

2012-2013

CELEBRATING 25 YEARS OF SERVICE



**EARLY
CHILDHOOD
PROGRAMS**

A Ministry of
Clay Church

But Jesus said, “Let the children come to me.
Don’t stop them! For the Kingdom of Heaven
belongs to such as these.” - *Matthew 19: 14*



A United Methodist Community of God's Love!

South Campus
17646 Cleveland Rd

North Campus
52866 Ironwood Rd

South Bend, IN 46635
www.claychurch.com

CLAY CHURCH EARLY CHILDHOOD PROGRAMS



Renee Lawler
Director



Joni Citron
Office Manager



Marina Zolman
Administrative Assistant

Mission Statement

Our mission is to provide a Christian environment with quality weekday programming for children and to partner with their families in promoting physical, social, emotional, cognitive, and spiritual development.



Herb Buwalda
Lead Pastor



Jim Elrod
Associate Pastor

Dear Parents,

We are thrilled to have your little ones in our child care ministry here at Clay! They are a blessing to all of us and we will do our best to meet their needs through our program. If there is any way we can be of service to your family, we hope you will let us know. We are here to serve .

~ The Pastors at Clay

P.S. Please feel free to participate in any opportunity here at Clay Church.

The Sunday schedule is:

9:15 a.m. Spirited Traditional worship; Faithworks Children's Programming

10:45 a.m. Contemporary worship ; Faithworks Children's Programming
Nursery available at both times

9:00 a.m. Firehouse Youth (6th—12th grade) worship (17646 Cleveland Rd)



General Information

Weekday ministries at Clay Church include two preschool programs: Traditional (3 hour session) and Flexible (4 hours or more), plus a full-day Kindergarten program. Classes are offered throughout these three ministries for children age 6 weeks through 12 years of age.

In each of our ministries, the goal is to offer a quality program that provides a nurturing Christian-based environment that promotes the physical, social, emotional, cognitive, and spiritual development of children. A staff of caregivers and teachers, who are trained in basic first aid, CPR, and universal precautions, provide an enriching environment for children to participate and thrive in. Our staff provides developmentally appropriate activities in their classrooms, which include the following components:

1. Children are recognized as individuals.
2. Learning activities are varied, real, and tangible.
3. Learning materials, posters, and books are non-sexist and non-stereotypic, and respect the individual heritage of each child.
4. Adults listen to children carefully, use encouragement, provide support, and are always nearby.
5. Adults encourage children to be independent and to have personal control over their behavior when possible.
6. Difficulties with self-control and personal behavior are handled on an individual basis without humiliating or embarrassing the child.
7. Parents are welcome to share or take part as much or as little in the program as desired.

WEEKDAY MINISTRIES

TRADITIONAL PRESCHOOL (3-HOUR SESSIONS)

Traditional Preschool is a weekday ministry for children ages 3, 4, and 5 years. Classes are held in 3-hour sessions, August through May. We require that children have turned the appropriate age for the class by September 1 of that school year. Classes for 3 year old children are held Thursday and Friday, while classes for 4 year old children are held on Monday, Tuesday, and Wednesday. The 5 year old class meets Monday through Thursday. A snack will be served daily in the morning and afternoon. **Please refer to back page for class times and current fees.**

FLEXIBLE PRESCHOOL (4 HOUR SESSIONS)

Flexible Preschool is a weekday preschool ministry for children age 6-weeks to 12 years of age, as well as a registered ministry with the Indiana State Health Department and the Indiana State Fire Marshall. This program operates Monday through Friday during the school year, and Monday through Thursday during the summer months. Parents may choose any day or days for their child to attend the program. **Hours to choose from are 8:30 a.m. until 12:30 p.m., 1:00 p.m. until 5:00 p.m., or 8:30 a.m. until 5:00 p.m. After school care is provided from 2:30 p.m. until 5:00 p.m. Before Care is available from 7:30 a.m.-8:30a.m. and Extended Care is available from 5:00 p.m. to 5:30 p.m.** A minimum of 8 scheduled hours are required per week. Our newborn and nursery has a minimum of 4 scheduled hours. A snack is served daily in the morning and in the afternoon. Parents are asked to pack a sack lunch for their child if the child is attending the morning session. Milk is provided with lunch. **Please refer to the back page for current fees.**

