



Twickenham Kids Preschool & Kindergarten Policy Manual 2023-2024

TWICKENHAM KIDS POLICIES

Twickenham Kids preschool and kindergarten promotes developmental growth for the whole child: spiritually, socially, emotionally, physically and academically. Knowledge is learned through experience; therefore, we provide children with a variety of activities at different age levels. Our teachers provide a loving, stable environment in which children can grow and develop. We offer developmentally appropriate care from ages 12 months through kindergarten, utilizing a combination of play-based learning and academic curriculum. Twickenham Kids education includes the ABeka curriculum for 3's, Pre-K, and Kindergarten, Music & Movement, Physical Education, Bible, center time, story time, crafts, and free choice activity time, both inside and outside. This is a church affiliated school which upholds Biblical truths for all aspects of teaching.

HOURS AVAILABLE

The Twickenham Kids school year runs closely with the Huntsville City School schedule with a few deviations. Our hours of operations during the school year are 8:45 AM until 1:00 PM Monday through Friday; however, these may be adjusted as necessary. We are closed during the summer. Every child in the Ones, Twos, or Threes classes must be enrolled at least two days a week. Children in the Pre-K classes must be enrolled at least three days a week, and the Kindergartners must be enrolled for five days a week.

REGISTRATION

The following is required for registration:

1. Online Registration forms
2. Nonrefundable registration fee: \$150 per family
3. Copy of Birth Certificate
4. Current Blue Immunization Card
5. Tuition Express Form

SCHOOL FEES

Registration Fee	\$150 non-refundable (per family)
Two Days a Week	\$155 per month
Three Days a Week	\$175 per month
Four Days a Week	\$195 per month
Five Days a Week	\$215 per month
Kindergarten	\$245 per month
Late Pickup	\$10 (1-15 min.) \$20 (16-30 min.)
Drop-In Day	\$25
Returned Check Fee	\$25
One-time Supply Fee (& t-shirt)	1's/2's: \$45; 3's/pre-K: \$55; K: \$85

KINDERGARTEN/Pre-K REGISTRATION

With the limited availability of space in kindergarten and pre-K and to prevent “holding spots” the first month’s tuition for kindergarten and pre-K, along with the registration fee, will be due at the time of registration. Both fees are **nonrefundable**.

TUITION EXPRESS (TE)

Twickenham Kids uses Tuition Express, which is an efficient and safe way to make child care payments. Completely automated payments are convenient for parents and ensure tuition payments are always made on-time. **A TE form must be completed and on file for every family.**

RETURNED CHECK POLICY

Twickenham Kids charges a return check fee of \$25.00 for each returned check or Tuition Express draft that cannot be processed. If two checks/TE drafts are returned within a school year, you will be required to pay in cash or with a money order.

SUPPLY FEE

At the start of each school year, Twickenham Kids charges each student a supply fee for materials to be used in the classroom, such as glue, crayons, playdoh, tissues, etc. This fee also supplies a shirt for each student. Students in the Ones and Twos are charged \$45 each. Threes and Pre-K classes are charged \$55 each, and kindergarten students are charged \$85. The supply fee will be billed in August.

BILLING PROCEDURES

Statements will be sent to each family before the 1st of each month. The statements will reflect monthly tuition and any other miscellaneous charges incurred, for example—late pickup charges, field trips fees, drop-in days.

Tuition is due on the first school day of each month. Monthly tuition is non-refundable. Tuition Express is used to draft tuition payments.

If a family’s payment is not able to be processed and the family does not make an alternate payment by the 10th, the student will be asked to leave Twickenham Kids and his spot will be given to a child on the waiting list, or he will have to re-enroll and pay the re-enrollment fee.

Tuition is billed monthly for the yearly expense (i.e. 2 days a week is \$1550 for the year but can be broken into 10 payments of \$155 per month). Therefore, even if we attend school only 3 weeks in December or May, the monthly tuition is not adjusted.

Tuition drafting schedule:

1. Tuesday August 8, 2023
2. Friday September 1, 2023
3. Monday October 9, 2023
4. Wednesday November 1, 2023
5. Friday December 1, 2023
6. Tuesday January 9, 2024
7. Thursday February 1, 2024
8. Friday March 1, 2024
9. Monday April 1, 2024
10. Wednesday May 1, 2024

*if additional fees are accrued between May 1st and the last day, an additional draft on the last day of school will occur.

Twickenham Kids uses a secure payment method called Tuition Express. The easiest and most efficient method of payment is automatic monthly bank draft (ACH) with Tuition Express. This payment method frees families from having to remember monthly tuition due dates. There is **no fee** for ACH. Credit card payments are also accepted through Tuition Express; however, there is a processing fee for credit cards. All families must have a Tuition Express form on file with the school.

