

Weekday Children's Ministries
First United Methodist Church

Student Handbook
2011 - 2012



First United Methodist Church
PRESCHOOL & CHILDCARE

Dear Parents,

Welcome to First United Methodist Weekday Children's Ministries! We are excited about this school year and feel privileged to be a part of your child's earliest school experiences.

We strive to offer the best childcare and preschool program in this area, successfully combining exceptional curricula with a loving Christian environment. Our youngest children in childcare are taught from the Fireflies curriculum, the Mother's Day Out teachers follow the Itty-Bitty Bookworm, preschool classes use a curriculum custom-designed by our teachers, and the pre-K teachers use Frog Street Press. Each day, children of all ages are engaged in activities to teach about the world around them. We understand that the experiences of the early years greatly influence the formation of a child's character and lay the foundation for future success.

This handbook is intended to be a quick resource to provide you with helpful details about this school year and outline our policies and procedures. Please sign and return the enclosed statement to indicate that you have read and understand its contents.

We assure you that we maintain an open-door policy at all times. Communication between home and school facilitates a child's growth and development and promotes his or her adjustment to the school experience. If you have any questions or concerns, please contact us. We are looking forward to a great year!

Sincerely,



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DEFINING OUR PROGRAMS

Mission Statement: First United Methodist Weekday Children's Ministries provide a safe and loving Christian environment to meet the spiritual, educational, social and emotional needs of our children and their families.

Childcare: The childcare offers a year-round program designed for children six weeks to five years of age who need full-time or part-time quality care in a cheerful, loving environment. The Fireflies curriculum is used to enhance daily activities. All children enrolled in childcare between the ages of 2 – 5 must be enrolled in the preschool program from 8:30 – 11:30 a.m. Childcare hours are from 7:30 a.m. – 5:30 p.m. from Monday – Friday. Children enrolled in childcare may attend childcare on the days that the preschool is closed.

Preschool: The preschool has long been a part of the children's ministries at First United Methodist Church. Our two year old, three year old and pre-K programs are taught by teachers who are skilled in educating young children. They are taught by certified teachers when possible. Preschool hours are 8:30 – 11:30 a.m. from Monday – Friday. Early morning care and Stay & Play hours may be added for an additional fee.

Mother's Day Out: Mother's Day Out (MDO) is designed for children 12 – 24 months old who need play time with children their own age. Children must be 1 year of age by September 30 to attend this program. Quality care in a safe and happy environment is our main goal. The Itty-Bitty Bookworm curriculum is used to enhance daily activities. Children may attend for one, two, three, four or five days a week from 8:30 a.m. – 2:00 p.m. MDO follows the preschool calendar.

Stay & Play: Stay & Play is offered five days a week from 11:30 a.m. – 2:00 p.m. for preschoolers. Children eat lunch, play outside and engage in enrichment activities led by the preschool teachers. A napping room is available.

Summer Fun: The Summer Fun program is designed to offer a preschool program during the months of June and July. It is offered two days a week from 9:00 a.m. – 2:00 p.m. There are two four-week sessions of Summer Fun; students commit to an entire session.

POLICIES AND PROCEDURES

ADMISSIONS

Childcare and preschool classes are filled on a first-come, first-served basis according to the date of enrollment. In-house registration is open to siblings of children already attending Weekday Children's Ministries programs and to members of First United Methodist Church in Alexandria. If there are additional openings after in-house registration, the public has the opportunity to register on a first-come, first-served basis.

If classes are full when a parent calls, the child's name will be put on a waiting list and vacancies will be filled as they occur, beginning with the first person on the waiting list. Each year, a new waiting list will be created; no one will "carry over" to the next year.

Childcare: Babies who are six weeks to 12 months of age are eligible to enroll in our infant program. The age for the crawler room varies depending on availability in that room. The crawler room is a transition room between the infant and toddler rooms. A child must be one year old by September 30 to enroll in the toddler room.

Preschool: Children who are two years old up to pre-K age are eligible to enroll in the preschool. Admission requirements and enrollment procedures are as follows:

- A child must be one year old by September 30 to be admitted to the Mother's Day Out program.
- A child must be two years old by September 30 to be admitted to the Two Year Old Class.
- A child must be three years old by September 30 to be admitted to the Three Year Old Class. Children **must be potty trained** before they may enter the three year old program in the fall.
- A child must be four years old by September 30 to be admitted to the Pre-K Class. He/she **must be potty trained**.

A child cannot move up to the next age level class in the middle of a school year.

