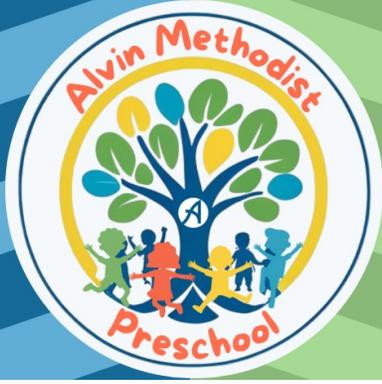


Alvin Methodist Preschool

Parent Handbook 2026-2027

611 West South Street
Alvin, TX. 77511
(281) 968-7164



Alvin Methodist Preschool

Our Amazing Staff

Office Hours Mon-Fri 9am-2pm

Office phone number: (281)968-7164

Director:

Sarah Woodmansee

Sarah@ampreschool.org

Assistant Director:

Kristi Henderson

Kristi@ampreschool.org

Administrative Assistant: Kristy Hutchison

Kristy@ampreschool.org

Stay & Play Coordinator/Movement Teacher: Shelby Stuksa

Shelby@ampreschool.org

Hallway Assistant: Liza Cevallos

Liza@ampreschool.org

Music Teacher: Hannah Smith

Hannah@ampreschool.org

2 year old Teachers

Nickol Andrews

Nickol@ampreschool.org

Charissa Fisher

Charissa@ampreschool.org

Jessica Forgy

Jessica@ampreschool.org

2 year old Aides

Hannah Roberts

Hannah.R@ampreschool.org

Chelsea Cain

Victoria Damian

Victoria@ampreschool.org

3 year old Teachers

Karlee Dixon

Karlee@ampreschool.org

Teena Dupuy

Teena@ampreschool.org

Lisa McCalip

Lisa.M@ampreschool.org

Lori Pittman

Lori@ampreschool.org

4 year old Teachers

Stephanie Adair

Stephanie@ampreschool.org

Krista Johnson

Krista@ampreschool.org

Bonnie Smith

Bonnie@ampreschool.org

Curriculum Coordinator:

Amanda Munoz

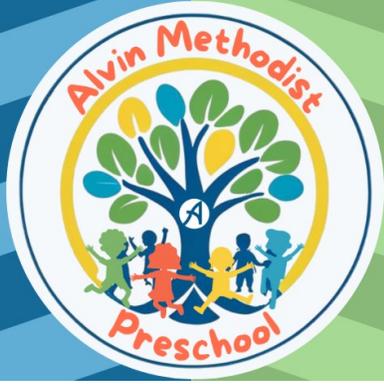
Amanda@ampreschool.org

Substitute Teachers:

Jamie Altamarino

Morgan Zamora

Kassandra Garcia



Parent Handbook Table of Contents

Mission Statement

About Us

Enrollment

Our Programs

What to Bring and Not to Bring Daily

Drop off and Dismissal

Student Records

Parent Communication

Your Student's Health/Required Documents

Meal Policy

Naps and Cool Down Times

Screen Time

Outside and Active Play Policy

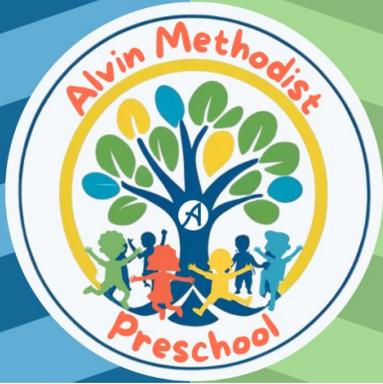
Discipline and Guidance

Potty Training

Schedules and Curriculum

Emergency Preparedness

Licensing Forms



Our Mission Statement:

Every opportunity for learning should be purposeful and intentional to the spiritual, social, cognitive, emotional and physical growth of each child. It is the goal of our staff and ministry teams to instill in each child a love of learning, confidence, and a firm foundation of faith.

