

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

2021-2022 REGISTRATION INFORMATION

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 2021-2022 school year runs from Wednesday, September 8, 2021, through Wednesday, May 25, 2022. A full school year calendar is attached.

Special Note Regarding COVID 19

Benson Memorial United Methodist Church Preschool and Kindergarten Prep has been following the NCDHHS Public Health Toolkit interim guidelines for childcare centers since we reopened for the fall of 2020. We plan to continue to follow this guidance for the fall of 2021. At this time our program is not able to offer all of the specials and enrichment activities we normally do; we hope to offer our program as outlined in this paperwork for the fall of 2021. However, it is possible we may have to alter program offerings to meet best practice guidelines. You will be made aware of any program restrictions or adaptations in August before the start of the school year or as recommendations and requirements are updated by NCDHHS.

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

Email Shannon - sluxford@bensonmemorial.org or courluna@aol.com

Tours

We will offer tours by appointment after school hours. Please call 919-781-3310 or email sluxford@bensonmemorial.org to schedule a time for your family to come and tour the campus.

Social Media

Look for us on Instagram

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/>

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**

2021-2022 Registration Due Dates

Current and Former Students, Siblings and Church Members: **January 11th**

General Public: **January 15th**

You will be notified of your registration status on or by January 22

Spaces are limited!

Included you will find annual tuition information, program options and program policies.

THE REGISTRATION PROCESS 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 2nd choice or if there is not a 2nd choice available, put only your first choice. Please return the completed forms and a check for the appropriate **NON-REFUNDABLE Registration Fee/first tuition payment** to the office on or by January 15th 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.

Additional registration information -

- We will only process your payment if a space is available for your child.
- You will receive an email or phone call regarding the status of your registration on or by January 22.
- You may call 919-781-3310 or email sluxford@bensonmemorial.org to check the status of your registration.
- 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.
- Please retain your program information sheets for future reference.

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 \$25.00 NON-REFUNDABLE registration fee. The Extended Day Program registration fee is \$25.00, 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**

2021-2022 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, and music. 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:

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, opting 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.

Yearly tuition is broken down into 10 payments of:

	2 Day	3 Day	5 Day
Toddler Program Options Ratio 2:8 Age 12 months by 8/31/21	M/W or T/Th \$230	M/W/F or T/Th/F \$340	M-F \$550
Two-Year-Old Program Options Ratio 2:12 Age 2 Years by 8/31/21	M/W or T/Th \$220	M/W/F or T/Th/F \$270	M-F \$385

The first tuition payment is due when you register and serves as your non-refundable registration payment.

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**

2021-2022 PROGRAM OPTIONS, ELIGIBILITY, AND FEES

PRESCHOOL PROGRAMS

Serving children ages 3 years to 5 years

<p>The Three and Four year old classes <i>Hours - 9:00am. -12:00pm, with an extended day option to 1:00pm</i></p>
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<p>Transition Class <i>Hours - 9:00am-1:00pm</i></p>

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. Occasionally, 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, opting 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.**

Yearly tuition is broken down into 10 payments of:

Program Options	2 Day	3 Day	5 Day
	T/Th	M/W/F	M-F
Three-Year-Old Class Ratio 2:12 Age 3 Years by 08/31/21 Hours - 9:00am -12:00pm, with an Extended Day option to 1:00pm	\$200	\$230	\$313
Four-Year-Old Class Ratio 2:14 Age 4 Years by 08/31/21 Hours - 9:00am -12:00pm, with an Extended Day option to 1:00pm	---	\$225	\$275
Transition Class 5 Day - Ratio 2:16 Age 5 Years by 08/31/21 Hours - 9:00am -1:00pm	---	---	\$357 + *\$15 annual materials fee

The first tuition payment is due when you register and serves as your non-refundable registration payment.

* **Annual Materials Fee:** The Transition class will receive the *Handwriting Without Tears* student book and Scholastic Weekly Readers.

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.

Many of 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 brainstorming 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.
- We begin to introduce sight words to our prekindergarten students.

