

TIMBERLAKE UNITED METHODIST EARLY LEARNING CENTER
21649 Timberlake Road | Lynchburg, Virginia 24502 | Phone 239-9132 or 239-1348
2013- 2014 School Year

STATUS

The organization will be non-profit and to the fullest extent, will be a service to the church and community.

CRITERIA FOR ADMISSION

This school is available to any child who has completed all necessary forms required by the governing body (such as immunization, birth certificate, and pertinent information). These children must have reached the age of either 30 months, three years, or four years by September 30, 2013 in order to be in coordination with state requirement. With the exception of two and a half year olds, all children must be toilet trained. No pull-ups or training pants.

REGISTRATION FEES

All classes - all ages **\$55.00**

This fee must accompany the registration form and is **nonrefundable**. A copy of the birth certificate and immunization record must be sent with the registration form. The fee covers insurance, materials and supplies.

YEARLY FEES

| | |
|--------------------------------------|--|
| 5 day program for 2, 3 & 4 year olds | \$1,400 can be divided into 10 payments of \$140.00 |
| 3 day program for 2, 3 & 4 yr. olds | \$1,150 can be divided into 10 payments of \$115.00 |
| 2 day program for 2 yr. olds | \$1,000 can be divided into 10 payments of \$100.00 |

AUGUST TUITION IS DUE JUNE 1, 2013 ANY TUITION NOT RECEIVED BY JUNE 1 WILL RESULT IN YOUR CHILD'S NAME BEING REMOVED FROM OUR ROLL. All other monthly fees are due by the first day of each month August through April.

Checks are made payable to Timberlake United Methodist Church (TUMC) and should be mailed to: Timberlake United Methodist Church 21649 Timberlake Rd. Lynchburg Va. 24502 ATT. Darlene Crockett (for more information, her contact number is 941-9757).

Late payments will result in a \$25.00 late fee. There is a \$35 charge for returned checks. **Either one month's WRITTEN notice must be given or 1 MONTH'S tuition paid to the school prior to the child's withdrawal.**

PHYSICAL REQUIREMENTS

Each child must have a current physical. **All applications must have a copy of your child's birth certificate and immunization record attached to it.**

CURRICULUM

The curriculum, which will be determined by the level of developmental skills that a child has attained and his/her interests, should include the following areas of learning: communication skills, socialization skills, science-math skills, Orange curriculum Bible study, creative activities (art, dramatics, music) and activities to develop large motor skills.

GENERAL INFORMATION

1. A child with any signs of illness should not be brought to school. **Illness includes such things as fever, diarrhea, vomiting within the last 24 hours, a rash of any kind, and green or yellow discharge from the nose.**
2. Please dress your child in simple washable play clothes, **no sandals or flip flops.**
3. Please be sure the staff knows how to reach you in case of an emergency.
4. TUMELC reserves the right to ask a child to leave the school if the welfare of other children is in jeopardy.
5. **PLEASE DO NOT BRING A CHILD TO SCHOOL BEFORE 8:50 A.M.**
6. We would like to celebrate each child's birthday with a special treat, arrangements should be made by the parent and plans made before hand with the teachers.
7. **No guns, knives or sharp pointed objects** will be permitted in school.
8. All parents are encouraged to visit the school at any time during the year. You are also encouraged to contact the teacher about anything concerning your child.
9. **PICK UP TIME IS BETWEEN 11:50 - 12:00, AS OUR DAYCARE PROGRAM BEGINS AT 12:00. ANY CHILD PICKED UP AFTER 12:00 WILL RESULT IN A LATE FEE CHARGE.**
10. During the 11:50-12:00 pickup time, we ask that the parents come to their child's classroom to pick them up and accompany them to the car. We also ask that the parents accompany their child to the classroom at 8:50. The parents may park in any of the parking lots around the church.
11. **Tuition payments that have not been paid for 60 days will result in automatic dismissal from the school.**
12. TUMELC reserves the right to ask a child to leave the school if his/her special needs cannot be met by our staff i.e.: special education services.
13. Please label all sweaters, coats, lunch boxes, etc.

EARLY LEARNING CENTER DAY CARE

Day care is available from 7:00 - to 9:00 a.m. and 12:00 -5:45 p.m. The cost is \$2.00 per hour with a signed contract and \$3.00 per hour without a contract. **SUMMER AND HOLIDAY CARE IS AVAILABLE THROUGH TIMBERLAKE UNITED METHODIST CHURCH.**

Calendar

School will be in session Monday through Friday from 9 a.m. to 12:00 p.m. according to the Campbell County 2013/2014 school schedule.

| | |
|----------------------------------|---------------------------|
| 4 yr., 3 yr. & 2 1/2 yr. (5 day) | Monday - Friday |
| 4 yr. olds (3day) | Monday, Wednesday, Friday |
| 3 yr. olds (3day) | Monday, Wednesday, Friday |
| 2 1/2 yr. olds (2 days) | Tuesday, Thursday |

We will observe the same **HOLIDAYS AND SNOW DAYS** as Campbell County School System. On snow days, when operation is 1 hour late, we will open at 10:00 a.m. and close at 12:30 p.m. When operation begins 2 hours late, we will open at 10:00 a.m. and close at 12:30 p.m. When Campbell County closes, we will also be closed.

Philosophy

TUMELC strives to provide to provide a succession of experiences whereby a child may have an opportunity to develop spiritually, emotionally, socially, mentally, and physically at his or her own rate as he/she becomes an individual.

