees, Reimbursement Policies	page 17
Forms of Communication: Newsletter, Website, Backpack Mail	page 18
DAILY OPERATIONS	page 19
Procedures: First Week of School, Parking, Arrival, Departure	page 20
Procedures: School Closures, Discipline	page 21
Procedures: Medications, Allergies, Illnesses, Dress Code	page 22
In the Classroom: Learning Centers, Library, Scholastic, Share Bag Guns & Weapons	page 23
In the Classroom: Birthdays, Field Trips	page 24
PARENT HELPING	page 25
Parent Help Goal, Scheduling Parent Help Days, and Snacks	page 26
Suggested Snacks, Humpty Prayer	page 27
SAFETY AND SECURITY	page 28
Safety and Security, Inclement Weather, Insurance	page 29
•	page 30
Parent Teacher Conferences, Summer Play Dates, and Special Events	page 31
Special Events Continued	page 32
2020-2021 SCHOOL YEAR SPECIFICS	page 33
2020-2021 School Year Calendar & Scheduled Days Off	page 34
MWF/TH School Supplies & Supply Fee	page 35
BY-LAWS	page 36
Bylaws	page 37-39

HUMPTY'S HISTORY AND PHILOSOPHY

Background and Philosophy

Humpty Dumpty, a parent-owned cooperative established in 1966, is both alike and different from other good schools for three, four and five year old children. The school is owned by the families who are currently enrolled. The high level of parental involvement allows tuition rates to be kept to a minimum while maintaining a high quality preschool program. Predetermined class size and favorable adult-child ratios insure a maximum of individual attention for each child. The positive influences of both teachers and parents, working closely together, creates an extended family atmosphere in the classroom. This relationship provides an excellent bridge between home and school. Not only does the enrollment of a child at Humpty Dumpty provide opportunities for the child to become acquainted with new friends, it provides the same opportunity for the parents.

The Board of Directors of Humpty Dumpty Preschool is chosen to represent the majority of parents. The board manages the business of the school which includes securing a location for the school, hiring qualified staff, providing funding for curriculum and equipment, scheduling and training parent helpers, and serving in various ways. It is vital to the success of the school that the board provides both physical and emotional support to the staff for the school to function smoothly.

The most important goals the teachers and parents have for the children are to ensure that each child feels loved and secure while at school and that they have many opportunities to learn individually both in small and large groups.

The curriculum is designed to provide enrichment opportunities, to provide social development and encourage creative expression. A “hands on” or constructivist philosophy guides the planning and implementation of activities in dramatic play, block building, teacher-guided and self-guided art, rhythm and music, language experiences and Biblical teachings. Thematic based centers will also engage the children in science, math, and literacy activities that are cognitively and developmentally designed to meet the goals that align with the Missouri Early Learning Standards. These standards were developed by the Missouri Department of Elementary and Secondary Education.

The teachers are responsible for planning and carrying out the program or curriculum, providing a safe, healthy and happy environment, establishing opportunities for social and intellectual growth for each child, and maintaining close communication with each family and with the members of the Board. The teachers are the constant in the organization, therefore, it is important for them to establish a cooperative rapport with the church liaison and minister of the church where the school is located.

Some parents serve as “parent helpers” on a rotating basis under the guidance of the teachers who communicate curriculum plans and responsibilities to the parent helpers at the beginning of each day. Responsibilities include assisting as an extra pair of hands (or laps), to help the teacher carry out the planned curriculum, providing a snack for all children, and helping maintain a safe, clean and well-organized environment for learning.

Vision Statement:

By engaging in hands-on learning and play, each child will grow in the likeness of God while developing their individual talents and strengths. Through shared involvement, each parent will have the opportunity to serve together in partnership, so we can positively enhance each child's first educational experience.

Objectives of Humpty Dumpty Preschool

For the Child

- To have a safe and loving environment in which to learn and grow
- To have a variety of safe and carefully selected toys and equipment with which to play and learn
- To participate in a developmentally appropriate curriculum for social, emotional, physical, intellectual and spiritual growth
- To feel love and acceptance as a unique individual

For the Parent

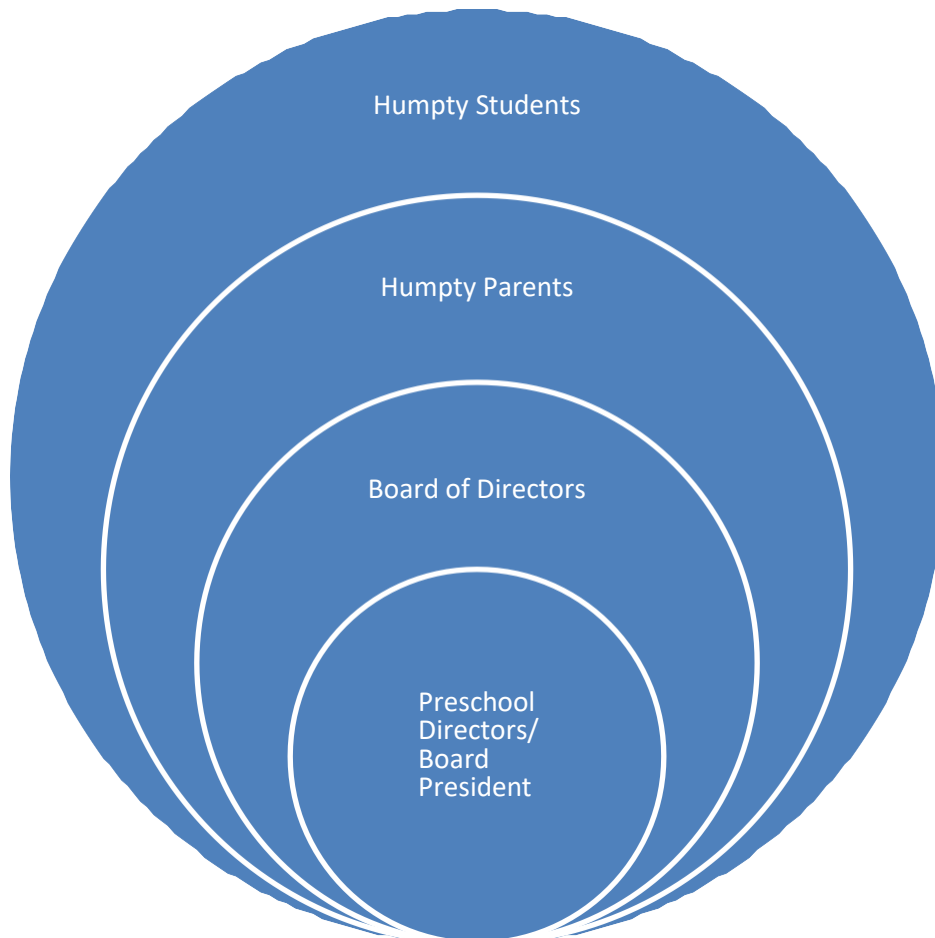
- To recognize and respect each child's individuality
- To learn what may generally be expected of a preschool child at each stage of their growth and development
- To gain a better understanding of their own child(ren) through working with other children
- To help children succeed in their first steps toward independence away from home
- To encourage companionship among all parents by working together
- To accept each parent's abilities, talents and differences

