

The Benson Memorial United Methodist Church Preschool and Kindergarten Prep  
4706 Creedmoor Rd.  
Raleigh NC 27612  
919-781-3310 sluxford@bensonmemorial.org

## 2018-2019 REGISTRATION INFORMATION

The Benson Memorial United Methodist Church Preschool and Kindergarten Prep is committed to providing an effective part-day program which takes into account and provides for the emotional and educational needs of young children. We provide a safe and secure environment where children are encouraged to be social, independent and creative. We strive to enhance each child's self-knowledge, self-esteem and inner discipline.

Our 2018-2019 school year runs from September 4, 2018 through May 22, 2019.

If you have any questions or need further assistance with the registration process, please contact **Shannon Luxford**, the Preschool Programs Director at 919-781-3310 or come by the office. You may reach Shannon outside of the school hours at 919-906-5353.

Email Shannon - [sluxford@bensonmemorial.org](mailto:sluxford@bensonmemorial.org) or [courluna@aol.com](mailto:courluna@aol.com)

### Open House

We will have an informational Open House on Friday, January 12<sup>th</sup> and Friday, January 19<sup>th</sup> from 9:30 until 11:00. We will answer questions and offer tours of the campus and classrooms. Learn more about the classes at Benson Memorial and the enrichment programs available to your children. Parents of current students are encouraged to take this time to look at their options for the fall. Please invite your friends and neighbors to come learn more about our Preschool.

### Transition Class Open Classroom

During the Open House our Transition class teachers will be available in their room 206. If you have a child in the four year old program, you owe it to yourself and your child to investigate this option. The Transition class is the perfect choice for children with summer birthdays. Come by, visit the classroom and learn about this program.

### Social Media

Look for us on *Instagram*

Follow Benson Memorial UMC Preschool and Kindergarten Prep  
and stay well informed!

Follow us on Twitter - Benson Mem UMC PreK  
@BensonMemUMCPre

<https://twitter.com/BensonMemUMCPre>

You can follow us on Pinterest too - <http://www.pinterest.com/bensonmemorialp/>

Our Pinterest pins post on Twitter and then on Facebook.

Follow us on Facebook and you won't miss a thing!

<https://www.facebook.com/BensonMemorialUMCPreschoolRaleighNC27612>

When you like us be sure to choose to receive notifications!

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**Registration Due Dates**

Current and Former Students, Siblings and Church Members: **January 12<sup>th</sup>**

General Public: **January 19<sup>th</sup>**

**Spaces are limited!**

Included you will find annual registration forms, program options and program policies.

**THE REGISTRATION PROCEDURE WILL BE AS FOLLOWS:**

Please complete the annual registration forms and specify your 1st and 2nd program/class choice where appropriate on your application. If you do not have a 2<sup>nd</sup> choice or if there is not a 2<sup>nd</sup> choice available, put only your first choice. Please return the completed forms and a check for the appropriate **NON-REFUNDABLE annual registration fee (equal to one month's tuition)** to the office by January 19 as spaces are LIMITED. In the case of more applicants than available spaces for children, we will use a lottery to fill the available spaces. A minimum enrollment is required for each class.

- Please retain your program information sheets for future reference.
- If you have a placement request you would like the staff to consider, IT MUST BE WRITTEN ON THE PROVIDED FORM AND IT MUST BE TURNED IN WITH YOUR CHILD'S ANNUAL REGISTRATION PAPERWORK. No requests received verbally or via email will be considered. You must also remember that while we will consider your requests, we may not be able to honor them.
- You may call 919-781-3310 or come by to check the status of your registration.

**WHERE EXTENDED DAY APPLIES**

**(For children enrolled in the 3's and 4's classes only.)**

You may register for the Extended Day Program at the same time you register for the regular program. Fill out the registration form for this program and submit it with the \$20.00 NON-REFUNDABLE registration fee. The Extended Day Program registration fee is \$20.00, regardless of the number of days you choose. Mark all the days you would like your child to attend.

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**2018-2019 PROGRAM OPTIONS, ELIGIBILITY, AND FEES**

**EARLY YEARS PRESCHOOL PROGRAM**

*Serving children ages 12 months to two years*

*Hours - 9:00am-1:00pm*

A lead teacher and an assistant teacher are assigned to each classroom. Classes follow a daily schedule, providing a predictable routine which includes guided play, free play, arts & crafts time, circle time, story time, music and show & tell. The curriculum focuses on social and emotional development, encouraging independence, confidence and communication. The children enjoy theme-related activities which are meaningful and reflect children's interests. Activity plans are shared monthly. Each teaching team also maintains a private Shutterfly site where parents can view class information at their leisure.