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 students 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 and 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.

STEM Class - 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 and children's Pastor offer chapel opportunities. Chapel is a time to share stories from the Bible that will enrich children from any religious or non-religious background. Our intention is for each of our students to know they are loved by God and Christ without any judgment.

Letterland/Literacy- 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

Occasionally, on-campus visitors will also be scheduled. We like to have the Museum of History teach about American Indians, 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

When it comes to discipline, the American Academy of Pediatrics recommends establishing a positive, supporting and loving relationship with your child. Without this foundation, a child has no reason, other than fear, to demonstrate good behavior. They also recommend the use of positive reinforcement to encourage the behavior you want from your child.

(The above script is part of the American Academy of Pediatrics (AAP) radio series 'A Minute for Kids,' which airs weekdays on WBBM-AM in Chicago, IL.)

NAEYC, the National Association for the Education of Young Children, promotes positive guidance. Positive guidance focuses on helping children learn the expectations for behavior as well as what it means to be a member of a community. It means helping children learn from their mistakes and make positive choices.

Keeping the above in mind, our staff incorporates Dr. Becky Bailey's Conscious Discipline into our curriculum. Conscious Discipline is a proven, comprehensive approach that empowers adults with the skills to create a safe, connected, problem-solving classroom environment. Conscious Discipline also equips teachers with skills to integrate social-emotional learning, discipline and self-regulation, thus reducing time spent policing behavior and increasing time teaching vital skills.

Policy

We 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 with parents regarding behavior management and effective discipline.

The Staff and Board at Benson Memorial UMC Preschool Programs have outlined the following strategies for appropriate and effective discipline using the training we have received in Conscious Discipline.

Here are some strategies for strengthening positive, appropriate behavior:

- Maintain a safe emotional atmosphere where children feel warmth and affection, and where trusting relationships are built on positive, supportive interactions.
- Provide a consistent routine in the form of scheduling daily activities.
- Develop a predictable classroom environment.
- Have developmentally appropriate expectations.
- Define and teach expectations.
- Model appropriate classroom behaviors.
- Acknowledge appropriate behavior and respond consistently to challenging behavior.
- Provide positive reinforcement for positive behavior.
- Provide support for undesired behaviors. Listening to and talking with children about what we see and strategizing how to better solve problems or tackle challenges.
- Respond consistently to similar situations and behaviors so that expectations are clear.
- Encourage children to recognize their own behaviors and the behaviors of others, while learning what emotions may be causing these behaviors. We also encourage the children to use words to express their emotions.

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

PLEASE KEEP THESE POLICIES AS A REFERENCE

EXTENDED DAY OPTION POLICIES

2021-2022

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 24, 2022.**
- 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 Registration Fee/first tuition payment fee due with the registration paperwork of \$25.00** 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 (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 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, on school grounds or during field trips.

- **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

- **Tuition:** The yearly tuition is divided into ten (10) equal payments. **The first tuition payment /registration fee** is due with the registration paperwork to secure a spot for the fall. This first tuition payment/registration fee is **non-refundable** if we have a spot for your student. **The second payment** is due May 1, 2021, and is your May tuition paid in advance. The eight remaining payments are due on the 1st of each month September through April. Tuition payments 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.
 - **Payment due with registration:** **The first tuition payment/registration fee** must accompany the registration form. If you are registering your child for the Extended Day program, you will pay a \$25 registration fee as well. Anyone registering for classes after **December 2021** will pay half of this fee.
 - **May tuition paid in advance:** **The second tuition payment is due May 1, 2021.** Preschool Program policies require that May's tuition be paid in advance.
 - **Monthly tuition payments:** **The eight remaining payments** are due on the 1st of each month September through April.

- **Returned Checks:** If a check is returned, the amount due plus a \$35.00 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.

- **Staff Training:** We are committed to providing a safe and secure environment for your children. Our staff members receive Safe Sanctuaries training, CPR training and continuing education each year.