About Us!

Alvin Methodist Preschool has been serving families in the greater Alvin area for over 30 years! Our staff eagerly welcomes the opportunity to share God's love with your family. Our teachers are experienced, professionally trained annually and continuously ministered to. We are proud to offer your student a dynamic, interactive learning experience that begins with our biblically focused curriculum.

Hours of Operation & Academic Calendar

Office Hours: Mon-Fri 9am to 2pm

AMP follows the Alvin ISD academic calendar with the exception of our start and end dates. We will also follow AISD's decisions regarding school closures due to inclement weather.

To speak with our Director, Sarah Woodmansee,
please call, 281-968-7164 or email
sarah@alvinmethodist.org



Enrollment

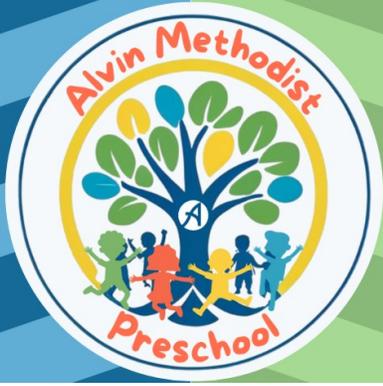
Current Students:

The below “current student enrollment process” will be implemented for the 2027-2028 school year. 2026-2027 School Year: A flyer went home with your student that explains the enrollment process. If you need another flyer, please contact the Director.

Current students and their siblings will be given a two week “priority enrollment” period before we open to the public. Current students will be guaranteed a spot only until registration opens to the public. Once registration is open to the public, everyone will be on a first come first serve basis.

We will not be able to guarantee your students spot for the next year if you have not completed steps 1-3 before enrollment opens to the public.

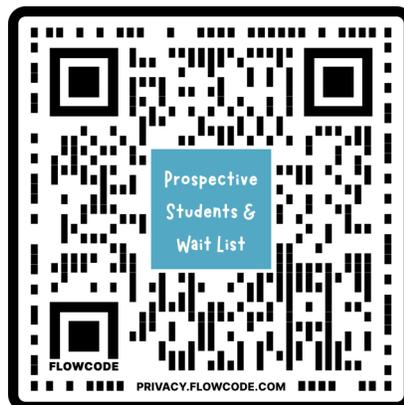
1. Fill out the prospective student/waitlist form (QR Code Next Page)
 - If there is a sibling that will be joining us, please complete a form for them and we will email you a link to the enrollment packet to complete.
2. A copy of the students current enrollment forms will be emailed to you for review.
 - If any changes need to be made, please reply to the email with the corrected information.
 - If everything is correct, please reply that everything is correct
 - You can attach your students vaccination record & wellness letter to the reply email (if you don't have them yet, you can email them later or turn them in at meet the teacher)
3. Drop off a check or money order for the registration fee
 - \$110 made out to FMC
 - **The registration fee will need to be dropped off before registration opens to the public. After registration opens to the public, we can not guarantee your students enrollment unless the registration fee is paid.**
4. Sign the printed enrollment forms when you drop off the registration fee
 - AMP will have them printed and ready for your signature
5. Your student's class assignment and meet the teacher information will be emailed in July
6. Turn in at Meet the Teacher:
 - August Tuition,
 - August Supply Fee,
 - Vaccination record (If not already submitted digitally)
 - Wellness letter (If not already submitted digitally)



Enrollment

New Students:

1. Fill out the prospective student / waitlist form (QR Code Below)
2. AMP will check availability for the requested enrollment age and days
3. If there is an available spot, you will receive an email with a link to complete the enrollment packet .
 - If there is not an available spot, the director will contact you to see if different days will work with your schedule. If no other days will work, your student will be placed on the waitlist
4. Drop off a check or money order with in 5 business days for the registration fee
 - \$110 made out to FMC
5. Sign the printed enrollment forms when you drop off the registration fee
 - AMP will have them printed and ready for your signature
6. Your student's class assignment and meet the teacher information will be emailed in July
7. Turn in at Meet the Teacher:
 - August Tuition
 - August Supply Fee
 - Vaccination record (If not already submitted digitally)
 - Wellness letter (If not already submitted digitally)





