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

1 John 3:1
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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,

Deborah H. Kirkman
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.

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 Offerings

To build on our Ministry Objectives, The Weekday School provides Enrichment Offerings to allow our children to express themselves and develop motor skills as well as opportunities to grow and develop in understanding God. Enrichment Offerings include Creative Movement, Chapel Times with the church’s pastor, and Music. These Offerings occur each month at no additional charge to our families.

Church Mission Statement

That All May
Know Christ
Grow In Faith
Serve Others
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 are here before the designated time their class begins, we offer an early morning program. Early Birds begins the first day of school.

This is how the program works:
• Children may be dropped off as early as 8:00 a.m.
• Videos, crayons, or quiet games will be provided.

How to participate in Early Birds:
• You must prepay for your child to participate in Early Birds. You can do that in two ways: 1. Pay on a daily basis $3.00 per day, or 2. Purchase a card of 25 days for $68.75. We suggest before your card is completely filled that you purchase a new card.
• **You must pay on or before the day your child attends. No exceptions.**
• For safety, you must accompany your child to Early Birds and wash hands and sign in.

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 watch a video for around 15 to 20 minutes. 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 Can I Participate in Lunch Bunch?
A. **Taste Tester (3s, 4s and TK $8.00 per day) (Toddlers & Twos $9.00 per day)**
   This is the regular daily fee for Lunch Bunch. It is a perfect option for children who will only attend Lunch Bunch a few times during the school year. A minimum of 24 hours notice is suggested. Reservation is based on availability.
B. **Part-Time Patron (3s, 4s and TK 10-day card $75.00) (Toddlers & Twos 10-day card $80.00)**
   This is a good option for the children who will attend Lunch Bunch regularly but not daily. The cost of the card is $75.00. We will provide a reservation calendar for you to fill out with the dates your child will attend. If your child is unable to attend Lunch Bunch on a date you’ve selected, please make every effort to give the office 24 hours notice at 692-6673 or deborah@hvlfumc.org
C. **Daily Diner (3s, 4s and TK $6.50 per day) (Toddlers & Twos $7.00 per day)**
   If you know your child will attend Lunch Bunch on a daily basis, this is the perfect option for you. You don’t have to fill out a calendar. Availability is guaranteed. You pay the lowest rate per day, which is added directly to your child’s monthly tuition. This additional amount is based on the number of times Lunch Bunch will be offered during that particular month. (No deductions for absences)

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 programs are required to have college level training in Early Childhood or a related 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.

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 (by August 31, 2020) - 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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25-9:00</td>
<td>Welcome to the classroom. Art and teacher-directed activities/ Free play</td>
</tr>
<tr>
<td>9:00-9:30</td>
<td>Play on playground or Christian Life Center</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>Prayer and snack time * Routines (Diapering and feeding)</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Group time including teacher-directed activities and music</td>
</tr>
<tr>
<td>10:30-11:20</td>
<td>Free play * Routines (Diapering) Clean up and prepare for home</td>
</tr>
<tr>
<td>11:25</td>
<td>Departure</td>
</tr>
</tbody>
</table>

*Routines such as diapering, feeding and toileting will be flexible based on the needs of the child

—Stuffed animals or livies 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 potential come off.
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
8:25-9:10 Free Play/Centers
9:10-9:20 Clean-Up
9:20-9:25 Group/Story
9:30-9:55 Outside/Gym
10:00-10:35 Snack
10:35-10:45 Music and Movement (diapers and bathroom)
10:45-11:10 Art and Table Activities
11:15-11:25 Books
11:25 Pick-up

May change to allow for special activities.

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

2/5-Day Threes Schedule
8:35-9:15 Settling in & Free Play
9:15-9:20 Clean up
9:20-9:40 Group Time
9:40-10:10 Table Activity—Art
10:15-10:30 Bathroom
10:30-10:50 Snack Time
10:55-11:20 Playground/Fellowship Hall
11:35 Pick up

3-Day Threes Schedule
8:35 Arrival
8:45-9:15 Group Time
9:15-10:00 Center Time
10:00-10:15 Clean up
10:15-10:30 Bathroom
10:30-10:45 Snack Time
10:55-11:25 Playground/Fellowship Hall
11:35 Pick up

Individual teacher’s schedules may vary except playground and dismissal times. Your child’s teacher will inform you about her particular schedule.

