2026-2027 PARENT HANDBOOK

Hayes Barton United Methodist Preschool



HAYES BARTON UNITED METHODIST PRESCHOOL

Hayes Barton United Methodist Preschool
(919) 832-9535 | www.hbump.org

TABLE OF CONTENTS

I. Statement of Purpose 1
II. Registration and the Governing Body 2
III. Tuition and Withdrawal Policy 3
IV. Calendar / Times of Operation 4
- **A.** Pick Up Policy 5
- **B.** School Closings 5

V. Collaboration and Support Services 6-7
VI. Conscious Discipline 8
VII. Comprehensive Curriculum 9-10
VIII. School Records 10
IX. Personal Health and Safety
- **A.** Dress Code and Prohibited Items 11
- **B.** Immunizations and Health Records 11
- **C.** General Health and Illness Guidelines 12-13
- **D.** Preventing the Spread of Respiratory Viruses 14
- **E.** Medicine, First Aid Kits and Allergies 14
- **F.** Security and Fire/Safety Drills 15
- **G.** Abuse and Prevention Policy 15
- **H.** Social Media Policy 15

I. Statement of Purpose

Hayes Barton United Methodist Preschool (HBUMP) offers explorative and play-based learning experiences to children from infancy to five years old. As an outreach ministry of Hayes Barton United Methodist Church (HBUMC), we promote a loving, Christian atmosphere that fosters each child's social, emotional, physical, and cognitive development.





Registration and the Governing Body

11. A non-refundable registration fee of one-month's tuition is due upon submission of a child's application. There is a $700 family maximum for registration fees. This is an annual administrative fee that applies to new, as well as currently enrolled families.

Priority of registration is in the following order: current students and siblings who are Hayes Barton United Methodist Church (HBUMC) members, current students and siblings who are non-HBUMC members, HBUMC members new to the preschool, and General Public.

HBUMP does not discriminate on the basis of race, color, national origin, ethnic origin, sexual orientation, disability, and gender in its educational policies, admissions, scholarships, and any school related programs.

The governing body of the preschool is the Hayes Barton United Methodist Church Preschool Board. They determine the tuition and fees for the school, as well as the operating and personnel policies of the school. HBUMP is audited yearly along with the audit of HBUMC. Please visit our website to learn about various financial assistance packages available at HBUMP.

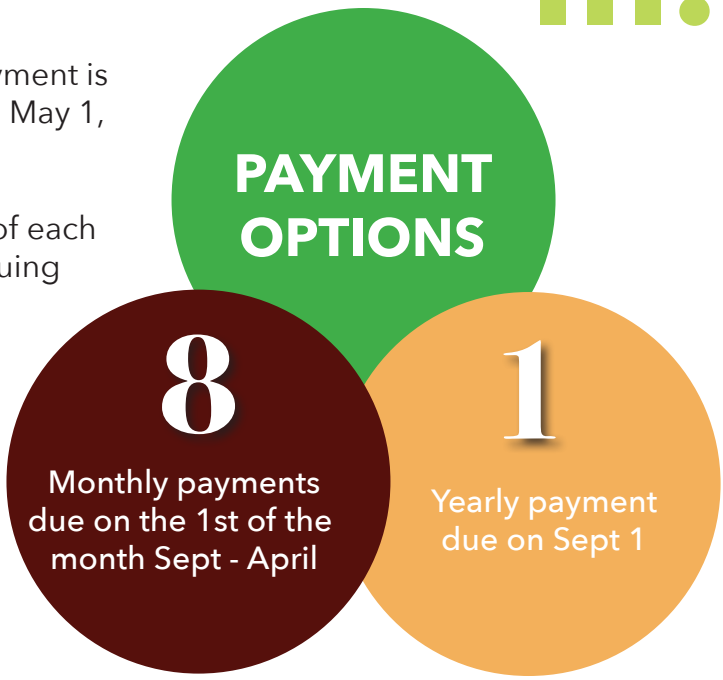
The Parent Handbook will be revised in accordance with the rules and regulations of state, federal, and accrediting entities, best practices for preschool providers, or at the discretion of the HBUMP Board. Any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

TUITION AND WITHDRAWAL

Payment Options and Monthly Rates

A one-month non-refundable advance tuition payment is required for ALL students and is due on or before May 1, 2026. This payment covers tuition for May 2027.