ARRIVAL AND PICK UP

Between 8:45 am and 9:00 AM, members of our staff will help your child from the car to the building. Parents will be able to walk children in during the first week of school, after that we ask that you to use the drop-off service. Parents who walk their children in after the first week must stop at the door. It helps children feel more independent and self-assured while also minimizing disruption within our halls. After dropping off your child, please stay in line during drop-off and do not pull around cars stopped in front of you because students sometimes exit from both sides of vehicles. Pick-up is 12:50-1:00 PM. You need to park in the parking lot and walk in to sign out your child. We use the Procure parent engage app for attendance. You will need your phone and access to the app or your individual pin to sign your child out. If you need to pick up your child before 12:50, please communicate with their teacher ahead of time. **Please make sure you sign your child out before leaving with him/her.**

AUTHORIZED PICK-UP

Children may only be picked up by people whose names are on the authorized pickup list. If you want someone whose name is not on the list to pick up your child, the director and child's teacher will need to be informed in writing. **Any new individual picking up a child must show ID and have access to their own Procure PIN.**

NEVER PARK IN THE DRIVEWAYS

Please park in the parking lot. Leaving your car in the driveways during pick up and drop off times inconveniences others and makes it dangerous for our students and teachers.

LATE PICK-UP

Pick-up time is 12:50 to 1:00 PM. If you are 1-15 minutes late, you will be charged a \$10 late fee. If you are 16-30 minutes late, you will be charged a \$20 late fee. The late pickup fee is to be viewed as a deterrent, not as a service provided by Twickenham Kids. If a child is not picked up by 1:45 and no one on their authorized list can be reached, the director will contact the police department and DHR.

ABSENCES

No reduced rates will be given for illness, vacation, or holidays. Monthly tuition is non-refundable. There will be no makeup days or switching days for student absences.

DROP-IN DAYS

If you have an occasional need for your child to attend school on a day other than his/her scheduled day, you may check with your child's teacher to see if a spot is available for your child to "drop-in" on a particular day. Drop-in days **MUST** be arranged ahead of time with your child's teacher, and parents must also notify the director of any planned drop-in days. The fee for a drop-in is \$25 a day.

SCHOOL CLOSINGS AND TORNADO WARNINGS

In the event of school closing, Twickenham Kids will follow the Huntsville City School System's closing schedule. If they are closed, we are closed. If they dismiss early, we dismiss a half hour earlier than they do. If they delay their opening time, we will also delay our opening time a half hour later. If HCS moves to e-learning due to reasons other than weather, Twickenham Kids schedule will be subject to teacher availability. This will be determined on a case by case basis and communicated to parents. There will be no tuition reimbursement for school closings.

When tornado warnings occur during school hours, the children will be taken to the church offices (which are partially underground) and remain there with the teachers until an all-clear is given.

LOST AND FOUND

Please check with us as soon as you realize something is missing. Lost and found items are placed in a basket in the Director's office. **PLEASE LABEL ALL CLOTHING, LUNCHBOXES, SIPPY CUPS, DIAPER BAGS, CONTAINERS, ETC.** We are not responsible for lost items.

CLOTHING AND OTHER PERSONAL ITEMS

Children in diapers must have snaps in their clothing if it is a one-piece outfit. Also, children in diapers must have clothing that does not require the removal of shoes in order to change diapers.

All children that are potty-trained must be dressed in clothing items that they can easily remove. If belts or overalls are worn, the child must be able to get them on and off by his/her self. We encourage independence as much as possible.

We use paint and glue, go outside, etc., so your child's clothing may get dirty. Please dress them accordingly. We ask that all children wear tennis shoes. No flip flops, crocs, or cowboy boots, please. We ask that all children have a seasonal appropriate change of clothes in their backpacks in case of spills, accidents, etc.

PLEASE LABEL your child's backpack, lunchbox, cup, coat, etc. on the outside so that it can be identified by the teacher and child. Cups should be attached to lunchboxes.

TOYS AND SECURITY ITEMS

Toys are to be left at home or in the car. Security items (stuffed animals, blankets, etc) will be dealt with on an individual basis. Our day is planned with many activities and the toy is soon forgotten about and often lost. Some classes do have show and tell days in which the child is allowed to bring one item from home. However, NO TOY WEAPONS, such as guns, swords, etc. are ever allowed at school. Show and Tell items must be able to fit into the child's backpack.