Available Program Options

Hours: 9:00am—2:00pm

18 Months & 2 Years	3 Years & 4/5 Years
2 Days: M/W or T/TH	2 Days: M/W or T/TH
4 Days: M-TH	4 Days: M-TH
	5 Days: M-F

Our class placements are based on the student's age as of September 1st of the current school year. Students will advance to the next age group at the beginning of each school year as they would in elementary school.

* We recommend at least a 4 day program for Kinder-Prep*

Stay and Play

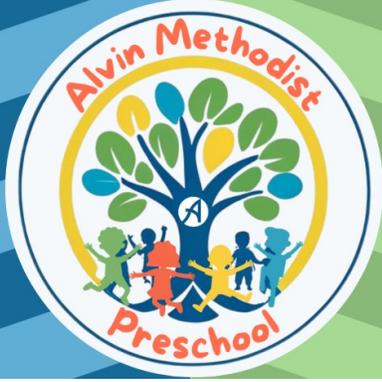
Stay and Play is our after school program designed to help meet the needs of our working parents or any of our families that need some extra time during the week.

Students in Stay and Play will have a brief rest time if they are in our 3 or 4 year old classes (Please send nap mat or blanket and pillow). They will have a craft time and another playground visit (weather permitting).

Hours: 2:00pm—4:00pm

18 months—4/5years
2 Days: M/W or T/TH
4 Days: M-TH

Stay and Play may be requested at the beginning of each month, but spots are limited and may not always be available. You may sign up for 2 days a week, even if your student is enrolled in a 4 or 5 day program.



Tuition and Fees

Tuition is due on the 1st business day of every month. Your payment is considered late if not received by the 5th business day and your students account will incur a late fee.

If your students account has an outstanding balance on the 15th of the month, your student will not be able to attend until it is paid in full.

Programs & Tuition:		
Program	Ages (as of 9/1)	Tuition
2 Days (M/W or T/TH)	18 months, 2yrs, 3yrs & 4/5yrs	\$295
4 Days (M-TH)	18 months, 2yrs, 3yrs & 4/5yrs	\$455
5 Days (M-F)	3 & 4/5 yrs (must be potty trained)	\$600
After School Program: (Stay & Play 2-4pm)		
2 Days	18 months, 2yrs, 3yrs & 4/5yrs	+ \$100
4 Days	18 months, 2yrs, 3yrs & 4/5yrs	+ \$200

In order to keep payment amounts consistent every month, we have calculated the annual cost per student and divided it by the number of months in the school year to come up with the monthly tuition amount.

Fees:		
Fee	Amount	Due Date
Registration Fee	\$110	At the time of registration
Supply Fee	\$250	\$150 Due w/ August Tuition \$100 Due w/ January Tuition
Late Payment Fee	\$25 per student account	At the time the late tuition is paid
Late Pick-up Fee	\$1 per minute after 2:05pm \$1 per minute after 4:00pm (Stay & Play)	1st & 15th of the month
Returned Payment	\$35	Next months tuition

Refund Policy: Registration fees and tuition are non refundable. A portion of the supply fee may be refunded if a student unenrolls mid semester. The refund decision will be at the discretion of the finance office and will be made on a case by case basis. Credits/Refunds or make-up days will not be allowed for student absences, holidays or class cancellations due to inclement weather.



What To Bring and What Not to Bring

Our days include the playground, snacks/lunch and creating all sorts of wonderful crafts and projects. Our students are very active and sometimes get pretty messy! Please dress your student in clothing and shoes that are appropriate for physical activity and that you don't mind them getting dirty. We do our best to make sure all supplies are "Washable" but sometimes accidents happen.