Humpty wishes you and your family an enjoyable year at our (your) school. May you treasure your precious preschooler and the joy of participating in his/her wonderful world of learning.

THE STRUCTURE OF HUMPTY

Humpty Dumpty Governing Chart

The chart below shows the Preschool Directors as the core of the school. The Board of Directors serves as the governing body. Humpty parents serve as volunteers to enhance the functionality of the school. Humpty parents affect Humpty students both as parent helpers in the classroom and as guardians for their children.

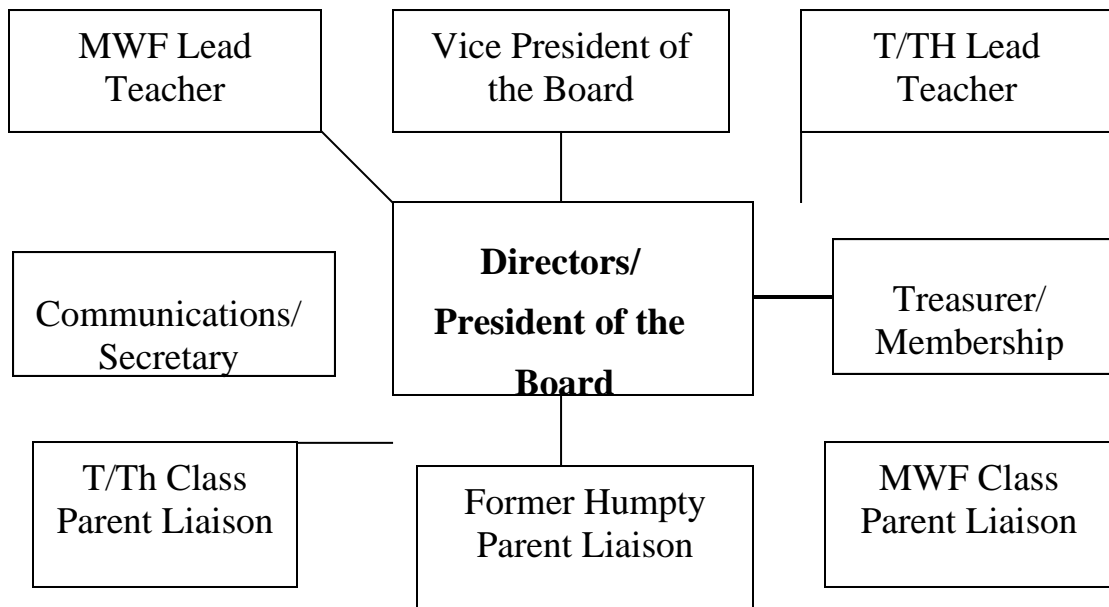


The Board of Directors

Each year a Board of Directors is selected to serve both as a governing body and as a management team. As a governing body, the Board ensures the school is operating according to its vision and goals. As a member of the management team, each Board Member is responsible for implementing Board decisions while accomplishing tasks that are imperative to the efficient and effective operation of the school. The Board Members report to and are held accountable by the Directors of Humpty. Potential Board Members are nominated and interviewed by the existing Board, and then a formal invitation is extended to serve a minimum one year term as a Director or Officer of the Board.

Humpty Dumpty Organizational Chart

The organizational chart below shows that the Board of Directors work alongside & cooperatively with the Director/s of Humpty Dumpty Preschool regarding school policy and procedures. The number of Board positions can change based on enrollment needs.



2020-2021 Humpty Dumpty Personnel Information

The Director and Board want to hear your concerns and are available to answer any questions you may have. Please direct any questions or concerns to one of the following people via email, phone call or text, and backpack mail or in person.

Board President/Administrative Director:

- Stacie Anderson
 - Cell: 573-355-7336
 - Email: stacieanderson711@gmail.com

Vice President/Director of Finance/Treasurer:

- Angela Mayer
 - Cell: 573-355-4244
 - E-mail: angelamayer2004@yahoo.com

Teachers:

- Stacie Anderson (MWF Teacher)
 - Cell: 573-355-7336
 - Email: stacieanderson711@gmail.com
- Tina Drywater (MWF Teacher/Board of Director)
 - Cell: 573-808-0282
 - E-mail: tinadryh2o@gmail.com
- Angela Mayer (T/TH Teacher)
 - Cell: 573-355-4244
 - E-mail: angelamayer2004@yahoo.com
- Aubrey Maltsberger (T/TH Teacher Assistant)
 - Cell: 573-818-4770
 - Email: aubreymaltsberger@yahoo.com

Note: While the teachers and staff will make themselves available as much as possible to answer questions, they ask that their personal time be respected. If you have a question or concern, please let them know anytime while understanding their response may not be immediate, but it will be addressed in a timely manner.