Statement of Non-Discrimination: The Weekday Children's Ministries at First United Methodist Church do not discriminate on the basis of race, color, creed, sex, national origin, handicap condition or ancestry.

REGISTRATION

A **non-refundable** registration fee of \$130 is due annually when a child registers for preschool. Registration for Fall enrollment in preschool usually begins as early as January prior to starting in September. Registration for Summer Fun is held in April. A one-time registration fee of \$130 is due upon enrollment in childcare. A summer childcare registration fee of \$25 is due annually. Once a child is registered, we require a two-week notice of withdrawal from the program. Any tuition refunds will be calculated based on the date notice was given.

TUITION AND FEES

TUITION: Tuition is calculated as a monthly fee and is to be paid in advance. Bills are generated on or about the first of each month, and payment is **due by the tenth** of each month. No refunds are given for illness, vacation or inclement weather.

If payment is not received by the tenth of the month, a \$10 late fee will be added to the account unless provisions have been made with the director. If payment is not received by the 25th of the month, an additional \$20 late fee will be added to the account and the child will not be allowed to return to preschool or childcare until the account is paid in full.

Checks can be made payable to First United Methodist Preschool or to First United Methodist Church. There is a tuition collection box in the hallway by the glass doors.

Direct Withdrawal: Scratch an item off your to-do list! Direct withdrawal is available for convenient, easy payment of your account. You will receive a monthly statement detailing the charges for the month, and your account will be drafted on the tenth of the month. Sign up for direct withdrawal in the preschool office.

Sibling Discount: There is a sibling discount of \$50 for each sibling who attends childcare. For example, if you have three children in childcare, the first child's tuition is \$450 each month and each additional child's tuition will be \$400 per month. This discount only applies to full-time childcare; it does not apply to the preschool tuition.

FEES: Fees will be assessed throughout the year for field trips, graduation and extra-curricular activities that may be scheduled throughout the year.

Lunch Program: FUMC offers a hot lunch program. At the beginning of each year, you can choose to participate in the lunch program or bring your child's lunch to school. If you sign up for the lunch program, a lunch is ordered for each day, whether your child is in



Parents can help ensure their child's success in school! Check your child's folder or Cuddle Gram daily. This is how we communicate with you on a regular basis.

attendance or absent. There are no refunds for lunches if your child is signed up for the lunch program. A lunch fee of \$3.50 per day will be assessed to your monthly statement.

Security Cards: Each family is issued one security access card after enrolling. Additional cards are available upon request. A \$20 refundable safety deposit will be assessed to your statement for each card. The deposit will be refunded when the card is returned in good working condition.

Stay & Play: Sign up for Stay & Play during Open House by selecting the days of the week your child will attend and whether or not you wish to purchase a hot lunch. The charge for this program is \$6.50 per day for students who are signed up and \$7.50 per day for drop-ins. (Note: Drop-ins must notify the preschool office in advance to make sure that space is available.)

Early Morning: The early morning program begins at 7:30 a.m. It is offered five days a week for children in preschool who need to arrive earlier than the 8:30 a.m. start time. The charge for early morning drop off is \$2.00 per day, which will be assessed on your monthly tuition statement. Parents must walk their children to the early morning class; the carpool does not open until 8:30 a.m.

FINES: Fines for the following will be assessed on your monthly statement:

- Non-Sufficient Funds (NSF) Checks: There is a \$25 fee for the first NSF check. The \$25 fee will also be assessed for a second NSF check and checks will no longer be accepted. Direct Withdrawal or Cash will be accepted.
- There is a late pick-up charge of \$1 per minute for the first three offenses and \$5 per minute for additional offenses. This fee will be assessed after 11:45 a.m. for preschool, after 2:00 p.m. for Mother's Day Out and Stay & Play, and after 5:30 p.m. for childcare. The fee will be assessed on the following month's statement.

Please see the chart on page 18 for current tuition rates.

HEALTH

Each child is required to have an annual health form on file that is signed by his or her physician prior to the first day of school. Current immunization records also need to be on file prior to your child's first day. These are required by the Louisiana Department of



Teach your child his or her full name, age, address and phone number before beginning pre-K.

Health. If your child does not have his record on file by the first day of school or childcare, he/she may be dropped from the program.

Weekday Children's Ministries try very hard to keep the children well, and your full cooperation with this matter is necessary. Children should not attend school or childcare if they are sick. **A child is considered sick if he/she displays any of the following symptoms:**

- **Fever of 100° or more**
- **Vomiting / Diarrhea**
- **Symptoms of a communicable disease** (i.e. persistent cough, profuse nasal discharge)

Weekday Children's Ministries reserves the right to send home a child who is believed to have a communicable disease.