Please do not send toys/devices (etc.) from home. Alvin Methodist Preschool is not responsible for items brought from home that are not on the list of items requested below.

Items to Bring Daily:

(Please label everything with your child's name)

- Full Size Backpack
 - Lunch (that does NOT need to be heated)
 - A No-spill water bottle with secure lid
- A complete change of clothes including socks and underwear
 - Diapers, Pull-ups and wipes (if needed)
- Nap mat (2 year old students & all Stay & Play students)



(Example of a suggested Nap Mat for 2 year old classes and stay & play)



Drop Off and Dismissal

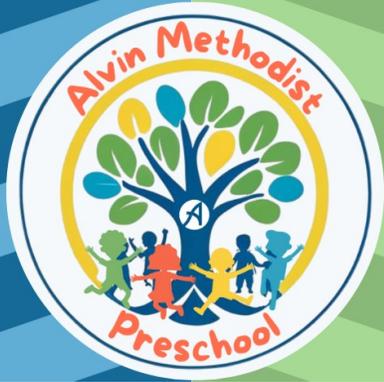
Parents are welcome to walk in or use our car rider line for drop off and pick up. We do recommend using the car rider line to help with separation anxiety. If you are walking in for drop off or pick up, please do not linger. This can sometimes make the separation process harder on the student. It also distracts the teacher from watching the other students and the dismissal process. We will provide each student with a car rider tag, You must show the tag during pick up whether your are using the car rider line or walking in. You may request more tags for anyone who may need to pick up your student.

- Morning drop-off begins at 8:45am. For safety purposes, our doors will be locked at 9:00am.
- Classes begin promptly at 9:00am.
- Students arriving at 9:05 or later will need to be walked inside. If no one is at the doors, please call the office at 281-968-7164.
- Afternoon pick-up begins at 1:45pm.
- After 2:00pm you will receive a call from our office to ensure someone is on their way.
- A student picked-up after 2:05pm is considered a late pick-up.
(The reason being we have limited staff after that time. We are required to have at least 2 staff members on site while students are present)
- Late pick ups will be charged a late pick up fee of \$1.00 per minute starting at 2:05pm. Stay & Play late pick up will start at 4pm.

Anyone picking up a student at anytime must be on the authorized pick up list. For your student's safety, staff may ask the person picking up for the family code and/or to present their ID. If you need to have someone pick up your student that is not on the authorized list, please send a note, email or call the Preschool Office.

To adjust your pick up list at anytime, please speak with the Director or submit our student update form. Scan the QR Code to access the update form.





Car Rider Drop-off & Pick-up Map

Parents are always welcome to walk in to drop off or pick up your child. If you are walking in, you will park in the back parking lot and enter through the doors next to the playground. **Please make sure to bring your car rider tag in with you when you walk in to pick up your child.**

Car Riders:

You will pull through the very back of the back parking lot to form the line. There will be cones underneath the cover for both drop off and pick up. Please pull up far enough that your back passenger side door is even with the cone. **DO NOT EXIT your vehicle** during drop off or pick up.

Pick up: Please place your car rider tag in your driver's side window. Once your child is in the car, please pull up to park and buckle them in.

For safety reasons, children will only be loaded and unloaded from the passenger side of the vehicle. (Front or back)





Student Records

It is very important that you immediately report any changes to your contact information or other important data. This information is vital in case of an emergency. Please use the Current Student Update form to inform us of any changes. This form can also be used to submit any changes to your students enrollment, authorized pick up, etc.... Scan the QR code to the right.



Parent Communication

Communication is very important to us! We want you to be able to contact your child's teacher anytime you have a question, comment or concern. Our primary source of parent communication is our Class Dojo app. You will receive an email invite to join your students class. If you have any trouble receiving messages or replies from your child's teacher, please don't hesitate to discuss it with our Director.