Board Members:

- Stacie Anderson- Board President/Administrative Director
 - Cell: 573-355-7336
 - Email: stacieanderson711@gmail.com
- Angela Mayer –Vice President/Finance/Treasurer
 - Cell: 573-355-4244
 - E-mail: Angelamayer2004@yahoo.com
- Tina Drywater - Communications/Secretary
 - Cell: 573-808-0282
 - E-mail: tinadryh2o@gmail.com
- Jeannie Hoff - MWF Parent Liaison
 - Cell: 573-999-2557
 - E-mail: jeanniehoff@yahoo.com
- TBA - TTH Liaison
 - Cell: TBA
 - Email: TBA
- Shannon Pugliese - Former Humpty Liaison
 - Cell: 573-228-8544
 - Email: smpugliese@verizon.net

Monthly Parent Help Duties

School needs fluctuate from month to month. We will post school needs every month and ask that members who are Parent Help or Expanded Parent Help volunteer to fulfill those needs. Parents in the Buy-Out category do not need to serve unless you choose to do so. Volunteer opportunities will be available in the following areas:

- Fundraising
- Teacher Helper (Extra classroom cleaning, lesson prep, etc.)
- Portfolio/Scrapbooks
- Membership
- Communications
- Special Events

Parent Responsibilities

The cooperative is parent-owned and operated. Its success depends on true cooperation among participating parents. This puts responsibility on all of us and each family must do its share. These responsibilities include:

- Attend Orientation
- Actively serve the school
- Volunteer to drive on field trips (optional)
- Participate in timely payment of tuition monthly, or by semester
- Self-discipline and honesty if incurring any of the “other fees”
- Submit a copy of an up-to-date insurance card on the vehicle noted in your enrollment paperwork (Reminders will be included in the monthly newsletter)
- Adhere to the parent contract
- File current immunization records and emergency contacts with the school (it is the parent’s responsibility to keep this information up to date all year)
- Provide a snack for the classroom on a rotating basis
- Show kindness, patience and concern for each child always
- Respect a child’s feelings; never laugh at a child, only with them
- Never leave a child alone/left unattended indoors or outdoors
- Never talk about a child in front of him/her, other children or parents. If you have observed something you feel the teachers should be informed of, find an opportunity to tell them privately
- When parent helping, limit visiting with parents and all cell phone usage to before and after school, as our first priority during class hours is the children
- Report ALL accidents to a teacher
- Be aware of people not associated with the school that are on the premises and do not be embarrassed to ask who they are and why they are there
- Help ensure that all children are being considerate of others
- Help the children substitute an acceptable activity for an undesirable one when needed
- Never assume a child’s act is a deliberate act of wrongdoing and do not make him or her feel overly guilty for his or her behavior.
- Allow the children to comfortably and safely make mistakes
- If you need help with a discipline issue, feel comfortable to ask a teacher for help (it is assumed by the teachers that you are comfortable in the situation if you do not ask for help)

GENERAL PROGRAM INFORMATION

Admission Criteria

All families wishing to enroll their child(ren) in Humpty Dumpty Preschool will have to satisfy the following criteria:

Birthdate requirements – To be enrolled in the T/Th class the child must be 3 years of age by July 31st of the year of enrollment or must obtain prior Director and Board approval to waive this requirement. To be enrolled in the MWF class or M-F class, the child must be 4 years of age by July 31st of the year of enrollment or must obtain prior Director and Board approval to waive this requirement.

Potty Training - All children enrolled at Humpty Dumpty Preschool **MUST** be completely potty trained (bladder and bowel) prior to the start of the school year. Children will **NOT** be permitted to wear Pull-Ups or diapers to school. Any child enrolled without being potty trained (or seen in Pull-Ups/diapers) or that has frequent accidents* at school will be withdrawn from the school until potty training is achieved. The child's spot will **NOT** be held, and the enrollment fee will **NOT** be returned. Tuition refunds of prepaid tuition will be at the discretion of the Board of Directors and will be addressed at the Board Meeting following dismissal.

*Unacceptable frequency of bladder or bowel accidents has been established by the Board of Directors and is available upon request.

Program Options

Regular Parent Help Option

The Regular Parent Help option requires a family member to parent help 1 time per month in the classroom, as well as volunteer up to 1 hour a month for various school needs.

Expanded Parent Help Option

For families that would like the opportunity to spend more time helping in the classroom, the Expanded Parent Help option allows a family member to parent help days 2 days per month in exchange for a reduced monthly tuition rate. The parent would volunteer up to 2 hours a month for various school needs.

Buy-Out Option

For families that are not available to parent help, but still want to be a part of the Humpty Dumpty experience, we have a limited number of "Buy-Out" positions available in each class. With this option, parents pay a higher monthly tuition in lieu of parent helping. These parents are still required to adhere to all the other parent responsibilities such as providing snacks. As a Parent Cooperative, you are encouraged to volunteer as you are available, but are not required to participate. These positions are given out on a first-come, first-served basis. For more information contact our Membership Officer.

Humpty Dumpty Christian Co-Op admits students of any race, color, and national or ethnic origin

Finance

Extended Day (Extended Day services will become available upon DHSS approval)

The Extended Day Program is an opportunity for children and parents to become more acquainted with a longer school day. There will be one option available for Extended Day.

The Extended Day option is called Lunch Bunch. It is held from 12:30 to 1:30pm. This option costs \$6.00; advance notice is not necessary. Just send a sack lunch, payment and inform your child's teacher at morning drop-off.

Your child will receive a FREE extended day after 10 extended day visits.

Tuition

A non-refundable registration fee is required at the time of enrollment by the parent to hold the child's place at Humpty Dumpty. (For exceptions, refer to bylaws.)

Tuition is paid September through May. The monthly tuition is based on the number of days school is in session throughout the school year. It is then calculated so that each month's tuition is the same dollar amount. Therefore, when there are fewer (or more) days in a month, tuition remains constant.

Number of days per class per year X price per day / 9 months = monthly payment Sept – May

Tuition is payable monthly, yearly or by semester. Payment methods are check/cash. September tuition will be collected at Orientation; subsequent tuition will be due on the first day of class each month, October through May, without exception or reduction due to absences or vacations. Tuition is considered delinquent after the 5th day of the month. If tuition is paid on the 6th day of the month or later, you will be assessed a \$10 late fee. If you prepay for the full year tuition, you will receive a \$100 credit. Full year tuition payments are due by July 31.

