



*"See what love the Father
has given us, that we should
be called children of God."*

1 John 3:1

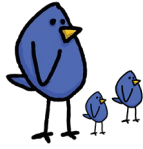
PARENT HANDBOOK

2023-2024



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Dear Families,

Welcome to First United Methodist Church Weekday School Child Development Ministry.

In 2014, we earned a North Carolina license as a religious sponsored childcare provider. This license allows us to better serve the families in our care by offering extended hours beyond our morning schedule. (See page 5 for details.)

Our church believes that each child is a child of God and should have every opportunity to develop spiritually, intellectually, emotionally, socially and physically to the fullest potential. It is our purpose to provide that opportunity for development through safe, nurturing care for the children and families of Weekday Child Development Ministries.

We strongly believe in ongoing communication between our staff and families. We encourage visits, questions, suggestions and participation in activities. We will keep you informed through daily direct communication, newsletters and bulletins.

We are excited about the coming year and our relationship to your family.

Joyfully,

Erin Holbert

Director of Weekday School Child Development Ministries

Sadie Crum

Assistant Director of Weekday School Child Development Ministries



We Believe in Children

We believe in children.

There is faith in their eyes, love in their touch, hope in their attitude.

We thrill with them at life's joys,
bow with them in worship and
hold them close in times of trouble.

We believe in children, the fragile dream
of yesterday, life's radiant reality today
and vibrant substance of tomorrow.

We believe in children,
for wherever we go, we find yesterday's children
who were nurtured in love, truth and
beauty at work trying to make
this world a better place for everyone.

Ministry Objectives

Hendersonville First United Methodist Church is called to ministry, caring for children, showing concern for families and providing support and nurture for its own congregation and for the surrounding community.

Church Mission Statement

That All May

Know Christ
Grow In Faith
Serve Others

The primary purpose of Weekday Child Development Ministries is to provide Christian nurturing as a foundation for the growth of the “whole child.”

Each day we strive to provide for your child:

- a healthy and safe environment;
- successful experiences in a secure, enjoyable and responsible place;
- respect, acceptance and appreciation;
- learning experience designed to promote perceptual, motor, social and intellectual growth;
- encouragement and opportunity for self expression, investigation and experimentation;
- encouragement to strengthen inner emotional controls and growth toward self-discipline;
- opportunity for the child to grow and develop in understanding God.

Enrichment Offering

To build on our Ministry Objectives, The Weekday School provides an Enrichment Offering to allow our children to express themselves and provide opportunities to grow and develop an understanding of God.

Enrichment Offering:

Chapel Times with the church’s pastor, and Music. This offering occurs each month at no additional charge to our families.

Extended Hours

In order to meet the growing needs of our Weekday School families for a flexible and extended schedule, we offer two unique programs five days a week—Early Birds and Lunch Bunch. Our Early Birds program begins each day at 8:00 a.m. and is especially helpful to parents who have early morning commitments. Lunch Bunch takes place immediately after school each day and lasts until 1:30 p.m. Children must bring a lunch from home.

Early Birds

If children need to be here before the designated time their class begins, we offer an early morning program. You will be notified through email prior to the beginning of school when early birds will begin for the year.

This is how the program works:

- Children may be dropped off as early as 8:00 a.m.
- Morning activities, crafts, centers, socialization or quiet games will be provided.
- This is a fun way for children to ease into their school day.

How to participate in Early Birds:

- Early birds is \$4.00 per day. You will be given a calendar each month. You may sign your child up for the days that you need during the month. If you are in need of another day that you have not signed up for we will require notification before drop off.
- *No refunds for Early Birds will be given for illness or vacation time once a child is signed up. Staffing is made according to participation in the program.*
- At this time we are using the car rider line to safely get children inside the building. You will call your child's teacher when you arrive and they will come get your child from the car.
- Early Birds cost will be billed with tuition.

We look forward to having your child attend Early Birds!

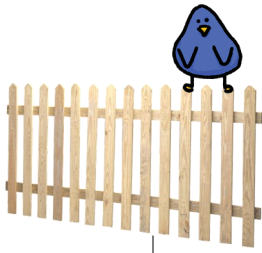
Lunch Bunch

Lunch Bunch is a way for parents to add an extra hour and a half to their child's regular preschool morning. It includes a 30-minute play time, a 30-minute lunch time, and Threes, Fours and TK relax with a video. The rest of our time is spent in bathroom, diaper changing, handwashing, and preparing to go home. The goal of Lunch Bunch is for "our" children to eat, relax and play with friends.