**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 first tuition payment/registration fee paid with registration 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 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:** On the signature page 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.
 - **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 or anyone in your home has a fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, a headache, a new loss of taste or smell, a sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, keep your child at home. Symptomatic individuals should be assessed by a healthcare provider. Please be in communication with your child's teacher regarding diagnosis. Reference the chart below for information regarding returning to school after exhibiting symptoms. If your child has symptoms on the list below that are related to allergies, medication or another non-communicable ailment, a physician's note must be provided to attend school. We will send children home if they: Are lethargic and lack the energy to participate in activities. Are weepy, clingy and unable to function independently in the classroom. Have a fever 100.4 °F or greater or chills Have a cough Have shortness of breath or difficulty breathing Are fatigued Have muscle or body aches Headache Have a new loss of taste or smell Have a sore throat Have congestion or runny nose Have nausea or vomiting Have diarrhea
- Note - We will not administer medications at school, with the exception of life saving/emergency medications such as an **EpiPen®**.
- **Snack Sign-up:** Parents are required to sign-up monthly to assist with providing mid-morning snacks. Your child's teacher will provide details.
 - **Peanut Butter Free:** Our campus is peanut butter free when necessary. Each fall we inform families of our status.

BENSON MEMORIAL UNITED METHODIST CHURCH
PRESCHOOL and KINDERGARTEN PREP PROGRAMS

PLEASE KEEP THESE POLICIES AS A REFERENCE

- **Inclement Weather:** If Wake County schools are closed, we will also be closed. If they have a 1-hour, a 2-hour delay or a 3-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 a day 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 make up 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.

Covid-19 clarification to the make-up policy. Our make-up policy is for closure due to inclement weather. Should a class or the school close due to COVID exposure, there will be no make-up days, refund or discount due for 2-week closures. Please ask Shannon for clarity if you have any questions or concerns regarding this matter.

- **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 fieldtrip agreement if their children are going to attend any field trips. See the signature page for more information.

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

2021 - 2022 CALENDAR

LATE AUGUST	Meet the Teachers - you will receive an email with your date and time.
SEPTEMBER 8	FIRST DAY OF SCHOOL for M/W, M/W/F & M-F students
SEPTEMBER 9	FIRST DAY OF SCHOOL for T/TH students
NOVEMBER 11	HOLIDAY - Veterans Day
NOVEMBER 24-26	HOLIDAY - Thanksgiving
DECEMBER 20-31	WINTER BREAK
JANUARY 17-18	HOLIDAY - MLK Holiday
FEBRUARY 18-21	HOLIDAY - Presidents' Days
APRIL 11-15	SPRING BREAK
MAY 25	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 a day 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 make up 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.

Covid-19 clarification to the make-up policy. Our make-up policy is for closure due to inclement weather. Should a class or the school close due to COVID exposure, there will be no make-up days, refund or discount due for 2-week closures. Please ask Shannon for clarity if you have any questions or concerns regarding this matter.

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COVID-19 CASES

What happens if someone in your child’s class tests positive for COVID-19 or has symptoms of COVID-19. Below please find the guidance from the State.

	If a person screens positive for COVID-19 symptoms at entrance or develops COVID-19 symptoms during the day at the facility	If a person who was at the facility tests positive for COVID-19
Exposures	Children and staff who have been in close contact with a person who screens positive for COVID-19 symptoms or develops symptoms during the day should be kept in a contained cohort that is separate from others, ideally in another room. For example, if there was a symptomatic child in a classroom, the staff and children who were in the classroom should remain together and not mingle with other staff or children from a separate classroom. This should continue until a negative COVID-19 test result is obtained. As this could take several days, the children and staff who were close contacts with the symptomatic person should continue to remain in a separate cohort. If children and staff who were close contacts are not able to remain in a separate cohort, they should quarantine for 14 days since last exposure to the symptomatic person. Children and staff in that cohort should be screened carefully and monitored closely for symptoms throughout each day, and any of them developing COVID-19 symptoms should be immediately sent home and assessed by their healthcare provider. Consult with the Local Health Department for further guidance.	The Local Health Department will determine who is a close contact to a person with laboratory confirmed COVID-19, and what the next steps should be. To prevent further spread, close contacts should remain in quarantine at home for 14 days after their last known exposure to the person, unless they test positive (in which case, criteria in the "Returning to Child Care" section would apply). They must complete the full 14 days of quarantine even if they test negative.

