



W E S L E Y ' S  
*Bright*  
B E G I N N I N G S  
P R E S C H O O L

**2024 - 2025**

**Parent Handbook**



Wesley United Methodist Church  
502 East Front Street  
Bloomington, Illinois 61701



309.827.8046 ext. 1021

[www.wesleysbrightbeginnings.com](http://www.wesleysbrightbeginnings.com)



***Welcome Wesley's Bright Beginnings (WBB) Families:***

We are looking forward to a great year at preschool! Listed below are classes, teachers, and room numbers.

Little Dippers (Toddlers - Tuesday & Thursday)

Room 118

Lead Teacher: Michele Tackett

Assistant Teacher: Tandra Jordan

Big Dippers (2 Day 2s- Monday & Wednesday)

Room 118

Lead Teacher: Michele Tackett

Assistant Teacher: Tandra Jordan

Little Explorers (3 Day 2s- Tuesday, Wednesday & Thursday)

Room 117

Lead Teacher: Janet Flynn

Assistant Teacher: Laurie Sperry

Comets (3s- Tuesday, Wednesday & Thursday)

Room 202

Lead Teacher: Stephaney Jones

Assistant Teacher: Holly Rogers

Voyagers (4s- Monday, Tuesday, Wednesday & Thursday)

Room 207

Lead Teacher: Naomi Higgins

Assistant Teacher: Teresa Kunkes

The WBB office is located on the second floor, room #212. If you have questions or concerns, please feel free to stop by, call or email. I welcome your input and look forward to greeting returning families and meeting many new ones. Thank you in advance for your support.

Sincerely,

Julie Loy, Director

827-8046, ext. 1021

wesleysbrightbeginnings@gmail.com

Dear Parents,

Welcome to Wesley United Methodist Church! We are pleased that you have an interest in Wesley's Bright Beginnings program. We feel that we have a fine facility and consider it a privilege to share it with you through this weekday program.

“Children are a gift from the Lord: they are a real blessing” (Psalm 127:3 TEV). Jesus received, accepted, and blessed children. Our commitment to children grows out of this understanding of the importance Jesus gave to them. We see all children as our children and believe that we have a responsibility to be in ministry with them and to them.

We invite you to participate in any of our congregational activities. We are an active congregation with many ongoing programs, as well as special events throughout the year. Our midweek program, Wednesday-At-Wesley, includes a Cherub Choir for 4 year olds. Sunday School is available for all ages at 10:15 a.m. Children's Church is at 9:00 a.m. for children 4 years old through 2nd grade. If you are looking for a church home, give us a try.

We look forward to getting to know you and your children. If you should have questions or need additional information, feel free to give me a call.

In Christ's Service,

Kathi Pritts  
Director of Christian Education  
827-8046



## ARRIVAL & DISMISSAL

Because it is our goal to create a safe environment for all of our children, we ask that parents/guardians participate in the following procedures.

### **Upon arrival**

- Each child should be escorted to their classroom by a parent or guardian
- Help your child wash his/her hands with a wipe, hand sanitizer, or soap and water.
- Sign your child in each day

### **Upon dismissal**

- Sign your child out each day
- Your child will be allowed to leave only with persons listed on the Dismissal Authorization Form that you completed. It is important that a child knows who will pick him or her up each day. If your plans change, please notify the teacher via the Remind App or text message. If you will not be able to be reached at home or work, please leave a number where you can be reached by your child's teacher.

Activities start at 9 a.m. Teachers arrive earlier to prepare for the day. Children may not be left earlier than 9 a.m. and need to be picked up promptly at 11:30 a.m. Teachers have many fun and interesting activities planned- if your child is late, it is harder to get settled into the group, and some activities may be missed.

## LATE PICK-UP POLICY

A late fee of \$1 per minute may be assessed for children who are picked up later than 11:35. This is planning time for the teachers and must be respected. We appreciate that things beyond your control may cause you to be late on a few occasions. It is most helpful if you call the program to inform us you may be late. In the case of chronic late pick-up, a child may be removed from the program.