The remaining tuition payments are due the first of each month, beginning September 1, 2026 and continuing through April 1, 2027. HBUMP offers flexible payment schedules including one-payment or eight-payments.



Parents are encouraged to use our bank draft option for scheduled payments. A $20.00 late fee applies if payment is not received ten business days following the due date. Returned checks or draft payments for insufficient funds will be assessed a $25.00 fee. HBUMP reserves the right to dismiss any child when tuition payments are 2 months delinquent and a payment arrangement has not been made with the Preschool Director and Finance Manager.

After the start of school, in order to withdraw a child, written notice must be provided 30 days prior to withdrawal, and tuition for that month and the subsequent month are NONREFUNDABLE. An early withdrawal administrative fee of $50.00 will apply.

Our tuition amounts for the 2026-2027 school year are as follows:

MONTHLY RATES

CLASS	1 DAY	2 DAY	3 DAY	4 DAY	5 DAY
Toddler Program (MMO)	$195	$375			
2 year Olds		$375	$440		
3 year Olds			$440		$545
4 year Olds				$505	$545
Transitional Kindergarten					$565

SCHOOL CALENDAR
and Carpool

IV.

Our calendar generally follows the Wake County Public School System Calendar. A calendar will be provided to staff and parents via email prior to the beginning of each school year.

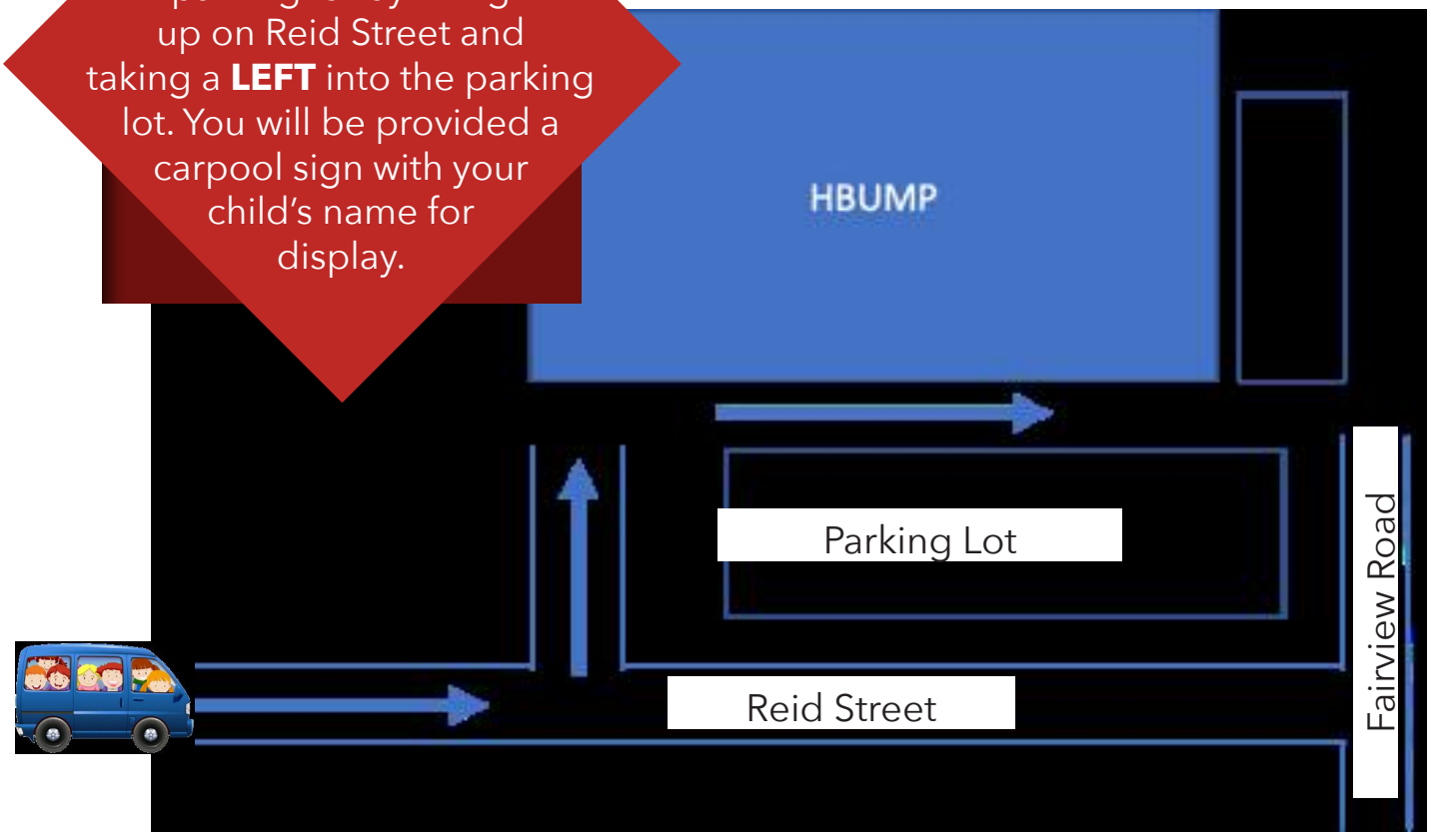
Preschool hours are from 9:15 am -12:45 pm, with a carpool drop-off and pick-up for preschool students beginning each day at 8:55 and ending at 12:45. Morning carpool runs from 8:55 am - 9:15 am. Afternoon carpool runs from 12:30-12:45 pm.