Email is also a commonly used form of communication in notifying parents of events, schedule changes, weather notices and much more. Please ensure we have your correct email on file at all times.

We also invite you to like and follow our Facebook page! This is where we post school wide messages about events and you can see photos of the fun we have each week!



<https://www.facebook.com/alvinmethodistchurch.org>

We have an open door policy and invite you to come by anytime you need to speak with someone or would like to check on your little one. Please do not be offended if someone asks for ID at the door. It is a part of our safety training with your student's best interests in mind.



Student Health and Required Documents

We take your child's health very seriously. For this reason we ask that you keep your child home if they are experiencing any signs they are not feeling well, symptoms of illness, and if rash or infection are present. Students should be fever (100.4) free and/or vomiting/diarrhea, free for 24 hours before returning to school. If your child was seen by their doctor, please send a return to school note from their physician.

As a general rule we say if your child is not well enough to play outside as normal, they should stay at home. If your child should experience symptoms of illness or any other health related causes for concern while at school, you will be notified immediately. In the cases of head lice, students will be checked upon return.

In the event your child is injured at school, we send home an incident report to be signed and returned the following school day. We also call anytime we feel you should be notified of an incident prior to picking up your child up. If ever your child should require medical attention for something that happened at school, please bring all documentation from any medical professionals. In the unlikely event an ambulance is called to the school, you will be notified immediately.

All students are required to have an annual wellness check up and provide a shot record before attending. If your child is exempt from vaccinations we will need a signed and notarized letter from your physician. One can also be found on the Brazoria County Health Department website. Children 4 and over need a vision/hearing screening before attending.

We do not administer any medications

Meal Policy

Meals and snacks brought from home do not allow for our preschool to monitor nutritional value or daily needs. You are allowed to bring special treats for occasions, such as holidays or birthdays. We have allergy information for your student's classmates, if needed. Foods brought from home, other than special occasion treats, will not be shared.

Sample meals, snacks and age appropriate nutritional information can be found at www.fns.usda.gov/tn/myplate

*****If your student has a severe food allergy: Please send snacks from home to ensure your student does not ingest the allergen.*****



Naps and Cool Down Times

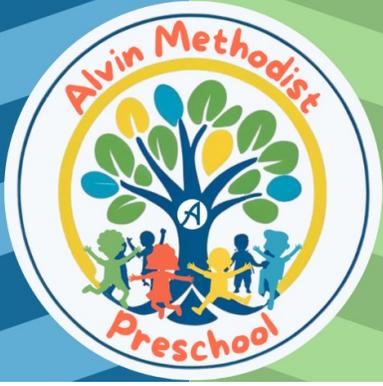
As part of our licensing standards, students 2 years old and under are required (per our state licensing) to have a scheduled rest time. We understand that not all students may fall asleep during the rest time, however, we have found when it becomes routine for them they adjust very well. Our rest time happens after lunch and usually lasts about an hour. We provide a cot for each child, but we ask that you send a nap mat to go on the cot for their comfort. Nap mats will be sent home to be laundered at the end of every week.

Screen Time

Screen time is the use of a television or device. We limit the amount of screen time to 30 minutes per day for our 3 and 4 year old class. Screen time must be educational, pre-planned/scheduled and relative to the lesson for the day. Screen time is not used during naps/cool-down times and/or meals. Our 2 year old classes do not have any screen time during their instructional day.

Outside Time & Active Play

Your little one is growing everyday! At Alvin Methodist Preschool active and physical play is a big part of our day. Active play provides for greater freedom and flexibility, fuller expression through louder talk, opportunities for muscle development and growth, and complexity in ways not attainable in a confined indoor space. Each classroom has scheduled outside (playground) time everyday along with a 25 min movement class. Your student will receive at least 50 minutes a day of moderate to vigorous physical play each day. We have centers stations in each classroom that allow for imaginative play, fine and gross motor skill building and social-emotional development. With all this purposeful play, we ask you send your child in comfortably fitting clothing and shoes. Keep in mind we will be running and moving a lot. Please do not send your child in tight clothing that may restrict movement and/or shoes that may be difficult for them to wear during those time. We do have preplanned indoor activities that allow for moderate/vigorous active play during bad weather days.