LUNCH

We ask you make a simple lunch for your child including a **labeled drink that is either in or somehow attached to your child's lunchbox.** Carbonated beverages are not allowed. Drinks should be in a container with a spout or straw rather than an open top. This prevents spills and allows the child to be more independent. We teach our children to throw away their own trash, so occasionally a plastic container, lid, or ice pack may find its way into the trash can. We will do our best to try and keep this from happening. Because we strive to teach the children about good nutrition, teachers will encourage children to eat "growing food" first, so send only small amounts of sweets/desserts. Please do not send glass containers or food that needs to be refrigerated or heated.

BIRTHDAY PARTIES

We do not pass out birthday invitations at school. Student contact information may be provided upon request of the director. You may send cookies, cupcakes, doughnuts, etc. on your child's birthday; however, please discuss it with your child's teacher first.

ILLNESS

If your child becomes ill at school, we will call you immediately. Arrangements must be made to pick up your child as soon as possible. If your child is sent home from school vomiting or with a fever, they may not return the next day for a partial day. **When your child has been ill, he/she MUST be free from ANY vomiting, diarrhea, skin rash, and/or fever without the help of medication for 24 hours before returning to school. In many cases, a doctors note will be required.**

If your child has a contagious illness, please notify us of the illness. This courtesy keeps us informed about anything contagious to which the other children might be exposed. We do not administer medication.

POTTY-TRAINING

Students in the Threes, Pre-K, and Kindergarten classes must be fully potty-trained to attend. Teachers take the students on regular bathroom breaks; however, a potty-

trained child needs to be able to tell a teacher if he/she needs to use the restroom any additional times. We understand that at the beginning of school, the new school routine may lead to some occasional accidents, so teachers will be more lenient and understanding about bathroom accidents during the first month of school. However, after the first month, students are expected to be accident-free at least 90% of the time. Students who have accidents more than 10% of the time will not be able to come back to school for at least 2 weeks while they focus on mastering potty-training at home. After the 2 weeks, students may return to school if they are able to be free of bathroom accidents at least 90% of the time. If not, parents have the option of either withdrawing the child or keeping him/her enrolled but at home to continue working on potty-training. The student may return when he/she can successfully stay accident-free at school.

DISCIPLINE

Our goal at Twickenham Kids is to assist your child in developing self-control and assuming responsibility for his or her own actions. We use explanations of why behavior was inappropriate, redirection, time-outs, and loss of privileges as our forms of punishment. We use rewards and other incentives as positive reinforcement of good behavior.

It is our policy at Twickenham Kids to not tolerate any physical or verbal abuse from a child towards a teacher or another child. This includes: biting, hitting, spitting, kicking, or verbally abusive language.

If a child's behavior becomes continuously disruptive in the classroom or repeatedly harmful to others, we will meet with the parents of the child to discuss a course of action. Potential actions could include: a call to parents to pick child up for the day, a 1-2 week suspension, or immediate dismissal from Twickenham Kids. Ultimately, the Director has the final say on what action will be taken.

SPECIAL NEEDS

Special needs, developmental delays, and diagnosed behavioral conditions should be brought to the attention of the director prior to school beginning. These situations will be assessed on a case-by-case basis. We love all children unconditionally but know that we are limited in our ability to offer care in certain circumstances. Children that exceed our ability of range of care will be released from our program with a refund for remaining days. This will be determined by the director.

PROCARE PARENT ENGAGEMENT APP

Prior to school beginning, families will receive an invitation and code to download a parent engagement app. This app is used for keeping attendance, communication between teachers and parents, sharing pictures and videos, and emergency communication regarding school closures. Parents and caregivers should download this app and be sure to turn on all notifications so that they are sure to receive communication from teachers and the director.

REGISTRATION REQUIREMENTS

Students in the Ones, Twos, and Threes Classes must enroll for at least 2 days a week, and Pre-K students must register for at least 3 days a week. Kindergartners attend 5 days a week.

All students must be able to walk and self-feed, and Threes, Pre-K, and Kindergarten students must be completely potty-trained.

Prior to starting school, students must have on file with the director a copy of his/her birth certificate, a CURRENT Certificate of Immunization (blue card), a Tuition Express Form and the last page of this document signed by parents. Any student who does not have all forms on file will not be allowed to attend school until appropriate documentation has been submitted.



I/we, _____, parent/s of
_____, attest that

I/we have read in completion the Twickenham Policy Manual for the
2023-2024 school year. I/we understand the rules set forth in the
document and will abide by regulations set by the school.

(signature required) date: _____

(additional signature optional) date: _____

**please detach and return this sheet to the director*