# PHILOSOPHY

It is our philosophy at Wesley's Bright Beginnings to create a learning experience where children are encouraged to explore their world in an exciting, friendly environment.

Play is an important part of your child's life. It aids in social and physical development, builds his/her mind, helps in learning to make decisions, and forms good habits. The materials, toys and experiences we provide will help him/her to learn and live creatively.

At WBB we provide a multicultural learning experience where children learn about the diversity of the world around them through the stories we read, songs and poems they learn, the games they play, and the art projects in which they are involved.

We believe that every child is a unique individual with special talents and needs. Parents can feel secure in knowing that their child is respected and well-cared for while attending WBB.

# WHO MAY ATTEND

A child must be the class age by September 1.  
(Example: A child should turn 4 by Sept. 1 to be eligible for 4s class.)

Toddlers- 12 months

Twos- must be 2 by September 1

Threes- must be 3 by September 1 and potty trained

Fours- must be 4 by September 1 and potty trained

***Classes require  
adequate enrollment and staff to remain open.***

# SCHEDULE

Wesley's Bright Beginnings is open Monday, Tuesday, Wednesday, and Thursday mornings from 9- 11:30 a.m.

While at WBB children participate in free play, circle time, learning centers, music and art, as well as games, fingerplays, snack and one on one experiences with teachers. All classes are structured by the teacher with age appropriate activities and schedules which keep the individual child's needs in mind. Therefore, classroom games, books and activities are coordinated to teach the child valuable lessons about themselves and the world around them.

# CALENDAR

WBB follows both McLean County Unit 5 and District 87 school calendars for holidays only. WBB will be open on Institute days, parent/teacher conference days, etc.

Visiting Day (1hour) . . . . . September 3, 2024  
First Day . . . . . September 4, 2024  
Last Day . . . . . May 8, 2025

*(tentative, based on Public School closure dates)*

**WBB will be closed the following dates:**

Indigenous People's Day . . . . . October 14, 2024  
Election Day . . . . . November 5, 2024  
Teacher In-service. . . . . November 14, 2024  
Thanksgiving. . . . . November 27- 29, 2024  
Winter Break (begins) . . . . . December 23, 2024  
Classes Resume . . . . . January 6, 2025  
Martin Luther King's Birthday . . . . . January 20, 2025  
Teacher In-service. . . . . February 6, 2025  
President's Day . . . . . February 17, 2025  
Spring Break. . . . . March 24- 28, 2025  
Classes Resume . . . . . March 31, 2025

# PARENT-TEACHER COMMUNICATION

We encourage a close tie between the home and our program. Teachers of 3s & 4s will offer conferences once per year. Parents in all classes are encouraged to talk to the teacher (outside class times) to discuss any specific concerns at any time during the year. We do ask that discussions of this nature be avoided while the teacher has responsibility for her class. Teachers do not mind being called at their homes or receiving e-mails.

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## STAFF

Director	Julie Loy	309-827-8046 wesleysbrightbeginnings@gmail.com
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## TEACHERS

Naomi Higgins	4s	309-310-2970 mum2monkees@yahoo.com
Teresa Kunkes	4s	217-565-1519 teresa.kunkes@gmail.com
Stephaney Jones	3s	815-343-6766 stephaney.jones@gmail.com
Holly Rogers	3s	217-848-1365 hollyevelynrogers@gmail.com
Janet Flynn	3 day 2s	309-530-5855 oneway66@comcast.net
Laurie Sperry	3 day 2s	309-532-2837 lauriesperry3@gmail.com
Michele Tackett	2 day 2s /Toddlers	309-532-4669 michele2480@gmail.com
Tandra Jordan	2 day 2s /Toddlers	580-618-6014 Tandrajordan@gmail.com