Discipline and Guidance

The following methods will be used in the area of discipline and guidance:

1. Your child will be given love and understanding in each situation.
2. Teacher will model the appropriate behavior.
3. The child will be given choices between two appropriate alternatives.
4. Children will be encouraged to use their words, not their hands.
5. Children will be encouraged to work together to solve problems.
6. Children will be redirected away from the problem at hand.
7. If negative behavior persists, the child will be removed from the classroom and taken to the Director's office to discuss their behavior choices. A parent or guardian will be called in the event the behavior requires a visit to the Director's office. We will work together with the parents and child to foster positive choices.
8. If all the above does not alter the negative behavior, and it becomes chronic and severe, the parent may be asked to come to the school to shadow their child and observe behavior and/or take the child home for the day.
9. After a reasonable amount of time, if the child is not showing signs of positive behavioral growth and the behavior is negatively affecting the quality of learning in the classroom, the child will not be able to attend our program.

At no time will physical punishment be used, nor will a child be shamed by the teacher or other children.

At Alvin Methodist Preschool teachers take preventative measures by preparing and managing the daily schedule of activities. They provide support, focused attention, physical proximity and encouragement to the children through out the day. Guidance directives are stated positively, not negatively. The key to effective guidance is found in loving, respecting and guiding children to acceptable behavior. The teachers at AMP are role models of respect.



Potty Training

Alvin Methodist 3 and 4 year old programs are classroom structured. We take pride knowing that our preschool is more than a daycare facility in the fact that we prep our students for meeting public school expectations.

For safety and sanitary reasons, students entering our 3 and 4 year old programs are required to be fully potty trained. We consider a child fully potty trained when they no longer need diapers or Pull-Ups for any portion of the day and can help themselves in the restroom. We understand that there may be occasional accidents or assistance needed, those situations will be handled with understanding and support for the child.

In the event a fully potty trained student begins to have frequent accidents (more than twice a week for 2 weeks), a meeting will be scheduled with the parent/guardian to discuss sending the child in Pull-Ups/diapers. Our staff is not responsible for potty training, but we will do our best to aid in the process while your child is in our care.

An adjusted tuition rate may be applied to 3 and 4 year olds who are not potty trained. The reason for this is staffing and having enough aids to change and assist our older students.

Schedules and Curriculum

Our schedules are designed to keep students engaged throughout the school day. Each classroom schedule includes daily circle time, instructional time, centers time, music class, movement class, outside play times and bathroom breaks. The schedules are broken up into 20-25 minute increments, keeping in mind age appropriate focus lengths. Our curriculum is Biblically-based and emphasizes on preparing students for kindergarten, both academically and socially. We do assessments for our 3 and 4 year old students at the beginning, middle and end of the year. Our curriculum is dynamic and stimulating. We take the years of experience of our seasoned staff, personal training, as well as resources from numerous sources and use it to develop lessons and activities that help our students reach developmental milestones.



Emergency Procedures

Emergency evacuation plans are posted in all hallways and classrooms. Fire/Emergency drills are conducted on a monthly basis. In case of severe weather emergency, the children and teachers will take cover in a designated hallway area. All parents will be notified via phone call, email or Class Dojo message in the event of any emergency or weather related event.

In the event of an emergency that requires an evacuation of the building for an extended period of time, the following plan applies:

1. Children will be evacuated to the far back parking lot and Alvin Fire/Police will be called.
2. The Police Department will stop traffic and escort/carry children across our grassy field to South Park Baptist Church where they will remain with their teachers and made comfortable. Emergency bags with parent contact information and supplies are kept with each teacher all day.
3. Parents will be contacted to come pick up their child.