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 plastic 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. Totebags 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.
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.
**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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>Arrival</td>
</tr>
<tr>
<td>9:00-9:15</td>
<td>First Group Time</td>
</tr>
<tr>
<td>9:15-9:55</td>
<td>Centers/Art</td>
</tr>
<tr>
<td>9:55-10:25</td>
<td>Playground/Fellowship Hall</td>
</tr>
<tr>
<td>10:25-10:45</td>
<td>Bathroom/Clean-up</td>
</tr>
<tr>
<td>10:45-11:00</td>
<td>Snack Time</td>
</tr>
<tr>
<td>11:00-11:35</td>
<td>Second Group Time</td>
</tr>
<tr>
<td>11:45</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### 5-Day Fours Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>Arrival</td>
</tr>
<tr>
<td>9:00-9:15</td>
<td>First Group Time</td>
</tr>
<tr>
<td>9:15-9:55</td>
<td>Centers/Art</td>
</tr>
<tr>
<td>9:55-10:25</td>
<td>Bathroom/Clean-up</td>
</tr>
<tr>
<td>10:25-10:55</td>
<td>Playground/Fellowship Hall</td>
</tr>
<tr>
<td>10:55-11:10</td>
<td>Snack Time</td>
</tr>
<tr>
<td>11:10-11:35</td>
<td>Second Group Time</td>
</tr>
<tr>
<td>11:45</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**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, as well as emotional and social competence. We use Letter Land Phonics program to introduce letter sounds and putting them together for reading. Enrichment classes in Creative Movement, Music and Chapel will be included on a regular basis.

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 Arrival/Unpack
8:45-9:00 Arrival Activities
9:00-9:30 Group Time (Calendar, Letterland, Bible Stories, Read Alouds)
9:30-10:25 Center Time (We do a combination of learning and free play centers)
10:25-10:55 Playground/Fellowship Hall
10:55-11:30 Bathroom, Prayer & Snack
11:30-11:40 Show and Tell (Show and Tell goes with our letter of the week)
11:45 Dismissal

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

Show ‘n 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 their half-year birthday. Balloons are considered a hazard in childcare centers and are not allowed.
General Policies

Absences
If you know your child will be absent or late, please notify the School as soon as possible. This information affects classroom activities and food schedule.

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 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 symptom-free for 24 hours before returning to the School.

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. We must have all of these documents and payment before the first day of school. The deadline is Thursday, August 23. 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.

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 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 or be accompanied by written instructions from a health professional, which include 1-5 above.
- 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 children’s parents, families, or ethnic groups.
Tuition & Fees

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.

Payment options:

If you choose to pay by the month, tuition is due on the 10th day of the month. After the 15th of the month, a $5.00 late fee is charged. 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.

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<table>
<thead>
<tr>
<th>Toddlers (15 mos. by Aug. 31) / Twos</th>
</tr>
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<tbody>
<tr>
<td>$110/yr Registration Fee</td>
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<tr>
<td>Five days/week: $315/month</td>
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<tr>
<td>Four days/week: $290/month</td>
</tr>
<tr>
<td>Three days/week: $240/month</td>
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<tr>
<td>Two days/week: $165/month</td>
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<td>One day/week: $95/month</td>
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<table>
<thead>
<tr>
<th>Threes/Fours</th>
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<tbody>
<tr>
<td>$110/yr Registration Fee</td>
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<tr>
<td>Five days/week: $305/month</td>
</tr>
<tr>
<td>Four days/week: $285/month</td>
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<tr>
<td>Three days/week: $235/month</td>
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<tr>
<td>Two days/week: $160/month</td>
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<td>One day/week: $90/month</td>
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<table>
<thead>
<tr>
<th>Transitional Kindergarten</th>
</tr>
</thead>
<tbody>
<tr>
<td>$110/yr Registration Fee</td>
</tr>
<tr>
<td>Five days/week: $315/month</td>
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<table>
<thead>
<tr>
<th>Extended Care Fees (see page 6)</th>
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</thead>
<tbody>
<tr>
<td>Early Birds: $3/day</td>
</tr>
<tr>
<td>Lunch Bunch:</td>
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<tr>
<td>Taste Tester (3s, 4s and TK $8.00 per day)</td>
</tr>
<tr>
<td>(Toddlers &amp; Twos $9.00 per day)</td>
</tr>
<tr>
<td>Part-Time Patron (3s, 4s and TK 10-day card $75.00)</td>
</tr>
<tr>
<td>(Toddlers &amp; Twos 10-day card $80.00)</td>
</tr>
<tr>
<td>Daily Diner (3s, 4s and TK $6.50 per day)</td>
</tr>
<tr>
<td>(Toddlers &amp; Twos $7.00 per day)</td>
</tr>
</tbody>
</table>
Financial Policies

Fees
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.

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 $10 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 $3.00 fee will be charged for each 15 minutes after closing time. Parents who have not notified the School prior to closing time will be charged $5.00 per day. After continued late pick-ups, a meeting with the Director will be scheduled; if, at this point, the parent continues to be late, the child’s space in the School may be terminated, at the discretion of the Director.

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. A receipt will be given for all cash payments. Receipts are available one to two days after a payment has been made. End of year statements are available for tax purposes.

Returned Checks
A service charge of $22.00 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.

Other Related Issues
We will accept no postdated checks. Payment must be made for Early Birds and Lunch Bunch services on the day service is rendered or paid in advance.
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 strive to 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, a parent must give current information needed for the waiting list file. 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 August of every school year is held in February and March. 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 physical and immunization records, the child is continuously absent or late without sufficient reason, or habitual abuse of the program policies occurs.
The Weekday School of First United Methodist Church
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The Weekday School (828) 692-6673
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