MMO hours are from 9:00am – 12:30pm, and parents should park and children should be physically walked to the side gate by the playground for drop off and pick up.

The 3.5 hour instructional day includes snack and/or lunch to be provided by the parent/guardian.

Occasionally, alternative carpool routes may need to be used and those will be communicated by the Preschool Director.

All cars are to enter the Reid Street parking lot by lining up on Reid Street and taking a **LEFT** into the parking lot. You will be provided a carpool sign with your child's name for display.



SCHOOL CALENDAR

Pick-up Policy and School Closings

Pick-Up Policy

Parents will update Everyoak with a list of people who are allowed to pick up their child. The child will be released only to those people unless the parent gives written permission for someone else to pick up the child upon a child's arrival in the morning. If preschool staff does not recognize the person picking up, they will ask for identification. Installation of car seats and buckling of the passengers is the responsibility of the driver. Teachers are not to install car seats or buckle passengers.

Parents should make every effort to ensure children are picked up promptly. The school day ends at 12:45. A late fee may be applied if the child is repeatedly picked up late. There will be no late-pick-up charge for parents who call us about an **unavoidable** delay. Please arrive on time and pick up on time. If your student is late to arrive or you need to pick up early, please ring the bell located on the brick wall to the right of the exterior preschool door. A staff member will come to assist you. The HBUMP Cell Phone number is (919) 505- 4303 if you need to share an update with HBUMP staff during the preschool day.

School Closings

Hayes Barton United Methodist Preschool often follows Wake County Public School System for inclement weather; however, school closings are at the discretion of the Preschool Director. If there are more than five (5) days that the Preschool is closed for inclement weather, the missed days will be made up on a remaining teacher workday or at the end of the school year, extending through the last week in May.

All families will be automatically enrolled in our Text Alert system using the phone numbers listed on your child's registration.



COLLABORATION AND SUPPORTS

Support Services

V. We are dedicated to supporting the growth and development of every child. Below is an overview of how we partner with families to ensure all children receive the support they need to thrive:

Conferences and Assessments

- Phone conferences are held in the fall and spring.
- In-person parent-teacher conferences take place in January.
- Teachers are available throughout the school year for consultations as needed.
- Ongoing informal and formal play-based assessments are completed for each child to help track his/her growth and development.

Collaborative Strategies for Development

Teachers and parents work together to identify strategies that aid in each child's continued development across all areas—social, emotional, cognitive, and physical.

Teacher Observations and Supportive Practices

While HBUMP teachers are not diagnosticians, they are often the first to notice signs of possible learning differences.