In the event of a medical emergency, we will first call 911. We will then notify the parent/guardian of the child's emergency and let them know where to pick up their child and/or meet the ambulance.

The Emergency Evacuation Plan (on the next page) addresses the events following an emergency leading to the exiting of the building, and in most cases, leaving the immediate area. The emergencies include, but are not limited to, natural events such as a tornado, floods, health events such as medical emergencies, communicable disease outbreaks, and human caused events such as an intruder with a weapon or an explosion/chemical leak. The first responsibility of the Director and the staff of Alvin Methodist Preschool in such cases is to get the children and staff to a safe location.



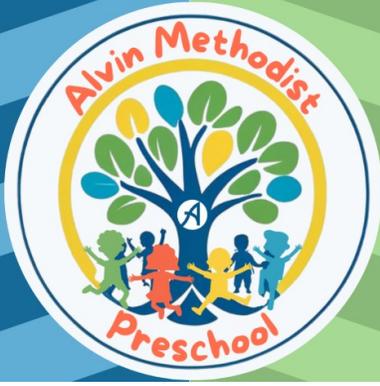
Evacuation Plan

1. The Director and/or persons designated by the Director will call 911.
2. The Director or designee will be responsible for escorting the students and staff out of the building safely to the designated pre-assigned place (South Park Baptist Church).
3. South Park Baptist Church is located at 1718 S. Johnson St. Alvin, TX 77511 and their phone number is 281-331-3902.
4. Teachers will take their emergency bags which include: Attendance rosters, parent contact information, some first aid supplies, water, cups, snacks, a book, a cloth sheet to sit on, hand sanitizer and a flag to hold up signaling all their students are accounted for.
5. Each teacher will count their students as we exit the building, while we are walking to a safe location, and again after arriving at the designated location.
6. The teachers will follow the Evacuation Diagram located in their classrooms.
7. Emergency personnel may help in the escort of students to the destination spot.
8. Any child not able to walk safely on their own will be carried.
9. Once the children are all accounted for in the Fellowship Hall of South Park Baptist Church, parents will be notified that their children are safe and where to pick them up providing the emergency clears, the situation allows and there are no possibilities of danger.
10. As the children go home, staff can begin to leave as well. The Director or designee will remain until the last child and/or staff member is safely released.

Licensing Forms

We are a licensed child care facility, licensed by the State of Texas. You may access the Minimum Standards we follow as well as contact the licensing office at the following website: <https://www.dfps.state.tx.us/>

You may also obtain a copy of the Minimum Standards from the Preschool office at anytime, as well as access our latest yearly licensing report.



Recognizing the Signs of Abuse/Neglect

The State of Texas under the Department of Family and Protective Services requires each child facility to inform and educate parents in the signs of child abuse and ways to report. The following is taken directly from website at: www.helpandhope.org/recognizing-abuse-neglect.html

What is Child Abuse?

To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.

Physical Abuse

Physical abuse includes actions such as beating, burning, or punching a child.

Emotional Abuse

Emotional Abuse may involve criticizing, insulting, rejecting, or withholding love from a child.

Sexual Abuse

Sexual Abuse includes rape, touching or fondling, or involving a child in pornography.

Neglect

Neglect includes failure to provide for a child's basic physical, medical or emotional needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

Ways to Report: Call 1-800-525-5400 OR go to www.txabusehotline.org



Gang-Free Zone Information

Requirements Regarding Gang-Free Zones for Child Care Centers

New Requirements Regarding Gang-Free Zones For Child Care Centers As a result of House Bill 2086 that passed during the 81 st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone? A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends? The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones? Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. **What does this mean for my day care center?** A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements? The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care. For further information please contact your licensing representative or your local licensing office. Child Care Licensing/jr DFPS 8/31/2009