Program Objectives

The program is designed to function in a manner such that each child:

1. Feels accepted, wanted and loved.
2. Begins to develop an understanding that God made me, God loves me, and Jesus wants to be my friend forever.
3. Grows in the knowledge and love of Jesus Christ.
4. Is encouraged to accept and understand his/her own feelings and those of others.
5. Experiences success and growth in self-confidence and a sense of personal responsibility.
6. Is stimulated toward awareness of his/her surrounding world and how he/she relates to it.
7. Is encouraged to accept the challenge of working through problems.
8. Grows in confidence to move from the familiar to the unfamiliar.
9. Learns to listen and to express his/her thoughts with an expanding vocabulary.
10. Experiences opportunities to express himself/herself through varied media.
11. Experiences joy and order in daily routines
12. Develops positive attitudes toward health and care for his physical needs.
13. Cooperates in living comfortably with others.
14. Grows in respect for authority and the rights of others.
15. Is provided opportunities to explore experiment and discover.

Person other than parent or guardian who has permission to pick up my child.

1st name _____ 2nd name _____

Do you authorize the school to get medical help if needed and you cannot be reached? (circle one)

YES NO Signature _____

I am enclosing \$ _____ (nonrefundable) in payment of the application fee. I understand that in addition to the application fee the school's yearly tuition is \$ _____ ; made in 10 equal payments due on the first of each month, (August tuition is due June 1). I also understand that if I desire to withdraw my child for any reason, I must give one month's written notice or pay one month's tuition.

I have read, understand, and will abide by all provision in the TUMC ELC Application.

Signature _____ Date _____

**TIMBERLAKE UNITED METHODIST EARLY LEARNING CENTER CONTRACT FOR
5-DAY PROGRAM**

I agree to pay the following preschool fees:

- \$55 registration fee due with completed application.
- A yearly fee of \$1,400
 1. Paid at the beginning of the school year
 2. Paid each semester ½ due August ½ due January
 3. Paid monthly (paid one month ahead) 10 payments

Payment 1: \$140 due June 1st
Payment 2: \$140 due August 1st
Payment 3: \$140 due September 1st
Payment 4: \$140 due October 1st
Payment 5: \$140 due November 1st
Payment 6: \$140 due December 1st
Payment 7: \$140 due January 1st
Payment 8: \$140 due February 1st
Payment 9: \$140 due March 1st
Payment 10: \$140 due April 1st, Final Payment
NO PAYMENT DUE IN MAY

I understand that if I need to withdraw my child from the program, for any reason, I must give one month's **written** notice or **pay** one month's tuition.

I have read, understand and will abide by the provisions in the TUMELC contract.

Signature _____ Date _____

**TIMBERLAKE UNITED METHODIST EARLY LEARNING CENTER CONTRACT FOR
2-DAY PROGRAM**

I agree to pay the following preschool fees:

- \$55 registration fee due with completed application.
- A yearly fee of \$1,000
 1. Paid at the beginning of the school year
 2. Paid each semester ½ due August ½ due January
 3. Paid monthly (paid one month ahead) 10 payments

Payment 1: \$100 due June 1st
Payment 2: \$100 due August 1st
Payment 3: \$100 due September 1st
Payment 4: \$100 due October 1st
Payment 5: \$100 due November 1st
Payment 6: \$100 due December 1st
Payment 7: \$100 due January 1st
Payment 8: \$100 due February 1st
Payment 9: \$100 due March 1st
Payment 10: \$100 due April 1st, Final Payment
NO PAYMENT DUE IN MAY

I understand that if I need to withdraw my child from the program, for any reason, I must give one month's **written** notice or **pay** one month's tuition.

I have read, understand and will abide by the provisions in the TUMELC contract.

Signature _____ Date _____

**TIMBERLAKE UNITED METHODIST EARLY LEARNING CENTER CONTRACT FOR
3-DAY PROGRAM**

I agree to pay the following preschool fees:

- \$55 registration fee due with completed application.
- A yearly fee of \$1,150
 1. Paid at the beginning of the school year
 2. Paid each semester ½ due August ½ due January
 3. Paid monthly (paid one month ahead) 10 payments

Payment 1: \$115 due June 1st
Payment 2: \$115 due August 1st
Payment 3: \$115 due September 1st
Payment 4: \$115 due October 1st
Payment 5: \$115 due November 1st
Payment 6: \$115 due December 1st
Payment 7: \$115 due January 1st
Payment 8: \$115 due February 1st
Payment 9: \$115 due March 1st
Payment 10: \$115 due April 1st, Final Payment
NO PAYMENT DUE IN MAY

I understand that if I need to withdraw my child from the program, for any reason, I must give one month's **written** notice or **pay** one month's tuition.

I have read, understand and will abide by the provisions in the TUMELC contract.

Signature _____ Date _____

TIMBERLAKE UNITED METHODIST EARLY LEARNING CENTER CONTRACT

I agree to pay the following preschool fees:

- \$ _____ registration fee due with completed application
- A yearly fee of _____
 1. Paid at time of enrollment
 2. Paid in 2 installments
 3. Paid monthly (paid one month ahead) _____ payments

Payment schedule:

| | |
|---------------|-----------|
| Payment _____ | Due _____ |
| Payment _____ | Due _____ |
| Payment _____ | Due _____ |
| Payment _____ | Due _____ |
| Payment _____ | Due _____ |
| Payment _____ | Due _____ |
| Payment _____ | Due _____ |
| Payment _____ | Due _____ |

I understand that if I need to withdraw my child from the program, for any reason, I must give one month's **written** notice or **pay** one month's tuition.

I have read, understand and will abide by the provisions in the TUMELC contract.

Signature _____ Date _____