

BENSON MEMORIAL UNITED METHODIST CHURCH
PRESCHOOL and KINDERGARTEN PREP PROGRAMS
4706 Creedmoor Road, Raleigh, NC 27612
919-781-3310

Discipline Policy – please retain this copy for your records

According to the American Academy of Pediatrics, discipline refers to the system of teaching and nurturing that prepares children to achieve competence, self-control, self-direction, and caring for others. An effective discipline system must contain three vital elements: 1) a learning environment characterized by positive, supportive relationships; 2) a strategy for systematic teaching and strengthening of desired behaviors (proactive); and 3) a strategy for decreasing or eliminating undesired or ineffective behaviors (reactive). Each of these components must be functioning adequately for discipline to result in improved child behavior.

The above was copied from the American Academy of Pediatrics, Volume 10, number 4, April 1998, pp 723-728.

Policy

The staff at Benson Memorial United Methodist Church Preschool Programs will provide appropriate discipline using positive reinforcement and logical consequences to encourage competence, self-control, self-direction, and caring for others. Staff will maintain open communication regarding behavior management and effective discipline.

Keeping the above in mind, the Staff and Board at Benson Memorial UMC Preschool Programs has outlined the following strategies for appropriate and effective discipline.

Our learning environment and strategies for strengthening positive, appropriate behavior:

1. Maintaining a positive emotional environment where children feel warmth and affection. Modeling appropriate classroom behaviors.
2. Providing positive reinforcement for positive behavior.
3. Providing consistency in the form of scheduling daily activities and having developmentally appropriate expectations.
4. Responding consistently to similar situations and behaviors so that expectations are clear. This is otherwise known as setting limits.
5. Encouraging children to use words to express their emotions.

Should a child need help managing any behavior that places the child or others in danger or, is noncompliant with expectations, and interferes with positive social interaction and self-discipline, staff will:

1. Clarify the problem behavior for the child and discuss the behavior with the child.
2. Provide an immediate initial consequence when an undesirable behavior first occurs.
3. Remain calm and empathetic.
4. Provide reasoning for the consequence of a specific behavior.

Consequences of negative behavior.

1. Verbal clarification of the undesirable behavior.
2. Repeated verbal clarification and explanation of possible consequences should the negative behavior be repeated.
3. Redirection: a child may be redirected to another activity or area of the room.
4. Time-out: a child may be asked to have a seat in a quiet area in order to calm themselves. When they are ready, they may resume their activities, provided they are prepared to do so in an appropriate manner. Time outs will be no more than one minute per year of age.
5. Removal of privileges; on rare occasions, staff may remove privileges such as computer time.

At no point will a child ever be subjected to inappropriate discipline, such as the following:

1. Physical punishment such as spanking, shoving, grabbing, dragging or hitting.
2. Verbal abuse, such as threatening or shaming.
3. Denial of food, rest or bathroom privileges.
4. Confinement or isolation.

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**EXTENDED DAY OPTION POLICIES
2015-2016**

Three and Four year old classes only

The Extended Day program is intended to provide parents with an additional hour of free time and children with an additional hour of social interaction. Half of the hour will be spent on the playground and the other half will be spent at lunch. In inclement weather, the children may watch a video.

- **The Extended Day program begins the first day of school and ends Thursday, May 26, 2015.**
- Two classes may combine on some days. All children will be picked up from either their classroom or a classroom located in the same building. Pick up time is 1:00pm. If someone other than yourself is picking up your child, please inform the director and your child's teacher as soon as possible.
- Each child will bring his/her lunch, including beverage, napkin and any utensils he/she may need.

FEES:

- **A flat, NON-REFUNDABLE annual registration fee of \$20.00 is due when you register your child in the Extended Day program.**
- **Monthly charges** - It costs \$15.00 a month for 1 day a week in the Extended Day Program. (2 days - \$30.00, etc.) **You will be paying for days your child is absent.**
- If you decide to withdraw your child from the program, you will be reimbursed for any **full** month's payments that have been paid in advance, but the registration fee is non-refundable.
- The fee for Extended Day tuition should be paid with your child's monthly tuition.