If your family incurs an unexpected financial strain and tuition cannot be made by the late fee deadline, please discuss your individual situation with the Director A.S.A.P.

End of the Semester Statements

The Director of Finance will provide each family with an end-of-the-semester statement showing all the fees the family has paid to date. Please check with your accountant to find out if your tuition is tax deductible. Please note that late fees and no-show fees are not included on this statement.

Other Fees

To ensure fairness for everyone at Humpty Dumpty, we will enforce additional fees for not abiding by guidelines/responsibilities listed in the parent handbook. All fees are to be paid by the next class period, unless prior arrangements have been made with the Director.

\$10.00 – dropping child off unattended before the start of school (9:00)
 \$10.00 (+\$10.00 for each 15-minute increment) – picking child up after the designated late time (12:45)

Late/no arrival **for PARENT HELPERS** is as follows:

\$10.00 for arrival 9:00-9:14
 \$30.00 for arrival 9:15-10:15
 \$50.00 after 10:15 or no show
 \$25.00 for leaving before being checked out by a teacher

Designated drop off time:	9:00-9:15
Designated pick up time:	12:30-12:45
Designated parent help arrival time:	8:45

Each year the portfolio team works hard to create a portfolio for each student that captures the child's school year experiences. The portfolios will be given to each family at graduation or when the child leaves Humpty only after ALL fees and fines have been paid.

Reimbursement Policies

In the event that a Teacher asks you to purchase items for the school, please follow these procedures for reimbursement:

- Obtain a Tax-Exempt Letter from the Teacher
- Completely fill out the reimbursement form, available in the classroom and attach it to your receipt.
- Submit the completed reimbursement form to a Teacher for authorization.
- The Teacher will sign the approved form and pass it along to the Director of Finance.

The Director will process the reimbursement and a check will be placed in the recipient's Parent Communication Folder via backpack mail. An email or phone call will be placed by the Director alerting the recipient that the check is there.

Humpty Dumpty is a tax-exempt organization and does not reimburse on any taxes paid. Prior to making a purchase, obtain a copy of our tax-exempt letter from a Teacher and present it to the store before purchasing your items. If you choose not to use the tax-exempt letter when making a purchase, be sure to deduct the taxes paid when figuring the amount to be reimbursed.

Forms of Communication

Monthly Newsletter

Humpty publishes a newsletter the beginning of each month. Pertinent information is included in the newsletter. Families are strongly encouraged to take time to read through the newsletter to stay up to date on all the events taking place at the school.

Humpty Dumpty Website

Humpty has a website that serves two functions. The first is to inform new and prospective parents about the preschool by sharing teacher biographies, school history, tuition information, co-op responsibilities, etc.

The second function is to be a resource for current members.

The website address is www.humptydumtypreschool.org

Backpack Mail

Your child will have a folder in his/her backpack that will contain all handouts, class activity notices, correspondence, etc. This folder is referred to as the “Parent Communication Folder.” Please check this folder each day of school. You may use this folder to send items back to school with your child to the teacher’s attention as the folder will be opened each day by one of the teachers in the classroom. If you send a note that needs to be kept private, please put it in a sealed envelope with the Teacher’s name on the front.

This method of communication can also be used to send written communications between Humpty parents. Place the items to be sent in a sealed envelope. Label the outside of the envelope with the intended recipient’s name. Then, place it in the Parent Communication Folder pocket labeled “to teacher.” The Teachers will then distribute the mail accordingly each day school is in session.

DAILY OPERATIONS

PROCEDURES

First Two Weeks of School

To help ease the kids into the classroom setting, the first week of school is structured a little differently. Children and parents will attend together on the first day for a Meet & Greet with the teachers. The purpose of this event is to familiarize your child with their new surroundings. We will show them the classroom, their cubbies, the bathrooms, etc. Since this is a drop-in event, please come anytime during your assigned block: 9:00 to 10:30 or 11:00 to 12:30. The next week, each class is divided into two groups. Each child will attend ONE day that week, with a shorter class time, 9:00-11:00, and with abbreviated classroom activities. Regular classes will begin on the third school day, from 9:00 to 12:30. Parents should plan to stay with their child until the child feels secure in their new environment. If your child is having a hard time transitioning, please wait until one of the teachers can give their undivided attention to your child to help them as you leave.

Parking, Arrival and Departure

The following is the drop off and pick up schedule for both classes:

One of the goals of a parent co-op is to foster friendships between families. Due to the unique nature and location of the preschool within the church, this arrangement seems most appropriate and parents may make use of the playground and Special Events to build friendships.

Each day drop off & pickup will be held at the outdoor playground or in the classroom or on inclement weather days at the FCC children's indoor play area or in the classroom. During sign in your teacher will tell you of your designated drop off location. These designated areas are accessible by entering through the southeast corner doors. A Humpty Dumpty sign will be posted on the entrance doors. Drop off for school is 9:00-9:15 each morning and dismissal is 12:30-12:45. Parents are welcome to come into the classroom prior to designated pick up times to sign their child out if they need to leave early. Otherwise, please wait at the designated pick up area. Please use patience when waiting for your turn to sign your child out. Please note that all doors remain locked throughout the day. The southeast corner doors will ONLY be unlocked for a couple of short periods of time, 8:40-9:15 and 12:15- 12:45. If you arrive at arrive after 9:15 or need to come into the classroom during the day, please park in the main church parking lot (NOT the lobby drive through area) and then enter the building through the main office doors which are the doors located closest to Forum Boulevard.

Parent helpers are expected to arrive between 8:40-8:45, park and enter the building through the southeast corner doors.

It is important for parents to hand deliver the teacher a note if anyone other than the child's parent or regular driver will be picking up. For your child's safety, please include a description of the car and the name of the driver. Without this note, or the authorization on your child's enrollment sheet, your child will not be allowed to leave with an unknown person. Please notify your alternate driver that he/she will be required to produce a photo ID before the child will be allowed to go home with him/her.