How to participate in Lunch Bunch:

- Lunch Bunch Calendars will be sent home in your child's Calendar. Please fill out the calendar and return as soon as possible. Your child will be registered if there is available space in your child's age group. If there is no availability you will be notified and placed on a waiting list.
- In order to guarantee your spot we offer priority to families who reserve for the entire year. You can sign up at Meet the Teacher.
- The cost for Lunch Bunch is \$8.00 a day if your reservation is received in advance on the calendar. Additional days can be added, up until the morning of needed care, for \$10.00 per day. You must call and speak to the director to verify there is space for your child if you are trying to add Lunch Bunch on the same day.
- Lunch Bunch fees will not be returned for illness or vacation time. We staff our classrooms according to registration for Lunch Bunch.
- Lunch Bunch will be billed with your child's tuition.

Due to state regulations, Toddlers & Twos cannot be in Lunch Bunch with 3, 4 and 5 year olds.



Curriculum

A Developmental Approach

The Weekday Preschool Ministry strives to provide love, comfort and encouragement within a framework of planned activities designed to stimulate development. We are committed to ensuring that our program is based on current knowledge of child development and early childhood education. Lead teachers in our Threes and Fours and TK programs are required to have college level training in Early Childhood or a related field. Special consideration is given to teachers who have worked many years in the Early Childhood field. Ten hours of approved continuing education (including CPR and First Aid) is required of all staff every year.

Our curriculum integrates developmentally appropriate activities with religious development and is designed to help our teachers make faith connections. We are constantly striving to attain new research and new methods, so the curriculum presented may represent different approaches. Curriculum is planned and basic outlines are given to parents through monthly calendars and periodic newsletters.

Curriculum for each age level is naturally distinctly different one from another. In all classrooms each day brings opportunities to play, investigate and express ideas through creative activities.

Toddlers & Twos Programs

Statement of Purpose: Appropriate Practice for Toddlers

The following statements are from the Manual for Appropriate Practice for Toddlers published by The National Association for the Education of Young Children.

Good programs for children from birth to age 3 are distinctly different from all other types of program — they are not scaled-down versions of good programs for preschool children.

Safe

Supportive

Encouraging

Nurturing

Toddlers learn through their own experience, trial and error, repetition, imitation, and identification. Adults guide and encourage this learning by ensuring that the environment is safe and emotionally supportive. An appropriate program for children younger than age 3 invites play, active exploration, and movement. It provides a broad array of stimulating experiences within a reliable framework of routines and protection from excessive stress. Relationships with people are emphasized as an essential contribution to the quality of children’s experiences.

Toddlers Program

15 months -2 years

Children in the Toddler Class receive love and attention while they begin their transition from home to a school setting. Children are taught early learning concepts to promote cognitive, physical, language and social/emotional skills. These skills include pre-writing, pre-reading and expressive and receptive language acquisition. The teachers are caring and promote the love of God in the lessons they teach. The class also participates in art, reading, music and movement activities. The toddlers also take field trips to downtown Hendersonville as well as to local programs at the public library. Each child in the classroom receives individualized attention.

Toddler Schedule

8:20-8:35	Welcome to the classroom. Art and teacher-directed activities/ Free play
8:35-9:05	Play on playground or Christian Life Center (Fellowship Hall)
9:05-9:30	Free Play Routines (Diapering and feeding)
9:30-10:00	Prayer and snack time
10:00-10:30	Group time including teacher-directed activities and music
10:30-11:15	Free play Routines (Diapering) Clean up and prepare for home
11:20	Departure

*All Routines will be flexible based on the needs of the children in the classroom

—Stuffed animals or lovies may be brought to school as long as they fit in your child’s cubby box along with their other belongings.

—Please do not send small toys or toys with small pieces as they can become a choking hazard for young children. These toys include small cars/Hot Wheels or other toys that have pieces that could potentially come off.