<i>Three and four year old Preschool Extended Day Program Noon - 1pm</i>	1 Day (Chose a day per week for the month)	2 Day (Chose a combination of 2 days per week for the month)	3 Day (Chose a combination of 3 days per week for the month)	4 Day (Chose a combination of 4 days per week for the month)	5 Day (5 days a week for the month)
Add <i>monthly fee</i> to Preschool tuition	\$15	\$30	\$45	\$60	\$75

Tuition is paid monthly, September - May.

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- **By signing the annual registration form** you are indicating that you understand and agree with the school policies, as well as agreeing to the following:
 - a. permission for your child to participate in the field trips planned by the Director.
 - b. not to hold the school, its Staff or Board, or Benson Memorial Church responsible for any mishap or injury your child may incur in the building or on school grounds.

- **Program Hours:**

The Early Years Preschool Program hours:
Age Two Years and Under- 9:00am – 1:00pm.
The Preschool Program hours:
Threes and Fours - 9:00am – 12:00pm. If your child is enrolled in the Extended Day program, your child will attend until 1:00pm.
Transition class - 9:00am – 1:00pm

- **Registration fees:** A *non-refundable* annual registration fee equal to one month's tuition must accompany the registration form. If you are registering your child for the Extended Day program, you will pay that \$20 registration fee as well. Anyone registering for classes after **December 2015** will pay half of the registration fee.

- **May tuition paid in advance:** Preschool Program policies require that May's tuition be paid in advance. You will be asked to pay **May 2016** tuition by **May 1, 2015**.

- **Tuition:** Tuition payments are due on the 1st of the month and will be considered late after the 15th of each month. Tuition is not invoiced; however, payment coupons will be issued by the first week of school. Please include a \$5.00 late fee with all payments made after the 15th. Failure to pay a late tuition payment by the 15th of the following month may cause the automatic dismissal of the child from the school. Accounts not in good standing will be given to the preschool board. If necessary, legal measures will be taken to collect any outstanding balance. The school will retain the May tuition, as well as the registration fee. You are responsible for the entire year's tuition even though your child may be absent some days during the school year. In case of an extended absence, tuition must be paid if the child's place is to be held.

- **Returned Checks:** If a check is returned, the amount due plus a \$25.00 bank fee must be paid in cash.

- **Late Pick-Up Fees:** Children must be picked up from their classrooms or Extended Day group promptly at the stated program ending time. Children who remain in the custody of a teacher past the stated pick-up time will be assessed a late fee of \$1.00 for every minute that the parent or caregiver is late.

- **Annual Materials Fee:** The Transition class have a small materials fee. The Transtion class will receive the *Handwriting With Out Tears* student book.

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- **Withdrawals:** If a child's enrollment is terminated by the director at any time during the year, when such action is deemed in the best interest of the child and/or the school, the May's tuition paid in advance will be refunded but the annual registration fee will be retained. If you withdraw your child from the program during the school year, 30 days written notice must be given to avoid financial responsibility for the next month's tuition. If 30 days written notice is not given, May tuition, which was paid in advance, will not be refunded and will be used toward the next month's tuition.
- **Discipline policy:** Attached you will find a copy of the discipline policy. Please retain the policy for reference. Sign on the signature page acknowledging your understanding and agreement.
- **Photo Release:** We have a signature page where you can indicate your preference regarding the use of images of your child.
- **Toilet Trained Policy:** Children entering the 3, 4, or 5 year old programs must be toilet trained. Our definition of "potty trained" means that the children are able to use the bathroom independently. They are able to pull their pants up and down, as well as wipe themselves. Children should also be able to change their clothes with minimal assistance, should the need arise.
- **Accident Insurance:** The school does provide an accident insurance policy for school hours only. If your child should require immediate medical attention, the parent agrees to reimburse the school for any costs or fees incurred. Please see the signature page for more details.
- **Staff Training:** We are committed to providing a safe and secure environment for your children. Our staff members receive Safe Sanctuaries training and CPR training.
- **Medications/Asthma and Allergy/EpiPen®:** If your child has a prescription medication, required for asthma, allergies, diabetes or any other health related issue, we will need to have an action plan on site. If your child has an **EpiPen®**, we require 2 **EpiPens®** be onsite with your child at all times. One **EpiPen®** will be kept in the office and one **EpiPen®** will be kept with your child.
- **Sick Policy:** If your child has a cloudy or colored nasal discharge, rash, sore throat, diarrhea, vomiting, or a fever, please keep your child at home. Children should be symptom free for at least 24 hours before returning to school. Specifically, children should be fever free without the use of fever reducing medication, for 24 hours. We will not administer medications at school, with the exception of life saving/emergency medications such as **EpiPen®**.