**Things to keep in mind:**

The arts & crafts activities can be messy. Therefore, children should be dressed in comfortable play clothes each day that will not be ruined by paint or glue. Outside play is scheduled each day, weather permitting. Please send in LABELED coats, hats and mittens during cold weather months. Please avoid sandals and Crocs, opt for socks and shoes instead. Each child will bring his/her lunch each day, including beverage, napkin and any utensils he/she may need. **Parents are required to sign-up to assist with providing daily mid-morning snacks.** Please discuss any potty-training concerns with the teachers. They will gladly work with you to support your efforts.

**Registration fee and monthly tuition**

Two-Year-Old Program Options Ratio 2:12 Age 2 Years by 8/31/18	2 Day	3 Day	5 Day
	M/W or T/Th	M/W/F or T/Th/F	M-F
Two-Year-Old Class	\$196	\$255	\$385
Toddler Program Options Ratio 2:8 Age 12 months by 8/31/18	2 Day	3 Day	5 Day
	M/W or T/Th	M/W/F or T/Th/F	M-F
Toddler Class	\$230	\$340	\$550

We must have a minimum number of students to offer a class or certain day combinations. You will be made aware of any potential issues when you receive your registration confirmation.

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**2018-2019 PROGRAM OPTIONS, ELIGIBILITY, AND FEES**

**PRESCHOOL PROGRAMS**

*Serving children ages 3 years to 5 years*

**The Three and Four  
year old classes**  
*Hours - 9:00am. -12:00pm, with an extended  
day option to 1:00pm*

**Transition Class**  
*Hours - 9:00am-1:00pm*

A lead teacher and an assistant teacher are assigned to each classroom. Classes follow a daily schedule, providing a predictable routine. The curriculum focuses on social and emotional development, encouraging independence, confidence, communication and kindergarten preparedness. The children enjoy theme-related activities which are meaningful and reflect children’s interests. Classes offer guided play, free play, arts & craft time, circle time and story time. Activity plans are shared monthly. Each teaching team also maintains a private Shutterfly site where parents can view class information at their leisure.

Preschool enrichment activities include literacy class, chapel, music class, movement class and science/discovery class. Five-day classes and Transition Class also participate in Spanish several times each month. On occasion, on-campus visitors will also be scheduled to enrich programming. Parents of children enrolled in the four-year-old program and Transition class should also expect occasional field trips.

**The Transition Program** curriculum primarily focuses on kindergarten preparedness with an emphasis on strong social skills, emotional competence, independence, confidence and effective communication skills. This program is designed to meet the academic and social needs of a child who meets the Wake County Public School System’s requirements to enter Kindergarten.

**Things to keep in mind:**

The preschool day includes both indoor and outdoor active play. Therefore, children should be dressed in comfortable play clothes every day. Outside play is scheduled each day weather permitting. Please label coats, hats and gloves during cold weather months. Please avoid sandals and Crocs, opt for socks and shoes instead. The schedule includes a daily snack. **Parents are required to sign-up to assist with providing mid-morning snacks for the week.**

**Registration fee and monthly tuition.**

Program Options	2 Day	3 Day	5 Day
	T/Th	M/W/F	M-F
<b>Three-Year-Old Class Ratio 2:12</b> Age 3 Years by 08/31/18 <b>Hours - 9:00am -12:00pm, with an Extended Day option to 1:00pm</b>	\$170	\$216	\$313
<b>Four-Year-Old Class Ratio 2:14</b> Age 4 Years by 08/31/18 <b>Hours - 9:00am -12:00pm, with an Extended Day option to 1:00pm</b>	---	\$211	\$275
<b>Transition Class 5 Day - Ratio 2:16</b> Age 5 Years by 08/31/18 <b>Hours - 9:00am -1:00pm</b>	---	---	\$357 + *\$10 annual materials fee

\* **Annual Materials Fee:** The Transition class has a small materials fee. The Transition class will receive the Handwriting Without Tears student book.