OUR TEACHERS:

Use observation trackers to monitor trends and patterns, such as times of day when a child might need additional adult support or how a child responds to interventions and small group instruction.



Outside Observations or Evaluations

In some situations, a teacher may recommend outside observations or evaluations to better support a child's learning. HBUMP works closely with pediatric therapy providers in-house to ensure children with developmental delays or disabilities receive needed services, including:

- Speech and Language Therapy
- Occupational Therapy
- Physical Therapy
- Social Skills Play Therapy
- Special Education Services
- Move and Mingle



Support services may be provided in various settings:

- Within the classroom
- In individual or small group sessions at the preschool
- At a therapy clinic or in the child's home

For more information about therapy services, please contact the Preschool Director.

Project Enlightenment

HBUMP also partners with Project Enlightenment, an excellent resource staffed by early childhood education experts. They provide additional support and guidance for families and teachers. For more information, visit wcpss.net/projectenlightenment or contact the Preschool Director.

At HBUMP, we are committed to ensuring that every child has the support they need to flourish in our community.







CONSCIOUS DISCIPLINE

VI.

At Hayes Barton United Methodist Preschool, we are committed to creating a safe, connected, and supportive learning environment where all children can thrive. Our approach is grounded in Conscious Discipline, a comprehensive, trauma-informed method to social-emotional learning, discipline, and self-regulation.

Conscious Discipline integrates three core components

SAFETY

Creating an environment where children feel physically and emotionally safe, enabling them to shift from a reactive "fight-or-flight" state to a calm, connected, and receptive state.

PROBLEM-SOLVING

Teaching children how to identify and manage their emotions, communicate effectively, and resolve conflicts using constructive and respectful methods.

CONNECTION

Building meaningful relationships between teachers, children, and families to foster cooperation, empathy, and a sense of belonging.

Unlike traditional discipline methods that rely on punishment or rewards, Conscious Discipline emphasizes teaching and modeling skills. Our teachers integrate social-emotional learning and self-regulation techniques to guide children toward desired behaviors. Through positive guidance, redirection, proactive planning, and encouragement, we empower children to make positive choices and build essential self-regulation skills.

Classroom expectations are established collaboratively and practiced consistently to ensure children understand the clear, predictable boundaries that support their success. Our teachers abstain from using corporal punishment, humiliation, fear-based techniques, or punitive measures that withhold food, beverages, playground access, or bathroom privileges. Instead, we emphasize connection, problem-solving, and fostering a sense of community.

When a child displays challenging or disruptive behaviors, the teacher will partner with the family and Preschool Director to develop a plan of support. We view this collaboration as essential in helping the child succeed, as consistent effort and reinforcement at home and school are critical. If, despite these combined efforts, the child's behavior does not improve within a reasonable time, we may recommend observations or interventions from outside professionals to provide additional guidance and resources.

In cases where all available strategies and interventions have been exhausted, and the preschool determines it is no longer equipped to meet the child's needs, the Preschool Director, with approval from the Preschool Board, will request the family withdraw their child. This decision, while difficult, is always made with the child's well-being and best interests in mind, ensuring they can receive the support they need in the most appropriate setting.

COMPREHENSIVE CURRICULUM

Age-Specific Curricula, Music, Movement, Lego Learning, & Science

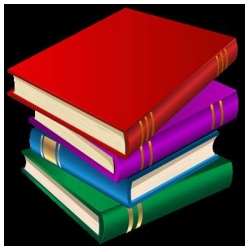
VII.

HBUMP stands out within our community because of our small size, experienced educators, and exciting curriculum.

Hayes Barton United Methodist Preschool provides children with an individualized and developmentally appropriate education in an inclusive Christian setting. HBUMP follows an integrated curriculum, appropriate for children ages one to five, delivered through play-based instruction. It includes cognitive development (problem solving, critical thinking, pre-literacy skills), social and emotional growth, creative expression, fine and gross motor skills, and self-help skills. HBUMP follows the Conscious Discipline model, which sets the foundation for a very loving and mutually respectful environment. Our academic goals are achieved through relationships we cultivate between teachers, students, and parents. Teachers encourage students' growth by creating opportunities to explore and discover in the classroom. Activities are differentiated as needed and are child-led through play.