We will send children home if they:

1. Are lethargic and lack the energy to participate in activities.
2. Are weepy, clingy and unable to function independently in the classroom.
3. Vomit.
4. Have diarrhea.
5. Have a fever.
6. Have a cloudy, yellow or green nasal discharge.
7. Have a nasal discharge requiring constant wiping.

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- **Peanut Butter Free:** Our campus is peanut butter free when necessary. Each Fall we inform families of our status.
- **Inclement Weather:** If Wake County schools are closed, we will also be closed. If they have a 1-hour or a 2-hour delay, we will begin school at 10:00am. Please listen to the local radio and television stations for announcements concerning the delays and closings of Wake County schools.
NOTE: Tuition will not be refunded for days missed due to inclement weather.
- **Make-Up Policy:** Should we miss school due to inclement weather, every attempt will be made to make-up days under the following circumstances.*
 - 1 DAY PROGRAM – If the program makes up a day on the day of the week your child attends, your child will make up a day, otherwise no special arrangements will be made.
 - 2 DAY PROGRAM - We will make up a day if this programs misses more than 2 days per school year.
 - 3 DAY PROGRAM - We will make up a day if this program misses more than 3 days per school year.
 - 5 DAY PROGRAM - The five day classes will make up a day or days at the same time a 2 day class or 3 day class makes up a day or days.

Every attempt will be made to make up day/s based on the day/s missed. For instance, if we miss a Tuesday, it may be made up on a Tuesday or a Thursday. If we miss a Friday, it may be made up on a Monday, Wednesday or a Friday. However, this is not always possible.

*All make up days will be chosen and scheduled at the discretion of the preschool board and the director. Under certain circumstances, make-up days may not be offered.
- **Cell Phone Use:** Please refrain from texting or talking on your cell phone while dropping off and picking up your child from preschool. We appreciate your full attention and so does your child.
- **Smoking:** Our campus is a smoke-free environment. Smoking is not permitted anywhere on the church property, including the parking area and outside surroundings.
- **Fundraising and Advertising:** Fundraising at our preschool is strictly limited and monitored in order to abide by the policies of the Church. Parents and other third parties are NOT permitted to solicit other parents at the school via flyers or other verbal or non-verbal communication.
- **Monthly Field Trips:** Parents of children enrolled in the four year old program and Transition class should expect monthly field trips. Teachers will advise parents in advance of any planned trip. Children not attending field trips will need to stay home or have other care arrangements on the day of the field trip. Parents are responsible for transporting their child to and from the field trip or finding another adult/caregiver to do so for them. Parents are also responsible for assisting the teachers in supervising their child during the field trip or finding another adult/caregiver to do so for them. Teachers are not authorized to transport children to and from field trips unless they are directly related to the student. Parents must sign the field trip agreement if their children are going to attend any field trips.
- **Snack Sign-up:** Parents are required to sign-up monthly to assist with providing mid-morning snacks. Your child's teacher will provide details.