If a child displays any of these symptoms, a parent will be called and expected to pick up that child within 30 minutes of the phone call. If a parent cannot be reached, the child's emergency contact will be notified. When a child is sent home with any of the above symptoms, he/she may not return to the center the next day.

Safety/Medical Emergency Procedures: Weekday Children's Ministries staff members are CPR certified. If a child has a minor injury at school, first aid will be given and an accident/incident form completed and sent home to be signed and returned. The state requires that parents be called if a child is injured above the shoulders.

If the injury is severe, CPR or first aid will be administered and 911 notified. If a child needs to go to the hospital before a parent can arrive at the center, a director or designated staff member will accompany the child by ambulance to the hospital and stay with that child until a parent arrives. The child's file will be taken to the hospital.

Medication Policy: Medication will not be administered at FUMC. If a child needs medication during the school day, his/her parents may stop by the office to administer the medication.

Breastfeeding: Please inform the childcare director if accommodations need to be made for breastfeeding.

Special Needs: First United Methodist Weekday Children's Ministries recognize that each child is a unique and special person with the potential to grow and learn. Our developmentally appropriate environment is designed to provide learning opportunities for a wide spectrum of abilities. Depending on facilities and resources, we make every effort to accommodate special needs.



Make sure your child attends school regularly, except when he or she is ill.

TRANSPORTATION

Parents need to provide for their child's transportation to and from school. Children in the infant, crawler, toddler and Mother's Day Out programs should enter the building on the gym side. Parents should park in the parking lot on the northeast side of the building (See Carpool Procedures, page 15).

Pickup Authorization Form: The Pickup Authorization Form lists adults who are authorized to pick up a child. Written consent is needed in advance for someone who is not on the list to pick up a child.

If someone else will occasionally pick up a child, please send a note or call to let the office know, even if his/her name is listed on the Pickup Authorization Form. Please inform each person listed on the form to be prepared to show proof of identification when picking up a child. They should come inside to the office so we can copy their identification.

Field Trips: The three and four year old classes take several field trips throughout the year. Bus Barn transportation service will provide transportation for the children. All children need to wear their preschool t-shirts on each field trip. A permission slip will be sent home prior to each field trip. If a signed permission form has not been received for a child, he/she will not be allowed to go on the field trip and he/she will not be able to attend preschool that day.

Parent volunteers are needed to go with the teachers on most of these field trips to ensure the proper supervision and safety of the children. If there are not enough volunteers, the trip will be cancelled.

DAY TO DAY REMINDERS

Attendance: Regular attendance is important for children to be comfortable with classroom routines. Preschoolers may be brought to school at 8:30 a.m. but should not arrive later than 8:45 a.m. Childcare opens at 7:30 a.m., and children should arrive no later than 9:00 a.m. Children are expected to attend regularly and be on time so as to receive the full benefit of the program. If a child is going to be late or absent, please let the office know so that teachers may be informed. If a child arrives after 9:00 a.m., please check in at the office.

If the Rapides Parish public schools are closed due to inclement weather, the Weekday Children's Ministries programs will close as well.



Teach children self-reliance by encouraging them to do things for themselves, allowing plenty of time. Teach children to put on, take off and hang up their coat, to put away toys, to eat regularly and properly, and to establish regular toileting and sleeping habits.

Dress: Please dress children in clothes that are easily removed for diaper changing or bathroom trips. Children should wear play clothes and **athletic shoes**. Daily activities include active and messy play. Children should feel comfortable enough to enjoy themselves without worrying about their clothes. Be sure the child's name is placed in all clothing and other personal articles to ensure their return.



Children should not wear cowboy boots except on days such as "Farm Day." **Flip-flops, Crocs, slip-ons and backless shoes are not allowed.** They come off too easily and cause accidents. If a child is wearing any of the above, the office will call and ask for another pair of shoes.

Get to know your child's teacher and work with her concerning any problems that may arise. Confer with your child's teacher about your child, but refrain from discussing the child in his or her presence.

First United Methodist Preschool t-shirts are required for all three and four year olds. The children wear these shirts on field trips, making it easier to identify them. The shirts are \$12 and are available at Open House or in the preschool office.

Each child enrolled in preschool must have a paint smock to protect clothing. These can be purchased for \$10 at Open House or in the preschool office.

Please be sure children have several sets of extra clothes in their cubby for both hot and cold weather.