Humpty Dumpty Christian Co-Op admits students of any race, color, and national or ethnic origin

School Closures

Humpty Dumpty follows, as close as possible, the Columbia Public School calendar during the months of September through May.

Our preschool will follow Columbia Public Schools' decision in canceling school due to hazardous weather and/or road conditions. Listen to a local radio (KFRU 1400 AM) or local television stations for closing announcements. **One significant difference, if CPS calls for a late start (2-hour delay), we will CANCEL class for the day.** We will not have a late start. If weather conditions call for a late start, we feel it is in the best interest of our students, families and staff to cancel for the day. We understand the inconvenience that this can cause, but our first priority is safety. In fairness, we have built in one extra week of class at the end of the school year to accommodate for cancelled school days. We will not make up school days beyond that extra week but will ensure our families are provided with fair compensation for inclement weather days. The Board reserves the right to cancel school, even when Columbia Public Schools are in session, due to extenuating circumstances. If the situation arises, you will be notified by your classroom teacher.

Parent helpers who are scheduled to work on days when school is canceled will be assigned to work on the make-up day. It is the responsibility of the parent helper to make other arrangements if the make-up day doesn't fit into their schedule.

- **COVID Note: Please refer to the COVID-19 policy addendum for additional closure possibilities**

Discipline

Our goal for each child is to develop appropriate social skills. By instruction and example, each child will learn how to interact socially with peers, take direction from adults and function positively within the daily routine of a school setting.

Our primary forms of discipline include redirection, giving appropriate choices, verbalizing expected behavior, and positive reinforcement for desired behaviors. When necessary, we also use a "clip system" which provides a visual guide for helping children to be accountable for their behaviors. "Green" means the child is meeting behavioral expectations; "yellow" means the child should slow down and think about how his or her behavior is affecting him or her or others; "red" means the teachers will have to talk to a parent about the child's behavior. The child always has the opportunity to move his or her clip back up throughout the day.

The teacher will notify the parent or guardian if their child seems to be having repeated difficulty, as Humpty Dumpty wishes to keep discipline a positive partnership between school and home.

At the discretion of the teachers and the Board, a child may be dismissed from Humpty Dumpty after an individualized intervention plan has been implemented and deemed unsuccessful. If the child is dismissed, any unused portion of tuition will be refunded, however the enrollment fee will not.

Humpty Dumpty Christian Co-Op admits students of any race, color, and national or ethnic origin

Medications

No medications will be administered by the Teacher or by Parent Helpers. If a child requires medication during school hours, the child's parent must administer it.

Allergies

If your child has a known allergy you will be asked to complete an Allergy Plan of Action. If your child is prescribed an Epi-Pen, please make sure that order is noted on the Child Medical Form. Also, we ask that you provide a non-expired Epi-Pen to be kept on school premises for use in an emergency.

Illnesses

Please keep your child home with any of the following symptoms or illnesses:

- A temperature over 99.5 degrees orally, within the last 24 hours
- A sore throat
- A persistent cough
- An earache
- A rash
- An upset stomach, nausea, vomiting or diarrhea, within the last 24 hours
- **Any COVID-19 Related Symptoms**

Please call the school as early as possible when your child is not going to attend class for health or other reasons. If a child becomes ill at school, the child's parents will be notified at home or work and will be expected to take the child home at once. Please report any communicable health problems to the school immediately so other parents can be notified if necessary.

***COVID Note: Please refer to the COVID-19 policy addendum for additional information regarding a COVID diagnosis/outbreak**

Dress

Please dress your child in clothes that you and your child won't mind getting paint, mud, or water on. Good sturdy shoes with soles that grip well for running and climbing are essential. It is recommended that shoes have straps on the heels to ensure safety on the playground.

Dress your child appropriately for the weather. We will go outside (teacher discretion) unless it is raining, or below 32 degrees. If you feel it's too cold for your child to go outside, please plan to pick your child up early. Parent helpers will not be available to stay inside with your child.

All removable clothing items should be labeled with your child's name.

Just as a reminder, all children attending Humpty Dumpty MUST be potty trained prior to the start of school. Children are not allowed to attend school in Pull-Ups/diapers. A change of clothes should be kept at school in case of an occasional accident.

In the Classroom

Learning Centers:

Art Center

Traditionally, the art projects at Humpty are not “fancy”, but rather hands-on and creative. The school’s philosophy is to have children experience art through “doing”, experiencing the process and various art mediums rather than focusing on the final product. Based on teacher discretion, your child will also participate in structured, guided art to enable your child to learn to follow step-by-step instructions and to properly use art supplies and tools.

Discovery Center

In the Discovery Center, children will learn about and/or experience science or math activities. The activities in this center are fun and exploratory in nature and are designed to help foster a love for math and science at a young age.

Literacy Center

In the Literacy Center, children begin developing early literacy skills through the use of games and journal writing where they practice letter identification, letter formation, beginning phonics, as well as other literacy activities.

Library and Scholastic Books

We have a children’s library at Humpty Dumpty. Your child may check out 1 book periodically. Please return your book the following week. There is a 3-book checkout limit. We must enforce this rule in order to keep our book loss to a minimum.

In addition, we offer you the chance to purchase books from Scholastic. You will be provided the Scholastic book order form along with instructions on purchasing these books in your child’s backpack. This is a great way to encourage reading at home!

Share Bags

Each class day there will be a designated share time where a student will share 3 small items from home. Share bags are rotated on a daily basis. It is best not to send items that are irreplaceable. Out of fairness to all children, please return these bags the following class period.

Guns & Weapons

Humpty discourages playing with and making guns or weapons from Legos, sticks, and/or fingers during pretend play.

Birthdays

Humpty will try to assign parents to parent help on their child's birthday, ½ birthday (for summer birthdays), or late spring (for summer birthdays). On that day, a special snack is always welcome. Some parents may like to donate a toy or book to Humpty in the child's name on his/her birthday, although not mandatory so please do not feel obligated.