## BOARD MEMBERS

Sara Alltop	217-494-7149	sarakay43@gmail.com
Frances Aronhalt	786-302-3320	francesaronhalt@gmail.com
Judy Bute	309-261-4366	butej54@gmail.com
Steve Bute	309-261-4367	sbute52@gmail.com
Chip Corwin	231-301-0341	ccorwin@wcklaw.com
Molly McCue	309-532-8047	mollyjean89@outlook.com
Tarin Stoker	219-510-2500	tarin.milligan@gmail.com
John Twork- Chair	309-530-0388	jdtwork@gmail.com
Caroline Van Aman	847-644-3672	Carolinemaevanaman@gmail.com
Margaret Varney	309-532-1543	margaret.varney@gmail.com

*Board meetings are generally scheduled for the third Thursday of the month and are open to parents and staff.*



# FEES

The annual cost of tuition is made in 9 monthly payments. Payments are due by the 5th of the month, starting in September.

## **Credit Card Payments Available Online ONLY**

For credit card payments, go to [www.wesley-umc.com](http://www.wesley-umc.com). On the navigation bar to the far right click "give", then "online giving". Create an online profile. Choose WBB Tuition under the Wesley's Bright Beginnings heading, enter your tuition amount plus a **\$5 processing fee (per transaction)** and your child's name. For questions regarding tuition, please contact Julie Loy.

A late fee of \$15.00 will be added for payments received after the 5th of the month. If payment plus late fee is not received by the end of the month in which it is due, then the child may be removed from the program. If your check is returned for any reason, there will be a \$10 returned check fee.

<b>Monthly payments</b> (by check or cash)		<b>Monthly payments</b> (online)	
2 sessions per week	\$140	2 sessions per week	\$145
3 sessions per week	\$175	3 sessions per week	\$180
4 sessions per week	\$195	4 sessions per week	\$200

Tuition is based on an annual rate, and for your convenience, it is divided into 9 equal payments. If you choose to leave for an extended period of time, you are still responsible for payment for the month(s) your child is not in attendance. Similarly, if you choose to not complete the year, you are responsible for completing your tuition payments to fulfill the annual rate. Tuition will not be pro-rated for vacation, sick days, or snow days.

Additional children from the same immediate family who are enrolled at the same time will receive a \$5.00 per month discount. The first child will pay full tuition, and each child registered thereafter will be eligible for the discount.

Tuition payments may be placed in the WBB payment box outside the church office OR mailed to:

*WBB Treasurer C/O Wesley United Methodist Church  
502 E. Front St. Bloomington, IL 61701*

Make checks payable to: Wesley's Bright Beginnings and note monthly tuition on the memo line. If the child's last name is different from the person writing the check, please write the child's full name on the memo line.

***No refunds or make-ups are given for absences or cancellations due to bad weather.***

# REGISTRATION

Registration for the 2025-2026 school year will be open to families currently enrolled in WBB and Wesley Church members on Tuesday, January 14th, 2025. Applications will be sent home with current families and made available to Wesley Church members the week prior to this date. Class lists will be started with this group of applications. After this date, all applications will be considered on a first-come, first-served basis. Registration will **open to the public on Tuesday, January 28th, 2025.**

A non-refundable fee of \$110 per family is due upon registration.

A child should be enrolled in the class of the age that he/she will be as of September 1st, 2025. Classes will be available only if adequate enrollment is received.

***If you have questions concerning registration, contact the Director.***

# HEALTH

Please notify the teacher via the Remind App or text message before class begins if your child will be absent for any reason. If your child has a contagious disease, please let us know so that we can notify others of the possible exposure to their children. You may call the church office at 827-8046 ext. 1021 to leave a message.

If a child becomes ill while at Wesley's Bright Beginnings, every effort will be made to notify the parents immediately to pick up their child. Children with the following symptoms/illnesses are asked to stay home from WBB:

- Unexplained rash or fever over 100 degrees (oral)
- Diarrhea
- Vomiting (24 hours)
- Conjunctivitis (until 24 hours after treatment has been initiated)
- Strep Throat (until 24 hours after treatment has been initiated)
- Head Lice (until morning after the first treatment)
- Chicken Pox (until at least six days after onset of rash)
- Respiratory virus symptoms that aren't explained by another cause including fever, chills, fatigue, cough, runny nose and headache among others.