To summarize, if a child or teacher has or develops COVID-19 symptoms, they should stay home or be sent home. They should be assessed by their healthcare provider as soon as possible. The remaining members of cohort/class may continue to attend class unless the Local Health Department determines otherwise. Should someone in a class test positive for COVID-19, the Local Health Department will determine what the next steps should be for the class and school. However, the class/cohort will most likely be quarantined as they would likely have had close contact with the person testing positive for COVID-19.

Should a class be quarantined that class will “go remote” for the quarantine period. On normal class meeting days the teachers or substitutes will provide a combination of Zoom meeting and Facebook group activities and interactions for the students.

For return to school information after being quarantined, please contact the Preschool Director, Shannon Luxford. She will contact the Health Department for the most up-to-date guidance on your particular circumstances.

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

2021-2022 Registration Overview

Registration Checklist:

- Completed and signed annual registration form indicating 1st and 2nd choices.
- Check made payable to Benson Memorial UMC Preschool Programs for the **NON-REFUNDABLE Registration Fee/first tuition payment** is due with the registration paperwork.
 - If you are enrolling in the Extended Day option, for children in the three's and four's classes, please include a \$25.00 registration fee for that program.
 - Please include the \$15.00 materials fee for students in the Transition class for the *Handwriting Without Tears* student book and Scholastic Weekly Readers.
- A completed signature page.
- If needed, please include the Placement Request/Consideration Form.

Additional information

- *May 2022 Tuition is payable on May 1, 2021.*
- Open House is held in late August. You will receive an invitation in early August.

Yearly tuition is broken down into 10 payments of:

	2 Day	3 Day	5 Day
Toddler Program Options Ratio 2:8 Age 12 months by 8/31/21	M/W or T/Th \$230	M/W/F or T/Th/F \$340	M-F \$550
Two-Year-Old Program Options Ratio 2:12 Age 2 Years by 8/31/21	M/W or T/Th \$220	M/W/F or T/Th/F \$270	M-F \$385

Yearly tuition is broken down into 10 payments of:

Program Options	2 Day	3 Day	5 Day
	T/Th	M/W/F	M-F
Three-Year-Old Class Ratio 2:12 Age 3 Years by 08/31/21 Hours - 9:00am -12:00pm, with an Extended Day option to 1:00pm	\$200	\$230	\$313
Four-Year-Old Class Ratio 2:14 Age 4 Years by 08/31/21 Hours - 9:00am -12:00pm, with an Extended Day option to 1:00pm	---	\$225	\$275
Transition Class 5 Day - Ratio 2:16 Age 5 Years by 08/31/21 Hours - 9:00am -1:00pm	---	---	\$357 + *\$15 annual materials fee

Extended day option 2021-2022 - Three and Four year old classes only

Registration fee is \$25.00. 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 PREP PROGRAMS**

2021-2022 Registration Form

PLEASE INDICATE A **1ST** CHOICE AND A **2ND** 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 \$25 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 _____

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 has your child most recently attended? _____

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**

**2021-2022 REGISTRATION
Placement Request/Consideration Form**

Name of Student _____

We are providing this form so that parents 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 cannot 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.

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

Signature Page for - Child's Name _____

Can Your Contact 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, 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 nature walks. 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 _____

Printed Name: _____

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

**2021-2022
HEALTH INFORMATION**

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

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

**IF APPLICABLE, PLEASE ATTACH A COPY OF YOUR
CHILD'S ALLERGY AND/OR ASTHMA ACTION PLAN**

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 one be onsite with your child at all times.

Child's name _____

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.

Parent signature _____

Doctor's Office _____

Address _____

Phone _____