Personal Belongings: Clothing that is generally removed at school (coats, hats, gloves, etc.) must be plainly marked with the child's name. Nap mats, blankets, pillows, towels, lunch boxes and backpacks should be clearly labeled with the child's name. If items are returned to the center unlabeled after multiple requests to be labeled, we reserve the right to label the items with Sharpie.



Children should not bring toys or wear costumes to preschool or childcare except on designated days; these days will be indicated on monthly calendars. This will ensure that your child does not lose a favorite toy and will eliminate sharing issues for the teacher. FUMC Weekday Children's Ministries are not responsible for lost or stolen toys.

Breakfast, Snacks and Lunch: Children who eat breakfast at First United Methodist Church need to be finished eating by 8:20 a.m. each day. Please do not send your child with breakfast unless he/she arrives by 8:10 a.m. at the latest.

Build in your child a wholesome, friendly attitude toward his or her teacher.

Snacks are served to children mid-morning and mid-afternoon. The snack will consist of juice/water and some type of crackers and/or cookies.

Parents may choose to purchase a hot lunch for children in childcare or Stay & Play, or they may send a lunch for their child. No meals from home will be heated once a child enters the two, three or four year old class. Parents may send lunch in a thermos or use a heat pack if necessary. The cost to purchase milk when a child brings a lunch from home is \$0.50 per day, which will be assessed to monthly statements.

Please do not give a child candy or gum to chew while at school or send a child with candy or gum in his/her mouth. No candy or gum is allowed.

COMMUNICATIONS

Communication between home and school is essential to ensure a child's success. Be sure to check your child's folder daily for messages from school. Any messages sent to the teacher via your child should be placed in your child's folder as well. For this reason, it is very important that each child brings a backpack to school on a daily basis and that you check your child's folder daily.

Parents are also informed of activities of the Weekday Children's Ministries through monthly calendars. The calendars include daily or weekly topics, class activities, field trips, school closings and party days. Please post this important information for your reference.

Parent – Teacher Conferences are scheduled once a year for the pre-K class so that parents and teachers can discuss each child's progress. Parents can request a conference at any time during the year.

If parents have a concern about a child's care, the appropriate steps to express that concern are as follows:

1. Request a conference time with the child's teacher(s). This request should be made through the preschool or childcare office.
2. If the teacher conference does not result in the concern being properly addressed, request a conference with the director at a time suitable to both the parent and the director.
3. If the concerns are not handled to your satisfaction after completing the first two steps, please contact the director's supervisor, the senior pastor at First United Methodist Church in Alexandria.



Take an interest in the school and whatever your child brings home. Take time to listen to your child's daily experiences and discuss them with real interest.

Both the preschool and the childcare offices have voice mail systems, so please leave a message if staff members are unable to answer the phone. Calls will be returned as soon as possible.

Phone Numbers:

Preschool Office	318-443-2858
Childcare Office	318-484-9377
Melanie Taylor, Preschool Director	318-445-1766 (h) or 318-715-0875 (c)
Candy O'Brien, Childcare Director	318-640-4664 (h) or 318-880-2889 (c)

Confidentiality of Student Records: Student records are open only to the child's teacher, the directors, the director designee or an authorized employee of the licensing agency, or the child's parent or legal guardian.

STATEMENT OF DISCIPLINE

The ultimate goal of discipline is to help the young child change random, impulsive, testing-out behavior into controlled, purposeful, informed behavior. The object, of course, is to encourage the child to discipline himself/herself and to exhibit acceptable behavior.

Below are the guidelines of discipline used in our program:

- Teachers will use talking and/or removing the child from the situation as correction.
- No child will ever be hit or spanked.
- No child will be denied snacks as a disciplinary measure.
- Encouragement and praise of acceptable behavior should be used more often than punishment for unacceptable behavior.
- No child shall be yelled at or shamed in front of his/her peers.
- Teachers will use "I" messages rather than "you" messages, i.e., "I do not like what you did." rather than "You are a naughty child."
- No child or group of children shall be allowed to discipline another child.
- Discipline shall be fair and consistent according to the limits established by each teacher, and the child shall be helped to see it as such.
- A child shall never be left alone without supervision.

Child Abuse: The Weekday Children's Ministries will report any suspected abuse and/or neglect of a child to the local authorities, according to Louisiana Revised Statutes 14:403. The local telephone number is 318-487-5054.

AGGRESSION POLICY

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13 and 24 months of age. The safety of children at the center is the primary concern of Weekday Children's Ministries; the biting policy addresses the actions the staff will take if a biting incident occurs.



Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He/she might be experimenting or trying to get the attention of the teacher or peers. Toddlers have poor verbal skills and are impulsive. Sometimes biting occurs for no apparent reason. The center will encourage children to "use your words" if they become angry or frustrated. Staff members maintain a close and constant supervision of children at all times.

Make time to do things with your child. Live, play and work as a family.

The following steps will be taken if a biting incident occurs:

- The biting will be interrupted with a firm, "No...we don't bite our friends!"
- Staff will stay calm and not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation and put him/her in the time out area.
- The wound of the bitten child will be assessed and cleansed with soap and water.
- An Incident/Accident report will be completed for both children.
- The parents of both children involved in the incident will be called.

Staff at FUMC may not use any method other than time-out to reduce biting incidents.

If a child has bitten other children more than once in a day, the biter's parents will be called. If a child bites three times in one day, or if a child bites and breaks the skin, parents will be called to pick up the child for the day.

If a child bites another child three times within a 30-day time period, the director will hold a conference with the parents and teacher. If a child bites more than three times, dismissal from the program is at the director's discretion.

Any offense of hitting, striking with an object, spitting on other children, or pulling of hair by children may result in a classroom time-out, verbal reprimand, being told "No!" emphatically, written notice that the child has hit another child, and compilation of an Incident/Accident report.

If the other child is injured, the offending child may be sent home, depending on the circumstances, such as self-defense, provocation or if aggression is directed at a caregiver.

Biting, aggression and violence toward providers, despite any other policy, will be handled on a case-by-case basis. Spitting on a caregiver may cause the child to be sent home, depending on the circumstances and age of the child. If a child is sent home three times in a 30-day time period, a conference may be required before returning to the facility as well as five days of suspension time.

After three offenses of aggression or other violence, the director should continue to notify parents and compile incident reports. The director will require the child to leave the facility and will conduct a conference with the parents of the child.

FUMC Weekday Children's Ministries recognize each child's uniqueness. Outside of handicaps for which accommodation is available, a child designated by providers or teachers as failing to adjust to the childcare or preschool setting, making care for other children less than optimal (i.e., inconsolable crying or resistance to care), may require attention for which FUMC is ill-suited to provide. If caregivers or teachers give a director notice of, or the director notes such a situation, the director may consider action including removal of the child from the facility. To the extent practical, parents of a child so designated should be offered other options for care, such as trial periods away from the facility.



Please do not allow your child to "horseplay" at home since rough play is not allowed at school.

EMERGENCY PROCEDURES

Monthly fire drills and semi-annual tornado drills are held and documented by the Weekday Children's Ministries. In case of a fire or natural disaster that requires emergency evacuation, the children will be transported by bus or by a staff member to Horseshoe Drive United Methodist Church. Parents will be immediately contacted regarding the situation and will be asked to pick up children as soon as possible.

LICENSING STANDARDS

The First United Methodist Weekday Children's Ministries programs meet or exceed all standards set by the Louisiana Department of Protective and Regulatory Services and are fully licensed with a Class B certification as required by state regulations. A copy of the Minimum Standards for Childcare is available in the office.

POTTY TRAINING

Potty training should be a positive experience for children. If a child is ready, it should only take a short period of time. Potty training is as individual as learning to walk – there is no right age to begin.

If a child is staying dry during the day for a couple of hours at a time, letting adults know when his/her diaper is wet, and parents are training at home, teachers will be happy to begin potty training at school.

Following are a few helpful tips to minimize frustration and maximize success:

- Decide at the beginning if little boys will sit or stand.
- Dress children in loose-fitting clothing that is easily managed, such as pants with an elastic waist that are easy to pull up and down. Do not dress children in overalls, belts or onesies.
- Be sure children have at least three sets of extra clothes each day. Bring an extra pair of shoes as well.
- If a child wears Pull-Ups, they must have Velcro sides.
- Unfortunately, due to health regulations, teachers cannot wash out soiled clothing. Soiled clothing will be put in a Ziploc bag and placed in the child's backpack.

If you are ready for your child to begin potty training at school, please talk to your child's teacher to ensure that this transition is a positive experience.

CELEBRATIONS

Holiday Celebrations: The Weekday Children's Ministries will have class parties for most holidays. Parents are asked to sign up to help with these parties during Open House or prior to each party.

Birthdays: Children may celebrate their birthday (or "un-birthday" for summer birthdays) in their class. Parents may bring simple refreshments to share with the class during snack time. Please keep it simple. No balloons are allowed, since this can create a choking hazard. Please notify your child's teacher in advance if you would like to bring party supplies.