Field trips

Classes take field trips throughout the year. Parents are notified of field trips through the newsletter or backpack mail. Parents are welcome to attend any field trips. The teacher will ask for volunteer drivers in advance. She/he will arrange driving responsibilities. Each driver is responsible for transporting, supervising while away and returning the same children to school. A child should never sit in the front seat of a vehicle on a field trip. Child restraint devices, as required by Missouri law, must be used in all vehicles. Since not all parents agree on what music is appropriate to listen to, we respectfully ask that only Christian or children's music be played while children are in the car. Also, feel free to turn the radio off and engage in conversation instead. Field trip consent forms must be signed and on file for each child. For safety reasons, children will be required to wear Humpty T-shirts on all field trips. Parents can purchase these shirts at the beginning of the school year. It may be helpful to purchase a shirt that is one or two sizes larger than what they currently wear to accommodate them as they grow and so that it can easily be worn over clothes. Teachers request all t-shirts to be labeled with your child's name.

PARENT HELPING

Parent Helping Goal

The role of the parent helper is to assist teachers and to help the children get the most out of their preschool experience while at school. Please make your priority to be involved with the children.

Scheduling Parent Help Days

An adult member of each family (mom, dad, or grandparent) must serve as a parent helper once a month for the Parent Help Option and two times per month for the Expanded Parent Help option. For those families with children attending M-F, they must serve two times a month for the Parent Help Option and four times a month for the Expanded Parent Help option. The following outlines the scheduling responsibilities of parent helpers:

- You will submit your parent help day requests to the Director. All efforts will be made to accommodate each family's specific needs
- If you are unable to work on your scheduled parent help day, YOU must arrange the switch with another parent and then notify the teachers of the change. If you switch days with another parent helper the change **MUST BE NOTED ON THE MASTER PARENT HELP CALENDAR** located on the bulletin board outside the classroom. Failure to note all changes on the master calendar can result in a fine. Failure to find a substitute can result in a fine of up to \$50 due by your child's next class unless prior arrangements are made with the Director. Repeated absences may result in dismissal which will be determined by the Board.
- You must make provisions for the care of your other children on the days you parent help. **NO SIBLINGS ARE ALLOWED.** You may want to consider a babysitting swap with another Humpty family. It tends to work out great for both families. If you are new to Humpty, talk to the teachers about helping you establish a swap.
- Every parent helper will be trained by the Assistant Teacher/Teacher on their first parent help day and will be held accountable for following policies and procedures as required by the Missouri Department of Children's Rules and Regulations.

Snacks

All families are required to provide a snack for the classroom on a rotating basis. **Due to COVID-19, each individual student will provide their own water bottle for snack & water breaks throughout the day.** Please check the newsletter for the monthly calendar for snack assignments. To serve as a reminder and as a delivery method, a snack bag will be sent home with your child the school day prior to your assigned snack day. Due to Missouri Department of Health standards, all food must be prepackaged, and store bought. Family size or individual packages are acceptable. NO food prep may be completed at home (i.e. cutting fruit, making individual bags, etc.)

Suggested Snacks:

Due to food allergies in both classes, we ask that you PLEASE avoid foods that contain **PEANUTS/PEANUT BUTTER OR NUTS OF ANY KIND** in any of the snacks.

You will need to bring enough snacks to feed all the kids, staff and parent helpers. You may bring a bulk package of preferred snack, but please do not break into small portions at home. Snacks will be poured onto each child's napkin at school. You will need to provide napkins/plates, cups and utensils if needed.

Acceptable PREPACKAGED Snacks

- Fruit (packaged-grapes, apples, raisins, etc.)
- Vegetables (packaged-carrots, etc.)
- Crackers
- Pretzel Goldfish
- Graham Crackers
- Popcorn
- Low Sugar Cereal
- Jell-O, applesauce, or fruit cups
- Bagels

Humpty Dumpty Prayer:

We will say the following prayer daily at snack time. Please help your child learn it at home.

Father, thank you for this food
and for your loving care.
May these precious gifts be shared
by children everywhere.
Amen.

SAFETY AND SECURITY

Safety

Safety and Security at Humpty Dumpty

Forum Christian Church has implemented a key card entry system. All doors on Forum Christian Church premises will be locked at all times except for the Main Office. These doors are monitored by the church staff.

Safety and Security AWAY from Humpty

Safety and security are of the utmost importance at our school. We follow the guidelines recommended by the state in doing background checks on all our families. Furthermore, we have established sound safety and security practices in the classroom that ensure to the best of human ability that your child is safe.

We certainly encourage families to get together or swap childcare. This is one of the perks of being in a co-op rather than another type of program. For those families who have younger children at home, it is an essential part of being in the program. However, we want to offer a couple of suggestions to you before you decide to leave your little one with someone or invite another child over:

- Take time to get to know the family better. Schedule a time for both moms and children to interact. Observe the interaction and make sure the styles of parenting work for everyone.
- Try not to be one-on-one with a child. Always have another adult or child present.

If you have any concerns or questions, please feel free to speak with the Director.

Inclement Weather

The children go to a designated safety spot in the basement during a tornado or severe weather warning. Please wait for the “all clear” signal before coming to pick up your child. Fire, Earthquake and Tornado Drills are conducted on a regular basis to help the children become familiar with proper procedures. Please review the emergency exit plans posted in the classroom. F.Y.I. – Emergency items are kept on hand for use if needed.

Insurance

Humpty Dumpty Christian CO-OP Preschool carries liability insurance. Contact the Director for more information concerning policy or claims.

F.

Y.

I.

Miscellaneous Information

Parent Teacher Conferences

Classroom teachers will offer formal individual conferences in the spring for the MWF class and by parent request for the T/Th class. The conference dates will be announced in the newsletter and a sign-up sheet will be posted.

You are encouraged to discuss concerns with the teachers, however, please do not do so during school hours or at arrival/dismissal times. If there are concerns prior to the scheduled conferences, an appointment may be scheduled with a teacher. Please feel free to contact your child's teachers via phone or email with any immediate concerns.

Summer Play Dates

Each year, teachers will schedule at least 2 play dates over the summer to encourage the children enrolled for the following school year to meet some of their teachers and fellow classmates. This is also open to all children who were enrolled in the previous school year as a chance to reconnect with friends prior to the start of Kindergarten.