Safe
Happy
Loved

Twos Program

At arrival time (8:25) and pick-up time (11:25), we need for you to drive through the car drop-off area. We need daily communication with you and we feel this system works best for the safety of your child. Please observe arrival and pick-up times carefully to avoid pick-up traffic. Thank you for sharing your precious children with us this year.

Twos Schedule

8:25-9:05	Free Play/Centers
9:05-9:15	Morning Meeting
9:15-9:30	Bathroom/ wash up
9:30-10:15	Outdoor play/ Fellowship hall
10:15-10:35	Snack
10:35-11:15	Art and Table Activities
11:15-11:25	Story time/ books
11:25	Dismissal

**May change to allow for special activities or to meet the needs of students.*

Toys

Bringing special toys from home is discouraged. We will work on the concept of sharing, but remember the *Toddler's Property Laws*:

If I like it —it's mine!

If it's in my hand —it's mine!

If I take it from you —it's mine!

If I had it a little while ago —it's mine!

If it's mine, it must never appear to be yours in any way!

If I'm doing or building something, all the pieces are mine!

If it looks just like mine —it's mine!

If I think it's mine —it's mine!

If it's yours and I steal it —it's mine!

If it breaks, it's yours!

Special toys make sharing more difficult.

Occasions

Birthday parties are welcomed events. Special cookies or small cupcakes make good snacks for birthday parties.

Diapers

Please bring a package of diapers or Velcro style pull-ups on the first day of school, unless your child is potty trained. All children will need a package of wipes.

Discipline

Hitting or biting will result in a "time out" period, conducted in an appropriate way for this age level. (see Behavior Management)

Twos Program (continued)

Love

We strive to make school fun and provide an atmosphere where your two-year old will feel safe, happy, and loved!

Extra

Please bring a complete change of clothes in a labeled bag.

Snacks

Please send a snack for your child each day. A healthy snack and something to drink! All snacks and cups must be labeled with name and date.

Threes Program

2/3-Day Threes Schedule

8:30-9:00	Table play
9:00-9:30	Morning Circle
9:30-10:00	Center play/art
10:00-10:30	Outside Play
10:30-11:00	Snack time
11:00-11:30	Afternoon circle
11:30	Dismissal

5-Day Threes Schedule

8:30-8:35	Arrival, Settling in
8:35-9:35	Center time
9:35-9:45	Bathroom and wash up
9:45-10:00	Group Time
10:00-10:30	Playground or Fellowship hall
10:30-11:10	Bathroom, wash up, Snack Time

Individual teacher's schedules may vary except playground and dismissal times. Your child's teacher will inform you about her particular schedule. All routine care needs will be done on a needs basis per individual child.

Your three year old must be potty-trained to enroll in this class.

Your three year old will be doing lots of skill building this year and we want to be your support team in this process. We will support your child's toilet training efforts with daily affirmation and by making bathroom time as convenient as possible.

It has been our experience over the years that even if a child is still in training she/he can usually make it through our morning routine without incident. However, we must emphasize that ***we are not set up for diaper changing in our Three's classrooms. Because diaper changing requires many steps (gloves, witness, a place) that are not part of our set-up for Threes.*** We can certainly handle the occasional accident. We will need to call you if accidents become routine. We may ask you to keep your child at home until toilet training has been accomplished.

Our goal is to support your child. Please communicate to us any thoughts and feelings you have concerning this important part of your child's development.

Supplies

Your child will need:

- Please dress your child in comfortable play clothes that they can manage (No belts, snaps, flip-flops, etc.)
- One change of clothing (please include a change of underwear & socks) in a paper bag clearly marked with your child's name. We exchange clothing when the seasons change.
- Lunch boxes are welcome (Please, no backpacks as they take up needed space. Tote bags work much better). All snacks and drinks must be labeled with name and date.

Snacks

Your child will need to bring a simple snack each day (may include fruit, cheese, yogurt, pudding, cookies, cereal, carrot or celery sticks). No candy, please. A thermos-type container or juice box-type container seems to work best. No peanut products.

Threes Program (continued)

Birthdays

Every child's birthday should be his or her special day. We welcome birthday parties. We will need to know a couple of days in advance if you plan to do something special on that day. If your child has a summer birthday, we'd like to help them celebrate their half-year birthday. Balloons are considered a hazard in preschools and are not allowed.