# BENSON MEMORIAL UNITED METHODIST CHURCH PRESCHOOL and KINDERGARTEN PREP PROGRAMS

## Curriculum Information

We practice a child centered emergent curriculum, providing intentional, meaningful learning experiences, with a strong focus on literacy. Our curriculum addresses the following developmental domains; social/emotional development, physical development, cognitive development, language development and communication skills.

Visit our web site to download our full curriculum for more detailed information at <http://www.bensonmemorial.org/preschool/curriculum/>

We use, *Foundations: Early Learning Standards for North Carolina Preschoolers and Strategies for Guiding Their Success* to determine age appropriate goals and objectives for our students. This publication provides early learning standards and expectations for developmentally appropriate practice. *Foundations* is a guide for teachers, administrators, families or any adult working with preschool children in North Carolina.

We incorporate strategies from Dr. Becky Bailey's **Conscious Discipline** into our curriculum. **Conscious Discipline** is a comprehensive classroom management program and a social-emotional curriculum. Our staff members receive ongoing **Conscious Discipline** training from certified instructors.

Our teachers have also been trained in **Handwriting Without Tears**, which they skillfully integrate into our curriculum. **Handwriting Without Tears** is a developmentally appropriate handwriting program.

We will introduce our students to the **Letterland** characters and provide the ideal foundation for kindergarten and the **Letterland** phonics program offered by the WCPSS.

### **In order to prepare the children for kindergarten...**

- We engage children in activities for visual learners, auditory learners and kinesthetic learners.
- We enhance oral language development and phonemic awareness.
- We offer poems, rhymes and alliteration while learning about each letter in the alphabet.
- We experiment with a variety of writing activities and opportunities.
- We use songs, dictations, stories, poems and finger plays to enhance both oral and receptive language development.
- We use show & tell, webbing and brain storming to enrich vocabulary.
- We collaborate while problem solving and critically thinking as a team. This allows the children to acquire mathematical concepts while enhancing their communication skills.
- We offer a variety of experiences and activities to encourage familiarity with letter sounds. This includes having a letter of the week in the fours program.
- We incorporate literacy rich experiences in all facets of our program.

**BENSON MEMORIAL UNITED METHODIST CHURCH**  
**PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**ENRICHMENT PROGRAMS**

To enhance our curriculum we offer a variety of enrichment programs.

**Each Week**

All the children attend *Music class*.

In music class students are introduced to basic music appreciation involving an understanding of the elements of music, musical forms, musical styles and the enjoyment of participating in class.

**Regularly Scheduled Monthly Programs**

**Five-day students three and older** participate in *Spanish*. They are introduced to greetings, family members, body parts, numbers, colors, common everyday items, days of the week and much more.

*Science Discovery* - Students in the threes class and older will participate in this hands on class covering topics such as sinking and floating, life cycles, static electricity and others in a small group environment.

*Chapel* - Our senior Pastor, children's Pastor and the Director offer chapel opportunities.

*Letterland/Literacy Enrichment Program* - Students will participate in a literacy enrichment activity designed to expand the literacy curriculum beyond the classroom.

*Movement Class* - This is a gross motor activity class. Students in the threes class and older will enjoy activities such as parachute games, ribbon stick dances, scarf dances, and obstacle courses just to name a few.

**Occasional Programs**

On occasion, on-campus visitors will also be scheduled to enrich programming. We like to have the Museum of History teach about Native Americans, the Raleigh Parks and Recreation staff teach about native flora and fauna, just to mention a few.

**Field Trips**

Parents of children enrolled in the four-year- old program and Transition class should expect field trips. There are typically four to six field trips planned in a calendar year. They are designed to enrich the curriculum and foster a sense of community.

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**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. Reaffirmed April 2014

**Policy**

The staff at Benson Memorial UMC 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.

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**PLEASE KEEP THESE POLICIES AS A REFERENCE**

**EXTENDED DAY OPTION POLICIES  
2018-2019**

**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. If the weather is such that the children cannot go outside during this time frame, the children may watch a video.