Special Events

Our special events are important because they help build community among families and create fun and lasting memories for kids and family members alike. Be on the lookout for each of these events because you won't want to miss them:

Mugs & Muffins

On the first FULL day of school, coffee, tea & muffins are provided to parents. This is a great opportunity to meet the other Humpty Dumpty families, share this milestone with others and if needed, tissues are available to wipe the tears.

Fall Family Picnic (October)

This event is held on a weekend night and is a great social event that gets both classes together at the same time. This event gives Humpty families a chance to get to know each other. It is a potluck style event with no formal agenda, just fun activities for everyone.

Share Feast (November)

This event is held during class time during the week before Thanksgiving. The kids have a short presentation dressed as Pilgrims and Indians. Parents and grandparents are invited to attend. Each family brings a favorite Thanksgiving dish to share after the presentation. We reflect on our gratitude for the many blessings we have.

Dad's Pizza Night (March)

This event is held on a weeknight and it honors the bond between a dad and his child by doing what most dads and children love – eating pizza and spending time together. Uncles and or Grandpas are invited to attend this event.

Mom's Lemonade (April)

This event is held during a school day and it honors the bond between a mom and her child by creating a time that is just for the two of them. Younger siblings are strongly encouraged NOT to attend. This event has a tea party theme. Moms wear tea party attire and the kids greet their mom at the door and add a final finishing touch – a straw bonnet for mom to wear during the event. The kids sing songs to their moms and it ends with everyone enjoying lemonade and finger foods. Aunts and/or Grandmas may attend this event as well.

Graduation (May):

This event is held on a weeknight during the last week of school. This is our biggest and most sentimental event of the year. This event is only for the children who are going to be starting Kindergarten the next school year. The children wear caps and gowns and receive diplomas to celebrate their preschool years at Humpty. This event has a formal agenda. Parents, grandparents, aunts, uncles, and all other family members are invited to attend.

Graduation is a sentimental and a very special occasion. We want every family member to thoroughly enjoy the event. It has become a tradition that the T/Th class hosts this event for the MWF families. Each family from the T/Th class is asked to take a small but significant task to do in preparation for or during the event. Families will receive more information closer to the event. Participation is not mandatory, but it is our hope that families will want to participate knowing that they will one day receive the blessing of someone serving them in the same way.

***COVID Note: As per city ordinances, state or federal guidelines put into place due to COVID-19 special event dates are subject to change, be modified or cancelled.**

2020-2021 School Year Specifics

SCHOOL CALENDAR WITH SCHEDULED DAYS OFF

MWF Class –

Sun, Aug 30	Orientation (New families 2:00-3:30pm, Returning families 4:00-5:00pm)
Wed, Sept 2	Meet & Greet (9:00 – 10:30am and 11:00-12:30pm)
Wed, Sept 2	Mugs & Muffins on the playground – last 30 minutes of Meet & Greet
Mon, Sept 7	Labor Day – No School
Wed, Sept 9	Half class/half day of school (9:00 – 11:00am)
Fri, Sept 11	Half class/half day of school (9:00 – 11:00am)
Mon, Sept 14	9:00am – First “full” day of school
Wed, Sept 23	CPS not in session – No School
Mon, Oct 5	CPS not in session – No school
Mon, Nov 2	CPS not in session – No School
Fri, Nov 13	CPS not in session – No School
Thurs, Nov 19	Share Feast (BOTH classes) **
November 20-27	Thanksgiving Break – No School (FRI + ALL WEEK)
December 23 – January 4	Christmas Break – No School
Mon, Jan 18	CPS not in session – No School: Martin Luther King’s Birthday
Fri, Feb 12	CPS not in session – No School
Mon, Feb 15	CPS not in session – No School: Presidents’ Day
Fri, Feb 26	CPS not in session – No School
Sun, March 7	Dad’s Pizza (BOTH classes) (4:30 – 6:00pm) **
Tues, March 10	CPS not in session – No School
March 29 – April 2	Spring Break – No School
Thurs, April 22	Mom’s Lemonade (BOTH classes) **, We will still meet on Friday for class
Thurs, April 29 – Fri, April 30	Humpty Parent/Teacher Conferences – No School
Mon, May 17	Graduation (6:30-8:00pm) **
Tues, May 18	All School Picnic @ the Park ** - Parents plan to attend

T/Th Class –

Sun, Aug 30	Orientation (New families 2:00-3:30, Returning families 4:00-5:00)
Thurs, Sept 3	Meet & Greet (9:00 – 10:30am and 11:00-12:30pm)
Thurs, Sept 3	Mug & Muffins on the playground – last 30 minutes of Meet & Greet
Tues, Sept 8	Half class/half day of school (9:00 – 11:00am)
Thurs, Sept 10	Half class/half day of school (9:00 – 11:00am)
Tues, Sept 15	9:00am – First “full” day of school
Tues, Nov 3	CPS not in session – No school
Thurs, Nov 19	Share Feast (BOTH classes) **
November 23 - 27	Thanksgiving Break – No School (ALL WEEK)
December 23 - January 4	Christmas Break – No School
Sun, March 7	Dad’s Pizza Night (BOTH classes) (4:30 – 6:00pm) **
March 29 – April 2	Spring Break – No School
Thurs, April 22	Mom’s Lemonade (BOTH classes) **
Thurs, April 29	Humpty Parent/Teacher Conferences – No School
Tues, May 18	All School Picnic @ the Park – Parents plan to attend

**Events pending on status of COVID-19 Community Gathering Restrictions

Humpty Dumpty Christian Co-Op admits students of any race, color, and national or ethnic origin

MWF & T/Th School Supply List

- Backpack (big enough to hold a 3-ring binder)
- One change of clothing to be kept in child's cubby (place in a gallon sized zip lock bag and label with your child's name)
- Humpty Dumpty T-shirt (ordering available at Parent Orientation)
- New Students Only: 12 x 12 scrapbook (used for a yearlong keepsake portfolio)
- Returning Students may use the same scrapbook as last year. Please return it to school along with a package of refill pages and place them inside the portfolio cover. Thanks!