Show and Tell

Each child will have Show and Tell once a week. We would like to discourage violent toys, but other types of toys or preferably interesting items from home will be fine. We will be sending a note home at a later date to let you know when we will be starting show and tell and to let you know your child's day. Show and Tell will not begin until after Christmas.

Love

Encourage

Respect

Affirm

Fours Program (Please note the differing schedules below.)

Arriving on time is very, very important as we go over the day's activities and introduce new concepts we will cover during that day.

3 Day Fours Schedule

8:40-8:50	Arrival
8:50-9:20	Welcome Activities
9:25-9:55	Play Time
10:00-10:25	Bathroom, Wash hands, prayer, snack
10:25-11:20	Group time and Centers
10:20-11:00	Clean up and wrap up
11:05-11:35	Playground/Fellowship Hall
11:40	Dismissal

5 Day Fours Schedule

8:40-9:00	Arrival
9:00-9:20	Group
9:20-10:00	Free play, crafts
10:05-10:20	Story time/Bible
10:20-10:30	Bathroom/ wash up
10:30-11:00	Snack
11:00-11:30	Playtime
11:40	Dismissal

Love

Encourage

Respect

Affirm

Birthdays

Every child's birthday should be his or her special day. We welcome birthday parties. We will need to know a couple of days in advance if you plan to do something special on that day. If your child has a summer birthday, we'd like to help them celebrate their half-year birthday. Balloons are considered a hazard in childcare centers and are not allowed.

Show and Tell

Each child will have Show and Tell on a regular basis. We would like to discourage violent toys but other types of toys or preferably interesting items from home will be fine. We will be sending a note home at a later date to let you know when we will be starting show and tell and how that will work.

Supplies

Your child will need:

- Please dress your child in comfortable play clothes.
- One change of clothing (please include a change of underwear) in a paper (no plastic bags please) bag clearly marked with your child's name. We exchange clothing when the seasons change.
- Lunch boxes and/or paper bags are encouraged for snack.

Snacks

Your child will need to bring a simple snack each day (may include fruit, cheese, yogurt, pudding, cookies, cereal, carrot or celery sticks). No candy, please. A thermos-type container or juice box-type container seems to work best. All drinks and snacks must be labeled with name (initials) and date. Only label the outside of the bag or lunch box and beverages that have been poured into a container from another source. No peanut products.

Transitional Kindergarten

Readiness for “Big School” has always been a key component in a child’s school progress. Increased academic expectations at a kindergarten level have “turned up the heat” on this issue and caused added concern.

The teachers guide and challenge each child to grow emotionally, intellectually, spiritually, physically and socially. The curriculum for this program will be designed to provide the foundation for a comfortable and successful transition to Kindergarten. Daily plans will emphasize Number and Letter concepts, pre-reading and pre-writing skills, science and social studies concepts as well as emotional and social competence. All of these are incorporated into weekly thematic units. We use LetterLand Phonics program to introduce letter sounds and putting them together for reading.

Class size will be small (14) with a maximum child/teacher ratio of 7 to 1. Eligibility age is five years by December 31. This class is designed for children with “late” birthdays, or developmental levels that would benefit from another year in preschool. The class size is small and will promote independence and confidence for “Big School.”

Transitional Kindergarten Schedule

8:45-9:10	Arrival, Unpack, Welcome Activities
9:10-9:40	Group Time
9:40-10:25	Center Time
10:25-10:30	Clean up
10:30-11:00	Playground/Fellowship Hall
11:05-11:10	Bathroom and wash hands
11:10-11:35	Prayer and Snack
11:35-11:45	Pack up and wrap up
11:45	Dismissal

Backpacks

Each child needs a backpack large enough for a folder and lunchbox.

Show and Tell

Each child will have their own show ‘n tell day each week. Each child is expected to bring an item that begins with the letter of the week.

Snacks

Your child will need to bring a simple snack each day (may include fruit, cheese, yogurt, pudding, cookies, cereal, carrot or celery sticks). No candy, please. A thermos -type container or juice box-type container seems to work best. All drink and snacks must be labeled with name and date. No peanut products.