To remain child-centered, we have listed our curriculum goals as "I can" statements. These pertain to each child's social-emotional, cognitive, and physical development. These simple and attainable statements help students and parents understand what the goals are for each age group and convey the progression of learning as children get older. All children build skills at their own pace and teachers monitor this growth/progress throughout the school year. To learn more about our curriculum, visit **hbump.org/resources**.

HBUMP's curriculum includes activities that will enhance the student's developmental skills in the following areas:



fine and gross motor skills, self-help skills, social and emotional development, speech and language, cognitive development

The school day will include a free play activity period, group time, snack and/or lunch, and outdoor play or in an indoor playground area during inclement weather. Teachers individualize instruction as needed to ensure students are engaged and learning at an appropriate pace. Children participate in a chapel worship service each month for spiritual growth.



Our **Music** Instructor utilizes MusiCanopy, a fun and engaging preschool music curriculum that prioritizes creativity and expression through a wide variety of tonalities, rhythms, instruments, and cultural styles. Musical immersion is a vital part of early-childhood education due to its positive impact on social, emotional, and cognitive development. Music is a part of daily instruction in our classrooms at HBUMP and students participate in a more formal music class twice a month.

Our bi-monthly **Movement** class, which takes place in our on-campus gymnasium, focuses on the physical well-being of our students, builds teamwork, provides body-awareness, and socializes our students in an energetic setting. We value kinesthetic learning and its impact on our students' development and happiness.

CURRICULUM

Curricula, Music, Movement, Lego Instruction, & Science



Once a month, a **Lego**-certified instructor expands our four year olds' and Transitional Kindergartner's literacy and math skills through hands-on problem solving with Lego manipulatives. This reinforces our learning-through-play model at HBUMP.



Once a month, a certified **Science** teacher provides thoughtful, student-focused Science lessons. While many of the lessons have a focus on North Carolina Ecology, math, science & literacy skills are embedded into each activity.



Our goal for **Chapel** is to create a worship-filled experience so children may become aware of God's love as revealed in Christ, in nature, and in people:

Moving HBUMP children to ***love God*** by inciting **WONDER**
Moving HBUMP children to ***love life*** by provoking **DISCOVERY**
Moving HBUMP children to ***love others*** by fueling **PASSION** and **SERVICE**

Parent Involvement

Parents are instrumental at HBUMP in many ways through the work of our Parent Council. Parent volunteer tasks include assisting with special events, teacher appreciation, parent education, center volunteer, mystery reader, classroom party host, parent socials, fundraising, etc. The parent volunteer experience mutually benefits the volunteer's child, other students in the class, the teacher, and the preschool. The benefits of family involvement are significant! Families are encouraged to participate in their child's preschool experience by visiting on birthdays, reading in classrooms, and sharing their talents.

Parent Education

At Hayes Barton United Methodist Preschool, we believe that supporting families is an essential part of supporting children. HBUMP offers a variety of parent education workshops throughout the year designed to deepen understanding of early childhood development and strengthen the home - school partnership.

Topics may include Conscious Discipline, Circle of Security, kindergarten readiness, social-emotional development, and other relevant child development themes. These workshops are led by experienced educators and trusted professionals and are grounded in research, compassion, and respect for each family's unique journey.

Our goal is not to tell parents how to parent, but to offer tools, language, and perspective that empower families and align with the thoughtful, developmentally appropriate care their children experience at HBUMP.

Field Trips

Field trips or special visitors* may be included in the learning experiences of the children as they relate to unit study. Drivers on such excursions shall be reminded to use extreme care, each child must have a car seat and rules of behavior and expectations of the children shall be enforced. Teachers will take emergency information on each child, list of children present that day and first aid kit on the field trip. Teachers cannot transport children during the field trip.

**Visitors will be strategically and safely scheduled with the classroom teacher and Preschool Director.*

RECORDS VIII.

Student records shall be kept three years from the time the student leaves the school. Upon request from an authorized school, copies of records will be sent to the appropriate person.

PERSONAL HEALTH AND SAFETY

Dress Code & Prohibited Items, Immunizations & Health Records

IX.