- **The Extended Day program begins the first day of school and ends Tuesday, May 21, 2019.**
- Two classes may combine on some days. If this is the case, one teacher from each class will stay with the group. 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>	<b>1 Day</b> (Choose a day per week for the month)	<b>2 Day</b> (Choose a combination of 2 days per week for the month)	<b>3 Day</b> (Choose a combination of 3 days per week for the month)	<b>4 Day</b> (Choose a combination of 4 days per week for the month)	<b>5 Day</b> (5 days a week for the month)
Add <i>monthly fee</i> to Preschool tuition	\$15	\$30	\$45	\$60	\$75

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**PLEASE KEEP THESE POLICIES AS A REFERENCE**

- **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, *however the program hours will be 9:00am-12:00pm on the last day of school.*

**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 2018** will pay half of the registration fee.
  
- **May tuition paid in advance:** Preschool Program policies require that May's tuition be paid in advance. **May 2019** tuition is due by **May 1, 2018**.
  
- **Tuition:** Tuition payments are due on the 1<sup>st</sup> 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 has a small materials fee. The Transition class will receive the *Handwriting Without Tears* student book.

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**PLEASE KEEP THESE POLICIES AS A REFERENCE**

- **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 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.

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**PLEASE KEEP THESE POLICIES AS A REFERENCE**

- **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.\*  
2 DAY PROGRAM - We will make up a day if this program 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 - We will make up days if this program misses more than 5 days. However, at the discretion of the director, and when it is deemed appropriate, the five day classes may makeup a day or days at the same time a 2 day class or 3 day class makes up a day or days.  
NOTE: Tuition will not be refunded for days missed due to inclement weather.  
  
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.
- **Field Trips:** Parents of children enrolled in the four year old program and Transition class should expect 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.

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**2018 - 2019 CALENDAR**

AUGUST 29	Open House - you will receive a letter with your date and time.
AUGUST 30	Open House- you will receive a letter with your date and time.
SEPTEMBER 4	FIRST DAY OF SCHOOL for T/TH & M-F Classes
SEPTEMBER 5	FIRST DAY OF SCHOOL for M/W & M/W/F Classes
OCTOBER 31	HOLIDAY - Halloween
NOVEMBER 12	HOLIDAY - Veterans Day
NOVEMBER 21-23	HOLIDAY - Thanksgiving
DECEMBER 24 – JANUARY 2	WINTER BREAK
JANUARY 21	HOLIDAY - MLK day
FEBRUARY 18-19	HOLIDAY - Presidents' Day
APRIL 15-22	SPRING BREAK
MAY 22	LAST DAY OF SCHOOL – campus closes at 12:00pm

**Note – Though our calendar may share some similarities, we do not follow the WCPSS Calendar.**

**Make-Up Policy:** Should we miss school due to inclement weather, every attempt will be made to make-up days under the following circumstances.\*

2 DAY PROGRAM - We will make up a day if this program 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 - We will make up days if this program misses more than 5 days. However, at the discretion of the director, and when it is deemed appropriate, the five day classes may makeup a day or days at the same time a 2 day class or 3 day class makes up a day or days.

NOTE: Tuition will not be refunded for days missed due to inclement weather.

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.

**BENSON MEMORIAL UNITED METHODIST CHURCH  
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**2018-2019 Registration Form**

PLEASE INDICATE A **1<sup>ST</sup>** CHOICE AND A **2<sup>ND</sup>** CHOICE.

**TODDLER:** 2 Day (T/TH) \_\_\_\_\_ 2 Day (M/W) \_\_\_\_\_ 3 Day (M/W/F) \_\_\_\_\_ 3 Day (T/TH/F) \_\_\_\_\_ 5 Day \_\_\_\_\_  
**TWOS:** 2 Day (T/TH) \_\_\_\_\_ 2 Day (M/W) \_\_\_\_\_ 3 Day (M/W/F) \_\_\_\_\_ 3 Day (T/TH/F) \_\_\_\_\_ 5 Day \_\_\_\_\_  
**THREES:** 2 Day (T/TH) \_\_\_\_\_ 3 Day (M/W/F) \_\_\_\_\_ 5 Day \_\_\_\_\_  
**FOURS:** 3 Day (M/W/F) \_\_\_\_\_ 5 Day \_\_\_\_\_  
**FIVES:** Transition Class \_\_\_\_\_ (M-F)