Birthdays

Every child’s birthday should be his or her special day. We welcome birthday parties. We will need to know a couple of days in advance if you plan to do something special on that day. If your child has a summer birthday, we’d like to help them celebrate. Contact your child’s teacher to find the best time to do this. Balloons are considered a hazard in childcare centers and are not allowed.

Love

Inspire

Encourage

General Policies



Parent involvement– Parents are encouraged to participate in School activities. Teachers will invite parents to participate and parents can request time at school with their children. (During the COVID19 in school parent participation may look different. We will work directly with parents on what you can do for participation) Please feel free to contact your child’s teacher. Teachers will share with you at the end of each day how your child’s day went and may call you after school for mor elaborate talks. Please reach out at any time to the teachers or Directors for information about the school.

Absences

If you know your child will be absent or late, please notify your child’s teacher as soon as possible. Not only does this information affect classroom activities and food schedule, but teachers are also required to document reason for absences.

Abuse and Neglect

The staff of The Weekday School will comply with the provisions of the Child Abuse Reporting Act. Suspected cases of abuse and neglect will be reported.

Emergency Procedures

The staff will keep a file indicating how to get in touch with parents, who to call if parents are unavailable, and the name of their physician, hospital and dentist. Current parent work numbers and home numbers must be in each child’s file. If your job changes or home number changes, make sure to get that new information to the office.

Illness

Please do not bring your child to the School if they have a fever over 100.4 degrees, are vomiting, have diarrhea, or show other signs of illness. If your child becomes sick at school or has been left sick with us, we will call you to come for them. If your child is absent due to an illness, please call us so we can keep an account and, if necessary, notify other parents about communicable diseases. Your child must be fever and symptom-free for 24 hours before returning to the School.

Grievances

If you have a grievance please reach out to your child’s teacher. If your grievance is not resolved please then reach out to the directors. If then your problem is not solved please contact the church Administrator.

Immunizations

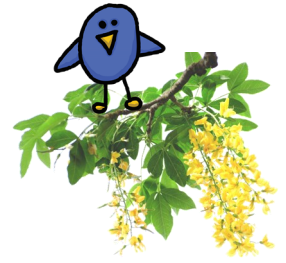
North Carolina state law requires the following:

“A certificate of immunization should be presented to the child care operator for each child who attends the facility. The child care operator should check the certificate to ensure the child meets immunization requirements.” The law further states, “If a child’s immunization record lacks evidence of required vaccination, the parent or guardian must be notified about the deficiency.”

Our School policy is to uphold this law without exception. Therefore, if an immunization record is incomplete, the School must notify the parents in writing that the file must be completed and/or updated. Written verification of proper immunization must be received within 30 days of notice, or child care will be terminated.

Registration Requirements

In order to register your child (guarantee his/her spot in a classroom), you must turn in a completed registration form, medical form signed and dated by a doctor, your child’s immunization record, and the registration fee. Medical Forms should be dated by the doctor not more than 30 days before child’s enrollment date. We must have all of these documents and payment before the first day of school. If we do not have those records, your child cannot attend school.



Medication

We keep as little medicine as possible in the School in order to provide a safer environment for children. Please ask your child's physician to prescribe medicine to be given before and after school if possible.

The following information comes from the North Carolina Day Care Licensing Handbook and will be the procedure used at the School.

“All medication for children enrolled in child care must have specific instructions and written permission for administering medication. Instructions must be completed by either the parent or a physician and must include:

- Who the medicine is for.
- How much is to be given.
- What time the medicine should be given.
- How often the medicine is to be given. NOTE: INSTRUCTIONS MUST BE SPECIFIC — DO NOT USE THE WORDS “AS NEEDED” ON FORM.
- For what length of time medicine is to be given.

Prescription Medicine:

- Must be in original container bearing the original prescription label. Never send medication in a sippy cup or bottle ~ among other problems, this creates a situation where another child could “help themselves” to a dose of your child's medication.
- Must have complete instructions on the label and have a Medication Administration Permission Form. Please ask the Director for this form if needed.
- Must be administered only to the person for whom it was prescribed.
- Cannot be administered after its expiration date.

Patent Medicines (Over the Counter):

- Should have the individual child's name written on the bottle.
- Must have written instructions from the physician.
- Must have written permission from the child's parents.
- Can be administered only to person specified in written instructions.
- Medication cannot be administered after the expiration date.