Begin weaning your child off his or her pacifier a few months before he or she enrolls in the two year old program. Pacifiers are only allowed during nap time for the first two weeks of being transferred to the two year old room. After that, pacifiers are not permitted.

CARPOOL PROCEDURES

Preschoolers may be dropped off and picked up through the carpool lane at the south entrance of the church (by the preschool office). Children in childcare must be walked to their room by a parent. The carpool lane is open from 8:30 – 8:45 in the mornings and from 11:30 – 11:45 after preschool. If your child stays for Stay & Play, the carpool lane is open for pickup from 1:45 – 2:00 in the afternoon.

Parents are given a carpool sign at Open House that **MUST** be displayed when picking up children. Please hang the sign from your rearview mirror. Leave it in place until your child is placed in your car. Please abide by the following procedures for carpool:

- Put the car in PARK after pulling up to the door.
- A staff member will take children out of the car in the morning and put children back in the car in the afternoon.
- Do not park in the carpool entrance at any time. If parents want to go in to get a child, park in a space provided that is not marked handicapped. The handicapped parking spaces are used regularly during the week.
- A roadblock will be set up in the opposite direction of the carpool line so that no one may enter the carpool from the wrong direction. This ensures the safety of the staff and children who may need to walk on the opposite side of the car.
- If someone other than a parent picks up a child in the carpool lane, please be sure to inform him or her of the carpool procedures.

DISMISSAL OF A CHILD

Weekday Children's Ministries reserve the right to dismiss any child due to the following:

- The child is unable to adapt to the program.
- Fees have not been paid.
- Policies are not followed, including
 - Failure to adhere to the Parental Conduct Policy
 - An irreconcilable difference between the parents and a director
 - Any other reason deemed necessary by a WCM director, the senior pastor at FUMC and the WCM Board.

If it becomes necessary for Weekday Children's Ministries to dismiss a child from the program, parents will be refunded any tuition that has been paid in advance. Please note that registration fees are non-refundable.

If it becomes necessary that a parent removes a child from the program, two weeks' notice prior to removal or two weeks' tuition for that period of time is expected.

If a child is dismissed from WCM for any reason, or if a child leaves WCM due to parents becoming dissatisfied with the program, that child will not be eligible for future enrollment in any part of the Weekday Children's Ministries at First United Methodist Church.

PARENTAL CONDUCT POLICY

The Weekday Children's Ministries reserve the right to dismiss a child based upon the inappropriate conduct of his/her parent or guardian. Inappropriate conduct includes:

- Abusive or profane language, spoken or written, to employees of WCM.
- Disrespectful attitudes expressed toward WCM employees.
- Outbursts or anger directed toward WCM employees in front of other children at WCM.

Violation of these guidelines will result in the dismissal of the parent's child from WCM.

TUITION FOR 2011-2012 SCHOOL YEAR

Childcare (includes Preschool for 2 – 5 year olds)	
Full time, year-round	\$450 / month
Infants, Toddlers, Crawlers 5 days / week	\$450 / month
2 days / week (after Preschool)	\$250 / month
3 days / week (after Preschool)	\$310 / month
5 days / week (after Preschool)	\$450 / month

Preschool (without Childcare)	
2 days / week	\$130 / month
3 days / week	\$150 / month
5 days / week	\$175 / month

Mother's Day Out	
1 day / week	\$80 / month
2 days / week	\$150 / month
3 days / week	\$210 / month
4 days / week	\$260 / month
5 days / week	\$300 / month

Summer Childcare (June – August)	
5 days / week	\$450 / month
2 days / week (Tuesday, Thursday)	\$240 / month
3 days / week (Monday, Wednesday, Friday)	\$310 / month

Note: Fees for lunches, Stay & Play and early morning drop-off are not included in tuition amounts and will be assessed to monthly statements.

DAILY SCHEDULES

Mrs. Candi's 5-Day Twos

8:30 – 9:05	Free Play/Centers
8:50 – 9:05	Chapel (Tues.)
9:05 – 9:20	Circle Time
9:20 – 9:50	Art
9:50 – 10:05	Music
10:05 – 10:20	Snack/ Diapers/Bathroom Break
10:20 – 10:40	Outside Playtime
10:45 – 10:55	Spanish (M,Th)
10:55 – 11:15	Manipulatives, Puzzles, Coloring, Playdough, Scissors
11:15 – 11:25	Storytime
11:30	Dismissal