A

Dress Code and Prohibited Items



Children are most comfortable wearing play clothes and sec
shoes. They should be suitably dressed for outside weather-
appropriate play and wear sneakers or secure shoes rather
than jellies, boots, crocs, clogs or sandals, which can be unsa
on playground equipment. In extreme temperatures or poor
weather, children will not go outside.

Children should leave their toys and jewelry at home unless their class is having a special sharing time. Toy weapons are prohibited. For special celebrations, mylar balloons are allowed, however please do not bring latex balloons as the latex pieces pose a safety hazard should they pop.

B

Immunizations and Health Records

Hayes Barton United Methodist Preschool requires all enrolled children to maintain immunizations in accordance with the current recommendations of the American Academy of Pediatrics (AAP) and the Centers for Disease Control and Prevention (CDC). An up-to-date immunization record and health assessment must be submitted as part of the enrollment process and kept current throughout your child's enrollment.

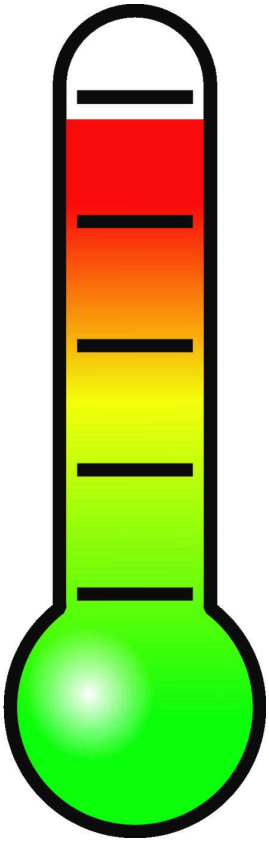
Each child must have a current medical form and immunization record on file. Medical forms must be updated every 12 months, based on the date of the child's last health assessment. Parents are responsible for scheduling annual well-child visits and submitting updated documentation by the due date. Requests for an extension must be submitted in writing to the Preschool Board for review and approval before the deadline. Failure to maintain current health records or required immunizations may affect a child's continued enrollment.

Children who are on a delayed or alternative vaccination schedule due to a documented medical condition may be considered for enrollment with appropriate medical documentation from a licensed healthcare provider. Medical exemptions will be reviewed on a case-by-case basis by the Preschool Board.

This policy reflects our commitment to protecting the health and safety of all children, families, and staff within our preschool community.

Sick children are not to be brought to school

If your child becomes ill at preschool, he/she will be isolated from the other children, and you will be notified and arrangements will be made for your child's immediate departure. You will be contacted if your child has a fever, diarrhea, vomiting, an unknown rash, or is uncharacteristically low energy and not participating as he/she normally would. Please ensure at least one parent or caregiver is reachable by phone while your child is at preschool. If both parents are traveling or unavailable, update the preschool on the designated contact person.



If your child has a **fever** before he/she is brought to the preschool, please *do not mask the temperature* by giving him/her medication such as Tylenol. This does not stop your child from becoming ill - it only masks the illness and also contributes to the spread of the disease. Please be considerate of your child and the other children at the school.

Children who become ill while at home with an infectious or contagious disease should not be brought to the preschool until the disease is cured or has run its course. Also, if a child is not well enough to go outdoors, please do not send him/her to school.



Parents should notify the Preschool Director of any communicable illness so families in the affected class can be informed and monitor their children for symptoms. Confidentiality will be maintained.

If your child or someone in your family has contracted Fifth Disease, please notify the Preschool Director prior to bringing your child to school. While it is not a serious illness to children and adults, it can be very serious to a pregnant mother. Due to the obscurity of this illness, the preschool will be conservative in its decision for the safety of the fetus.

General Health and Illness Guidelines

Guidelines for Staying Home



Below are guidelines for illness in which a child should be kept home:

- **temperature** of 100.4° or higher
- **cold/cough/flu** with sneezing and excessive nose drainage: Parents should remember a cold can rapidly become Bronchitis or Pneumonia. Children with Bronchitis or Pneumonia do not necessarily run a temperature, but when they do, it is sudden and exceedingly high. Having to wipe a nose or cover a cough every 5 minutes is excessive.
- **diarrhea**: 3 stools within an hour (watery stools or foamy bowel movements, more frequent than usual).
- **vomiting**
- **pink eye**
- **rashes** that have not been diagnosed by a physician or that carry a virus and can be spread due to oozing sores such as Molluscum contagiosum. Lesions should be crusted over and covered when returning to school.