Supply Fee

A supply fee is required for each child attending Humpty Dumpty. This fee helps pay for supplies used in the classroom during the school year and for photo developing for their scrapbook/portfolio. The supply fee is due at Parent Orientation and is based on the number of days a child is in class.

TTH: \$75 MWF: \$100 M-F: \$175

By-Laws of Humpty

Article I: NAME

The name of the corporation shall be Humpty Dumpty Christian Co-Op Preschool, located in Columbia, Missouri.

Article II: PURPOSE

The purpose of this non-profit parent cooperative preschool is to provide a supervised program of activities designed to help the preschool child grow mentally, physically, socially, intellectually and emotionally. Please refer to the handbook item titled "Background and Philosophy."

Article III: MEMBERSHIP

1. Membership in this organization is limited to one voting parent in each family that has a child or children enrolled in the school.
2. In the event that the board decides that a membership vote is needed:
 - a) An announcement will be made at least seven days prior to the vote
 - b) Each family will be allowed one vote
 - c) A 2/3 majority is needed
 - d) A vote by proxy must be submitted to the Board by the designated date.
3. There shall be two groups of children: One 4-5 year-old group consisting of not more than Twenty-two (22) children and a 3-4 year-old group consisting of not more than Twenty (20) children unless otherwise approved and accepted by the Missouri Dept of DHSS. Age requirements for enrollment shall be established by the Board of Directors.
4. Children will be enrolled in order of their date of application.
5. It is understood that all children who enter the preschool are accepted on a trial basis. If, in the estimation of the teacher, a child is unable to adjust to the preschool situation, the Board of Directors may require that the child be withdrawn from the school.

Article IV: MEMBERSHIP DUTIES

The membership duties are subject to change each year as deemed necessary by the Board of Directors. All parents of Humpty Dumpty students will agree to duties listed on the parent contract and handbook in order to participate in Humpty Dumpty Preschool.

Article V: FEES AND CHARGES

1. Enrollment fees:
 - a) The enrollment fee is nonrefundable unless deemed so by the Board of Directors under special circumstances.
 - b) The enrollment fee is payable by the due date specified by the Director.
2. If early withdrawal from school is initiated by the family, refunds will be handled as follows:
 - a) No refund will be given for the enrollment fee as determined by the Board of Directors and stated in the parent contract.
 - b) Refunds of tuition are not issued if less than one month's written notice is provided.
 - c) Tuition may be prorated if the withdrawal takes place within the month and one month's notice of the withdrawal has been provided.
 - d) If one month's notice is provided, prepaid tuition will be refunded from the withdrawal date to the date through which the tuition has been paid.

3. Written notice of withdrawal should be made to the Director and communicated directly from the family so that proper credit can be given. Every effort to be fair has been made in developing these policies. Extenuating circumstances are inevitable and will be considered on an individual basis.
4. September tuition is non-refundable and due at Orientation. Tuition is payable monthly and considered delinquent after the 5th day of the month; therefore, incurring a penalty fee to be determined by the Board and will be added to the amount due. If preferred, tuition can be paid by the semester. Semester tuition is due July 31st and December 13th respectively.
5. If a child enrolls after the fifteenth day of the month, half a month's tuition is payable for that month.
6. If the school is closed for one month or more, due to unusual or unforeseen conditions, the Board of Directors shall determine the amount of tuition to be paid.
7. A full month's tuition is due, whether or not the child is able to attend each day of school.
8. If more than one sibling is enrolled at Humpty Dumpty in the same year, the following applies:
 - a) Tuition and registration are to be paid in full for each child;
 - b) Parent helping: When siblings are enrolled in the same year, the full number of parent help days is required for each child. An attempt will be made to reduce the number of parent help days if possible.
 - c) Classroom supplies: A supply fee is required for each child; TTH supply fee is \$75; MWF supply fee is \$100; M-F supply fee is \$175.

Article VI: BOARD OF DIRECTORS

1. The Board of Directors is responsible for leading all administrative functions of the school and shall consist of no less than five positions that may include: President, Finance/Treasurer, Communications/Secretary, Membership, Classroom Liaison (1 from each class) and a past Humpty Representative. If additional positions must be added, it may be done at the discretion of the current Board and must result in either an uneven number of voting Board members or a person must be assigned to cast the tiebreaking vote.
2. An open invitation shall be extended to the church liaison to attend any or all Board meetings. The invitation shall be extended by the President at the beginning of the year upon completion of the calendar of events.

Article VII: ELECTION AND TERMS OF OFFICE

1. The Board of Directors acts as the nominating committee and will present the nominations to the current membership for the following year. Board of Director's elections must be completed by the end of the current school year. Officers shall serve for a one-year term, June 1st through May 31st. In addition, they may be invited to attend the final board meeting in May for observation. Officer transitions will take place prior to June 1st.
2. One of the Directors of the school shall serve as the President of the Board. All other positions will be filled by teachers/parents/staff members/volunteers.
3. In case of a vacant Board position during the school year or during the summer vacation, the Board may appoint members from the school to Board positions.
4. Any officer elected or appointed by the Board may be removed by a majority vote whenever it is determined to be in the best interest of the school.

Article VIII: STAFF

1. A qualified director/s shall be hired by the Board of Directors.
2. Members of the Co-Op may obtain teacher responsibilities by submitting a written request to the President of the Board.

3. The Director/s will be responsible for hiring any additional staff subject to a majority vote by the Board.
 - a) All paid staff will undergo the appropriate background checks.
 - b) All paid staff will be required to have a signed contract for the current school year.
 - c) All contracts will be reviewed by the Board of Directors.

Article IX: BUDGET

1. The budget for the next fiscal year will be determined by the Director/s and the Board of Directors.
2. The budget must be approved by the current Board of Directors and subject to a majority vote.

Article X: AMENDMENTS

Changes to the by-laws will be submitted in writing and may be amended by a two-thirds vote of the members present at an official function or by ballot presented at school.

Revised August 2020