Mrs. Esther's & Mrs. Vickie's 5-Day Twos

8:30 – 9:05	Free Play/Centers
8:50 – 9:05	Chapel (Tuesdays)
9:05 – 9:20	Music
9:20 – 9:35	Circle Time
9:35 – 10:00	Snack
10:00 – 10:05	Clean Up
10:05 – 10:40	Art
10:30 – 10:40	Spanish (M, Th)
10:40 – 11:00	Outside Playtime
11:00 – 11:20	Puzzles, Coloring, Manipulatives, Special Books
11:20 – 11:25	Playtime
11:25 - 11:30	Prepare for Dismissal
11:30	Dismissal

Mrs. Rhonda's 5-Day Twos

8:20 – 8:50	Free Play, Table Toys
8:50 – 9:10	Sand, Playdough, Scissors, Water
8:50 – 9:05	Chapel (Tuesday)
9:10 – 9:15	Clean Up
9:20 – 9:35	Music
9:35 – 9:45	Circle Time
9:45 – 10:00	Art
10:00 – 10:05	Hygiene
10:05 – 10:15	Snack
10:15 – 10:20	Clean Up
10:20 – 10:40	Outside Playtime
10:40 – 11:00	Diapers/Centers
11:00 – 11:10	Story Time
11:00 – 11:10	Spanish (M, Th)
11:10 – 11:20	Art, Projects, Puzzles
11:20 – 11:25	Clean Up
11:30	Dismissal

Mrs. Rebekah's 3-Day Twos

8:30 – 9:00	Free Play
9:00 – 9:10	Circle Time
9:10 – 9:30	Art Project
9:30 – 9:35	Clean Up
9:35 – 9:50	Music
9:50 – 10:10	Wash Hands & Snack
10:10 – 10:40	Centers & Diapers
10:40 – 11:00	Outside Playtime
11:00 – 11:15	Story Time
11:15 – 11:25	Spanish (Monday)
11:15 – 11:25	Play Dough & Scissors (W,F)
11:30	Dismissal

Mrs. Rebekah's 2-Day Twos

8:30 – 9:00	Free Play
8:50 – 9:05	Chapel (Tuesdays)
9:00 – 9:10	Circle Time (Thursdays)
9:10 – 9:30	Art Project
9:35 – 9:50	Music
9:55 – 10:10	Wash Hands & Snacks
10:10 – 10:40	Centers & Diapers
10:40 – 11:00	Outside Playtime
11:00 – 11:10	Circle Time (Tuesday), Story Time (Thursday)
11:15 – 11:25	Story Time (Tuesday), Spanish (Thursday)

Mrs. Jennifer's Threes

8:30 – 8:55	Free Play/Centers
8:55 – 9:00	Clean Up
9:00 – 9:30	Spanish (Mondays, Thursdays)
9:00 – 9:30	Circle Time (Tues, Wed, Thurs)
9:10 – 9:25	Chapel (Tuesdays)
9:15 – 9:35	Circle Time (Mondays, Fridays)
9:20 – 9:35	Art (Wednesdays, Thursdays)
9:30 – 9:40	Bathroom Break
9:40 – 10:00	Outside Playtime
10:00 – 10:20	Snack
10:20 – 10:35	Bathroom / Clean-up
10:35 – 10:50	Music
10:50 – 11:20	Art
10:50 – 11:00	Puzzles (Wednesdays)
11:00 – 11:25	Godly Play (Wednesdays)
11:30	Dismissal

Mrs. Dianna's Threes

8:30 – 8:55	Free Play/Centers
8:55 – 9:00	Clean Up
9:00 – 9:15	Circle Time
9:15 - 9:30	Cooking (Fridays)
9:10 – 9:25	Chapel (Tuesdays)
9:15 – 9:30	Spanish (Mon., Thurs.)
9:30 – 9:40	Bathroom Break
9:40 – 10:00	Outside Playtime
10:00 – 10:20	Snack
10:20 – 10:35	Music
10:35 – 10:45	Bathroom Break
10:35 – 11:00	Godly Play (Wednesdays)
10:45 – 11:15	Art
11:00 – 11:15	Play Dough (Wednesdays)
11:15 – 11:30	Books/Clean Up
11:30	Dismissal

Mrs. Denise's Threes

8:30 – 8:55	Arrival & Free Play
8:55 – 9:00	Clean-Up
9:00 – 9:10	Circle Time
9:00 – 9:25	Godly Play (Wednesdays)
9:10 – 9:25	Chapel (Tuesdays)
9:10 – 9:30	Art Activity (Mon., Thurs.)
9:25 – 9:50	Art Activity (Tuesdays)
9:30 – 9:45	Spanish (Mon., Thurs.)
9:45 – 10:00	Bathroom Break/ Finish Art
10:00 – 10:20	Outside Playtime