**Children may return to school when symptoms are improved overall  
AND have been fever free for a minimum of 24 hours  
WITHOUT using fever-reducing medication.**

## SAFETY AND COURTESY

**Parking Lot:** Do not leave children unattended in your car at any time. Also, please keep little ones within arm's reach while navigating our busy parking lot. Additional parking is located approximately half a block west of the church at 409 E. Front Street.

**Entrance:** The church doors are locked to ensure the safety and security of the facility. We are planning to have a greeter at the door at both drop-off and pick-up times. If there is not someone to greet you, please ring the doorbell and inform the staff that you are with WBB so you can be let in. We kindly ask that any items such as car seats be left in the nook by the elevator and the back stairs. Thank you!

**Inside:** As a courtesy to church staff and members and for your own child's safety, please use walking feet and indoor voices inside the building.

**Wheelchair Ramp:** Please do not allow children to run or climb on the ramp inside the building or the ramp outside the parking lot entrance.

**Elevator:** If you are able, please get into the habit of using the stairs, which minimizes conflict among the kids, and frees the elevator for those with strollers, carriers or physical limitations. It also helps little ones practice doing stairs safely. If you do use the elevator, please make sure little ones Do Not push the HELP button. Although you don't hear a sound, it does ring the security company who then has to contact the church unnecessarily. If this does accidentally happen, please notify the front office.

## CLOTHING

Please dress your children in clothing suitable for play.

All children should have an extra set of season appropriate clothing (including socks) and 2 diapers or undergarments in their backpack.

It is helpful if a child can manage his/her own snaps and buttons. (Elastic waists are great for preschool!)

## BEHAVIOR

Please note that it is our primary intention to help children learn appropriate social behaviors and learn from the re-direction techniques we employ. The staff will encourage acceptable behavior and help the children understand what is expected of them. The intent is to help each child find acceptable ways to interact with other children. While we attempt to accommodate the needs of all children attending our program, we recognize that we cannot always meet the specific needs of every child. When such a circumstance occurs, the classroom teachers and the director will communicate with the child's family to help identify an appropriate educational environment that will address the child's needs. Please review the behavior consequence plan, and direct any questions to your child's teacher or the director.

## SNACKS/WATER BOTTLES

With the prevalence of allergies and other health concerns, the program will provide snacks each day in order to keep all children who attend Wesley United Methodist Church and Wesley's Bright Beginnings safe.

Your child will need a filled spill proof/covered water bottle each day they come to preschool.

## BIRTHDAYS

We will have a supply of special treats to recognize birthdays. If you would like to make the day even more special, you may send plates and/or napkins with your child's favorite character, color, or theme.

## BAD WEATHER DAYS

On bad weather days we will follow the closings announced for Bloomington School District 87 and/or McLean County Unit 5. Radio station WJBC (1230 AM) or WJBC.com will announce school closings. If either District 87 or Unit 5 are closed due to weather, WBB will also be closed. No refunds or make-ups can be given for closings due to bad weather.

## SPECIAL EVENTS

**Back to School Picnic:** This is an annual event! We look forward to celebrating the beginning of the school year with all our WBB families!

**Theme Days:** We invite parents to spend time at preschool for Donuts with Dear Ones. Individual classes also observe fun days such as Mickey Mouse's birthday, Dr. Seuss Day, and pajama day. Watch for invitations and announcements from your child's teacher.

**Field Trips:** The 3s and 4s classes occasionally take field trips to interesting locations, as determined by the teacher and approved by the board. Planned field trips will require parents to provide or arrange transportation for their child to and from the destination.

**End of Year Celebration:** Students and families are invited to enjoy lunch, crafts, face painting, & a balloon artist following our annual end of year parade.