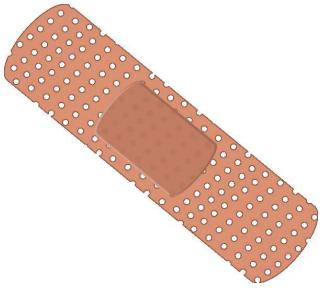


Preventing the Spread of Respiratory Viruses (Influenza, Covid-19, RSV)

People should not be at HBUMP if they are showing any symptoms of a respiratory virus including fever (100.4° or higher), chills, shortness of breath, difficulty breathing, new cough, new loss of taste or smell, runny nose, congestion, vomiting, and/or diarrhea.

The individual may return to HBUMP when symptoms are overall getting better AND the individual has been fever free for greater than 24 hours without the use of fever reducing medication. The CDC recommends additional precautions, such as masking and physical distancing, for the 5 days after being ill. We acknowledge that these measures might be challenging for preschoolers and instead stress the significance of symptom improvement before returning to school.

In addition, Section H Emergency Pandemic Response outlines potential steps taken by HBUMP to limit spread of infectious diseases in a pandemic scenario.



Medicines and First Aid Kits and Allergies

Preschool staff will not be responsible for administering prescription medicines or any other medicine, except in a life threatening situation such as a severe allergic reaction requiring the administration of an EpiPen or Benadryl or a chronic disease that requires medication like asthma. Forms giving the teachers and the Preschool Director permission must be filled out by the parent. First Aid Kits are available in all preschool areas and the playgrounds.

Parents of children with any allergies need to provide information on the child's emergency form. If an EpiPen is required, the school must have one at all times in the classroom along with a medication permission form. Children will not be served any foods that list allergens on the packaging. Any foods brought that do not have the original packaging will not be served to the at-risk child. We do not want to take the chance that this particular food might contain an allergen that would cause an allergic reaction. We are a nut-free school, so we do not at any time allow nuts or any nut butters to be served.



PERSONAL HEALTH AND SAFETY

Security and Fire Safety, Abuse and Prevention and Social Media Policies

F

Security and Fire / Safety Drills

The preschool space cannot be accessed from the Church during preschool hours without credentials. All visitors, including parents, must check in at the preschool reception desk upon arrival. A visitor sticker pass will be provided and should be visible while inside the preschool. Fire exit plans are posted in each classroom. Fire extinguishers, smoke detectors, and AEDs are located throughout the building and are checked yearly to ensure they are in proper working order. HBUMC and HBUMP are smoke free facilities. Announced and unannounced fire and safety drills occur regularly in the preschool and emergency lockdown procedures are in place. If you would like to review any of these procedures on file, please contact the Preschool Director.

Abuse and Prevention Policy

G

At HBUMP and HBUMC, our top priority is the safety and protection of children in every way possible. All staff members and substitutes have extensive background checks before working at HBUMP. Additionally, all staff members and substitutes are required to read and sign the Safe Sanctuary Covenant. Children and adults are to be visible at all times, and a child and a teacher are never to be alone in a room unless visible or with a third party. Any suspected abuse should be reported to the Preschool Director. To review this extensive policy, please see the Preschool Director.

Social Media Policy

This policy includes (but is not limited to) the following technologies: social networking sites, blogs, discussions forums, etc. As part of our duty to safeguard children it is essential to maintain the privacy and security of all of our families. Photographs taken within the preschool setting or at special events and outings with the children are NOT to be posted for public viewing, except those of your own child or children with whom you have permission. Please update your Media Release form on Everyoak prior to the start of the school year as HBUMP uses Instagram as a means to communicate with parents while sharing special moments of each school day. If the form is not updated in Everyoak, it will be assumed the child is allowed in photos on social media. Follow HBUMP **@hbumweekdaypreschool**.

facebook

Instagram

bloomz

H