Mrs. K.K.'s Threes

8:30 – 8:45	Arrival & Free Play
8:45 – 9:00	Calendar & Helpers
9:00 – 9:30	Art (Mon., Wed., Thurs.)
9:00 – 10:00	Cooking (Fridays)
9:10 – 9:25	Chapel (Tuesdays)
9:25 – 9:40	Art (Tuesdays)
9:30 – 9:45	Circle Time (Mon., Thurs.)
9:30 – 9:55	Godly Play (Wednesdays)
9:45 – 10:00	Spanish (Mon., Thurs.)
9:55 – 10:00	Circle Time (Wednesdays)
10:00 – 10:20	Outside Playtime
10:20 – 10:45	Snack
10:45 – 11:05	Mailbox Time
10:45 – 11:05	Show & Tell (Fridays)
11:05 – 11:20	Music
11:20 – 11:30	Clean Up
11:30	Dismissal

10:20 – 10:40 Snack
10:40 – 10:50 Book Center
10:50 – 11:05 Music
11:05 – 11:20 Story Time
11:20 – 11:30 Clean-Up
11:30 Dismissal

Mrs. Abi's & Mrs. Brandy's Pre-K

8:30 – 8:50 Arrival & Free Play
8:50 – 9:05 Music
9:05 – 9:10 Bathroom Break
9:10 – 9:25 Chapel (Tuesdays)
9:25 – 9:30 Bathroom Break (Tuesdays)
9:10 – 9:40 Circle Time
9:30 – 10:00 Circle Time (Tuesdays)
9:40 – 10:00 Centers/Individual Work
10:00 – 10:25 Centers/Individual Work (Tuesdays)
10:00 – 10:15 Spanish (Mondays, Thursdays)
10:00 – 10:25 Godly Play (Wednesdays)
10:00 – 10:15 Snack (Fridays)
10:15 – 10:30 Snack (Monday, Thursdays)
10:25 – 10:40 Snack (Tuesdays, Wednesdays)
10:15 – 10:30 Story Time (Fridays)
10:30 – 11:00 Centers/Individual Work (Monday, Thursdays)
10:40 – 11:00 Centers/Individual Work (Tuesdays, Wednesdays)
10:30 – 10:45 Centers/Individual Work (Fridays)
10:45 – 11:00 Show & Tell (Fridays)
11:00 – 11:20 Outside Playtime
11:30 Dismissal

Mother's Day Out Schedule

8:30 – 8:50	Arrival & Playtime
8:50 – 9:05	Morning Snack
9:05 – 9:30	Outside Playtime or Chapel
9:30 – 9:45	Diaper Changes
9:45 – 10:15	Circle Time & Art
10:15 – 10:30	Prepare for Lunch & Music
10:30 – 11:00	Lunch
11:00 – 1:00	Naptime
1:00 – 1:30	Diaper Changes
1:30 – 1:45	Books, Bubbles & Clean Up
1:45 – 2:00	Outside Playtime & Departure

Toddler Room Schedule

7:30 – 8:30	Receiving/Breakfast
8:30 – 9:00	Number, Color, Letter of the Week
9:00 – 9:30	Circle Time
9:30 – 10:00	Free Play, Buggy Ride
10:00 – 10:30	Story Time
10:30 – 10:45	Wash Hands, Blessing
10:45 – 11:20	Lunch
11:20 – 11:30	Clean Up
11:30 – 1:30	Nap
1:30 – 2:00	Diapers*, Wash Hands, Snack
2:00 – 2:30	Story Time, Free Play
2:30 – 3:00	Outside Playtime
3:00 – 3:15	Music, Juice
3:15 – 3:45	Arts and Crafts
3:45 – 4:00	Snack

- 4:00 – 4:30 Music and Movement
4:30 – 5:30 Free Play, Theater, Dismissal

**Diapers are changed as needed! Each child is checked and/or changed every 1 ½ hours.*

2 – 4 Year Old Childcare Classes

- 11:30 – 12:00 Gathering (Playground, Gym or Theater)
12:00 – 12:15 Bathroom Break, Wash Hands
12:15 – 12:45 Lunch
12:45 – 1:00 Prepare for Nap
1:00 – 3:00 Nap
3:00 – 3:15 Wake Time/Bathroom Break/Pick Up Mats
3:15 – 3:30 Snack
3:30 – 4:15 Circle Time/Art/Learning Time
4:15 – 4:30 Clean Up, Pack Up
4:30 – 5:30 Outside or Gym Playtime, Theater, Dismissal