Instructions must be followed when administering all medications. Medications must not be administered in any manner that is contrary to the instructions on the container or the physician's instructions.

Leftover medication must be returned to parents after treatment is completed. Medicine can be kept and given to a child only for the length of time noted on the instructions, and never after its expiration date.

Medications must be in separate locked storage.

Medication is not to be left in a child's diaper bag, but must be left in a locked cabinet.

Sunscreen, baby powder, diaper ointment, etc. are considered medications and must be handled as all other medications. We prefer that parents use once a day sunscreen and apply it before arriving at School.



Discipline & Behavior Management Policy

Respect * Affirm

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on how we believe children learn and develop values, this School will practice the following discipline and behavior management policy:

We:

- DO praise, reward, and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide alternatives for inappropriate behavior to the children.
- DO provide the children with natural and logical consequences of their behaviors.
- DO treat the children as people and respect their needs, desires, and feelings.
- DO ignore minor misbehaviors.
- DO explain things to the children on their levels.
- DO use short supervised periods of “time-out” sparingly.
- DO stay consistent in our behavior management program.
- DO use effective guidance and behavior management techniques that focus on a child’s development.

We:

- Do NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Do NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Do NOT shame or punish the children when bathroom accidents occur.
- Do NOT deny food or rest as punishment.
- Do NOT relate discipline to eating, resting, or sleeping.
- Do NOT leave the children alone, unattended, or without supervision.
- Do NOT place the children in locked rooms, closets, or boxes as punishment.
- Do NOT allow discipline of children by children.
- Do NOT criticize, make fun of, or otherwise belittle

“Time-Out”

“Time-out” is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space, usually a chair, is located away from classroom activity but within the teacher’s sight. During “time-out,” the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College

Hendersonville First United Methodist Church Weekday School Challenging Behavior Management Policy

There are some behaviors that are too challenging for management in a classroom setting. These include but may not be limited to hitting, biting, slapping, pinching, throwing objects, turning over furniture, and repetitive screaming. If the positive reinforcement, re-direction or “time out” does not produce a positive result for the child and the classroom, The Weekday School reserves the right to call you and request that you immediately pick up your child. We will report such behaviors promptly and work with you to eliminate them. But as stated, if they cannot be eliminated, we may ask that your child not return for a specified length of time or permanently.

Tuition & Fees/ Registration

Registration occurs for the upcoming school year in February.

A registration form is filled out and returned to the school with the registration fee. Upon receipt and space availability your child will be given a spot for the fall. If you would like a tour of the school please call the Director to schedule a tour.

Tuition for preschool is calculated on a cost basis for a full school year. It is then broken down into a monthly fee for your convenience.

****The monthly fee, therefore, does not represent payment for a particular month.****

If your child is absent, or if the School is closed for holidays, snow days, emergency days, teacher workdays, etc., tuition is still required. Snow days will be made up when possible.

Tuition is due on the 1st of the month. If tuition is not paid by the 15th of the month than a \$10.00 late fee will be automatically applied to your account. If the account is not paid in full by the end of the month, a plan must be made with the director in order for preschool care to continue.

Toddlers (15 mos. by Aug. 31) /Twos

\$120/yr Registration Fee

Five days/week: \$365/month

Four days/week: \$330/month

Three days/week: \$270/month

Two days/week: \$185/month

One day/week: \$105/month

Threes/Fours

\$120/yr Registration Fee

Five days/week: \$355/month

Three days/week: \$265/month

Two days/week: \$180/month

Threes may choose 5 days, Mon/Wed/Fri, or Tues/Thurs

Fours may choose 5 days or Mon/Wed/Fri

Transitional Kindergarten

\$120/yr Registration Fee

Five days/week: \$355/month

Extended Care Fees (see page 6)

Early Birds : \$4/day

Lunch Bunch:

\$8.00 per day with advanced notice. (By the last day of the previous month)

\$10.00 per day if not given notice the previous month.



Financial Policies

Fees

Tuition for preschool is calculated on a cost basis for a full school year and may be made in check or cash payable to FUMC Weekday School. It is then broken down into a monthly fee for your convenience.