**Extended Day Option for three and four year old preschoolers.**

**This extends your child's day from 12:00 to 1:00.**

**To enroll in the Extended Day, please include an additional \$20 registration fee.**

**Indicate your extended day choices below.**

EXTENDED DAYS REQUESTED: MON. \_\_\_\_\_ TUES. \_\_\_\_\_ WED. \_\_\_\_\_ THURS. \_\_\_\_\_ FRI. \_\_\_\_\_

**Student Information:**

Name of Student \_\_\_\_\_ Name called by \_\_\_\_\_

Date of birth \_\_\_\_\_ Gender: Male or Female

Student's Address \_\_\_\_\_

Zip \_\_\_\_\_ Subdivision \_\_\_\_\_ Home phone \_\_\_\_\_

**Family Information:**

Mother's name \_\_\_\_\_ Cellular \_\_\_\_\_

Mother's place of work \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's address and home phone number, if different from student's  
\_\_\_\_\_ Home phone \_\_\_\_\_

Father's name \_\_\_\_\_ Cellular \_\_\_\_\_

Father's place of work \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's address and home phone number, if different from student's  
\_\_\_\_\_ Home phone \_\_\_\_\_

*You may make note on the form of Step-parents if necessary.*

What school did your child attend last year? \_\_\_\_\_

Family's Religious affiliation \_\_\_\_\_ Member of Benson Memorial Church? \_\_\_\_\_

Other children in family (name and ages) \_\_\_\_\_

Other caregivers (such as nanny, sitter or grandparents.) \_\_\_\_\_

Other caregiver's name and number \_\_\_\_\_

Who will be picking up and/or dropping off your child most days? \_\_\_\_\_

Home or main Email address \_\_\_\_\_

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

*About Your Child – Name:* \_\_\_\_\_

- Child's Allergies/ Health concerns \_\_\_\_\_  
*If your child has an Epi-pen, inhaler, requires insulin or has seizures, we require an action plan from your doctor along with this paperwork.*

- Are your child's immunizations up to date? \_\_\_\_\_

- Name of child's doctor \_\_\_\_\_ Phone \_\_\_\_\_

- Current toileting situation \_\_\_\_\_  
Please read our policies for our definition of toilet trained.

- Has he/she had experience playing with other children? \_\_\_\_\_

- Favorite activities and interests, \_\_\_\_\_

- Do you have any concerns about your child's development or skills? \_\_\_\_\_

- Does your child have any identified special needs? \_\_\_\_\_

- Is there anything you can share with us to help us better care for your child? \_\_\_\_\_

- What are your goals for your child this year? \_\_\_\_\_

Please list friends or relatives who are authorized to pick up your child and may be called in case of emergency.

Name	Relation	Number
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*I have read the school policies, I understand and agree to follow the school policies.*

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

**2018-2019  
HEALTH CERTIFICATE**

This form is required for newly enrolled (first year) students.

**PLEASE ATTACH A COPY OF YOUR CHILD'S  
IMMUNIZATION RECORD**

Child's name \_\_\_\_\_

What childhood diseases has the child had?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What information (concerning allergies or other conditions) should we know in case the parents cannot be reached in an emergency?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ is in good general health, is able to participate in all normal early childhood activities, and has received the required immunizations.

Doctor's Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PROGRAMS**

**Registration Overview**

Please include:

1. Completed and signed annual registration form indicating 1<sup>st</sup> and 2<sup>nd</sup> choices.
2. Check made payable to Benson Memorial UMC Preschool Programs for the appropriate 1<sup>st</sup> choice non-refundable annual registration fee (if enrolling for Extended Day option, for children in the three's and four's classes, please include an additional \$20.00 registration fee for that program.)
3. Please include the \$10.00 materials fee for students in the Transition class for the Handwriting Without Tears student book.
4. A completed signature page.
5. Indication on the outside of the envelope of your 1st and 2nd program choices.
6. If desired, the Placement/Consideration Form.

Additional information

- *May 2019 Tuition is payable on May 1, 2018.*
- Open House is held in late August, see calendar. You will receive an invitation in early August.

**Registration fee and monthly tuition.**

Two-Year-Old Program Options Ratio 2:12 Age 2 Years by 8/31/18	2 Day	3 Day	5 Day
	M/W or T/Th	M/W/F or T/Th/F	M-F
Two-Year-Old Class	\$196	\$255	\$385
Toddler Program Options Ratio 2:8 Age 12 months by 8/31/18	2 Day	3 Day	5 Day
	M/W or T/Th	M/W/F or T/Th/F	M-F
Toddler Class	\$230	\$340	\$550