****The monthly fee, therefore, does not represent payment for a particular month.****

Tuition is due on the 1st of the month. If tuition is not received by the 15th of the month a \$10.00 late fee will be automatically billed.

If your child is absent, or if the School is closed for holidays, snow days, emergency days, teacher workdays, etc., tuition is still required.

THE REGISTRATION FORM includes a signature line for the person responsible for payment. This signature is required to register your child.

Registration Fee

An annual, non-refundable registration fee will be charged for each child for the school year. Registration for the Preschool Program for the school year is \$110.00. This includes a yearbook fee.

If parents have an outstanding account with the School, their child will not be admitted for another school year until the balance is paid.

Late Pick-Up Fee

A \$5.00 fee will be charged for each 15 minute block of time after child's dismissal time. Parents arriving late who have not notified the school will be charged the cost to pay the teachers to stay with your child. After continued late pick-ups, a meeting with the Directors will be scheduled. If at this point, the parent continues to be late, the child may be withdrawn at the digression of the directors.

All late fees will be added to your account and may be paid along with tuition.

Receipts

If you need receipts for tuition payments, please let us know. End of year statements are available for tax purposes.

Returned Checks

A service charge of \$10.00 will be charged for each returned check. After the second returned check, tuition payments may only be paid by cash or money order until further notice.

We will accept no postdated checks.

Peanut Policy

In an effort to offer the safest possible environment for all children in our care, we need to inform you of a policy implemented in our School on August 29, 2000.

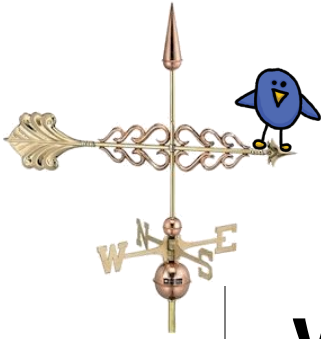
You may have heard in the news of life threatening allergies to peanuts, a condition that is increasing in occurrence. With such an allergy, contact of any kind including breathing the dust from peanuts can be life threatening. This is why airlines have stopped serving peanuts on flights.



In order to provide a safe environment for those people affected by a peanut allergy, we restrict the presence of peanuts, peanut butter or products processed with peanuts from our building. However, given the multiple activities and various groups of people that use the building on a daily basis, we cannot guarantee a peanut-free facility.

We are certain that as parents you understand the need to support this policy and we thank you for your cooperation.

A list of some peanut-free safe snack possibilities are as follows: bananas, apples, grapes, raisins, Craisins, Fruit Snacks, pretzels, Fruit Roll-Ups, yogurt, applesauce, popcorn, chips, doughnuts, animal crackers, sugar cookies, Popsicles, lollipops, jelly beans, marshmallows, graham crackers, pudding, muffins. ***Foods on this list can be reformulated at any time, which means that these food's ingredients can change then become unsafe food ... read labels, read labels, read labels!***



Waiting List & Registration Procedures

Waiting List

In order to place child's name on the waiting list the parent must contact the directors. The parent will then be informed of the child's position on the list. Priority for children on the waiting list will be as follows:

- Children of the Weekday Ministries staff;
- Children currently enrolled;
- Children whose families are members of First United Methodist Church;

Within each category the date a child is placed on the waiting list and the date care is needed is also given priority.

If a family is given a space they have requested and it is refused, the family may remain on the waiting list but will go to the bottom of the list on their category.

Registration

Registration for September of every school year is held in February. All current children are given an opportunity to enroll first. Persons on the waiting list will be called when a space is available for their child.

Registration is confirmed by

- Payment of registration fee;
- Return of all required forms;
- Signature of person responsible for payment.

Withdrawal from Program

The School requires a written notice of a child's withdrawal from the program, submitted to the School office two weeks or more prior to the child's last day. Tuition will continue to be charged until such written notice is received.

If parents withdraw their child from the School before the end of the school year, but plan to be enrolled for the coming year, they will need to pay the current year's balance or the child will be placed at the bottom of the waiting list.

The School may discontinue a child's enrollment if the parent fails to keep current immunization records, the child is continuously absent or late without sufficient reason, or habitual abuse of the program policies occurs.



First United Methodist Church

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