**Registration fee and monthly tuition.**

Program Options	2 Day	3 Day	5 Day
	T/Th	M/W/F	M-F
<b>Three-Year-Old Class Ratio 2:13</b> Age 3 Years by 08/31/18 <b>Hours - 9:00am. -12:00pm, with an Extended Day option to 1:00pm</b>	\$170	\$216	\$313
<b>Four-Year-Old Class Ratio 2:14</b> Age 4 Years by 08/31/18 <b>Hours - 9:00am. -12:00pm, with an Extended Day option to 1:00pm</b>	-	\$211	\$275
<b>Transition Class 5 Day - Ratio 2:16</b> Age 5 Years by 08/31/18 <b>Hours - 9:00am. -1:00pm</b>	-	-	\$357 + *\$10 annual materials fee

**Extended day option 2018-2019 - Three and Four year old classes only**

**Registration fee is \$20.00. See monthly tuition below.**

<i>Three and four year old Preschool Extended Day Program Noon - 1pm</i>	1 Day (Choose a day per week for the month)	2 Day (Choose a combination of 2 days per week for the month)	3 Day (Choose a combination of 3 days per week for the month)	4 Day (Choose 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

**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PROGRAMS**

**2018-2019 REGISTRATION  
Placement Request/Consideration Form**

Name of Student \_\_\_\_\_

We are providing this form so that parents may have the opportunity to share information with the staff regarding placement considerations for their children.

We want all of our parents to be satisfied with their child's placement; however, it is absolutely impossible for us to meet all of the parents' special requests and have well - rounded classrooms. We will consider all requests; however please recognize that we can not guarantee that requests will be met.

If you have a request you would like the staff to consider, **IT MUST BE WRITTEN ON THIS FORM AND IT MUST BE TURNED IN WITH YOUR CHILD'S REGISTRATION PAPERWORK.** No requests received verbally or via email will be considered. You must also remember that while we will consider your requests, we may not be able to honor them.

Please state your request below.

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**BENSON MEMORIAL UNITED METHODIST CHURCH  
PRESCHOOL and KINDERGARTEN PROGRAMS**

**Signature Page For -** Child's Name \_\_\_\_\_

**Can Your Information Be Listed On The Class Roster?**

We share a class roster for each classroom that includes the name of each child's parent, address, subdivision and phone number. Please indicate your preference below.

\_\_\_ Please include our information in the class list \_\_\_ Please exclude our information from the class list

**Field Trip Agreement – Fours and Transition Students**

The child named above has our permission to go on field trips during the school year (pertains to children in the fours and Transition classes). The teacher will advise me in advance of any planned trip and I have the opportunity to refuse at that time and keep my child home on the day of the trip. If I send no notice to the contrary, this will stand as permission for all trips. I know I am responsible for transporting my child to and from the field trip or finding another adult/caregiver of my choosing to do so for me. I also understand that I am responsible for supervising my child during the field trip or finding another adult/caregiver of my choosing to do so for me. While the preschool has an accident policy that covers all preschool children during the school day, the driver assumes liability on their automobile insurance policy.

\* If this is not signed your child may not attend any field trips.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Permission to Play Outside Of the Enclosed Play Area**

The child named above has my permission to play outside of the enclosed play area when deemed appropriate by the teacher. Children may have Discovery class in the courtyard or attend special programs on the campus, such as the Benson Fair. Permission is required for children in the three's classes – Transition class.

\_\_\_\_\_ (initial) Yes \_\_\_\_\_ (initial) No

**Authorize Medical Treatment**

I agree that the Director or an alternate Preschool Representative may authorize the physician or dentist of his/her choice to provide emergency care for my child in the event that neither I nor the family physician can be contacted immediately.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Photography Waivers/Permission**

\_\_\_\_\_ (initial) Yes, I permit Benson Memorial United Methodist Church Preschool Programs to share images of my child with the class (via share sites such as Shutterfly or onsite slide shows at events), the school and the public via social media and the Benson Memorial United Methodist Church/Preschool web site. I understand that my child's name and photograph will not be published together.

INDICATE ANY SPECIFIC REQUESTS BELOW.

\_\_\_ No - My child may NOT be in photos shared with the class via private share sites/slide shows.

\_\_\_ No - professional portraits may NOT be taken of my child.

\_\_\_ No - My child may NOT be in photos shared on the public preschool social media/web site.

**Discipline Policy**

I have read and agree with the discipline policy of Benson Memorial United Methodist Church Preschool Programs.

Signature: \_\_\_\_\_ Date \_\_\_\_\_