FULL-DAY KINDERGARTEN

Our all day Kindergarten program is for children who have turned 5 by September 1 of the current school year. This class is held Monday through Friday from 8:30 a.m. until 2:30 p.m. **After school care is provided from 2:30 p.m. until 5:00 p.m., in our Flexible program for an additional fee. Extended care will be offered from 5:00 p.m.—5:30 p.m.** The goal of this program is to provide a foundation for each child's later school experiences by adhering to the Indiana Academic Standards for Kindergarten, as well as providing for the physical, social, emotional, cognitive, and spiritual needs of each child. Parents are asked to pack a lunch for their child. Milk will be provided with lunch. **Please refer to the back page for current fees.**



General Policies

Illness

If your child becomes ill while at ECP, you will be notified immediately and will be asked to pick up your child as soon as possible. If you cannot be reached, the “emergency contacts” on your registration form will be contacted in the order they appear. You will need to find alternative care for your child if he/she exhibits any of the following symptoms.

1. If your child has a fever, or has had a fever in the previous 24 hours.
2. If your child has or had a persistent cough, wheezing, nasal discharge, vomiting, and/or diarrhea in the previous 24 hours.
3. If your child has any symptoms of a communicable disease.

Medication

We may administer prescription medication that is in the original container bearing the original label with the prescription number, date, physician’s name, directions for use, and the child’s name. We can also administer non-prescription medication such as cough medicine, cough drops, Tylenol, etc., when there is written authorization from a parent/guardian stating directions for use, date, dosage, child’s name and parent’s signature.

Cancellation of classes

In case of severe weather or other acts of nature, the Early Childhood Programs will announce our school closing on WNDU-TV, Channel 16, WSBT, Channel 22 and WSJV, Fox 28. This announcement will be listed as “Early Childhood Programs-Clay.”

Parent/Teacher/Caregiver Communication

If you have a question or concern regarding your child's progress, reaction to school, or a particular situation that concerns you, please do not hesitate to call your child's teacher at school to discuss the situation. Before the start of class is not the appropriate time to discuss the matter, since we encourage parents to drop off their child in a timely fashion. Parents are also encouraged to make an appointment with their child's teacher, if necessary. If your child is to ride home with someone other than a parent or guardian, please call the office or ask your child's teacher for a Release to Transport form. We will not allow any child to leave the site with an unauthorized person. Identification must be shown.

REASONS FOR DISMISSAL

A child would possibly be dismissed from the program if a parent is consistently late picking their child up from the program, i.e., three times in a one month period; if a client has an unpaid balance for more than one month without making arrangements with the director to pay the balance; or, if the program does not seem to fit the needs of the child in a positive way.





2012-2013 Registration

Child's Name _____ Date of Birth _____

Parent's Name _____ Phone _____

Address _____

City, State, Zip Code _____

Father's Place of Employment _____

Work Phone _____

Cell Phone _____

Mother's Place of Employment _____

Work Phone _____

Cell Phone _____

In case of an emergency, notify:

1 _____ Phone _____

2 _____ Phone _____

Physician _____

Allergies _____

Hospital Choice _____

Flexible Preschool Summer Session: *(Mark am, pm or All Day)*

____ Mon ____ Tues ____ Wed ____ Thurs

Flexible Preschool School Year: *(Mark am, pm, or All Day)*

____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri

Traditional Preschool: *(Place an "X" in the appropriate box)*

____ 3 Yr/am ____ 3 Yr/pm ____ Pre-K 4am ____ Pre-K 4pm ____ Pre-K 5 am

Lunch Bunch: ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri

After School: ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri

Before School Care: ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri

(7:30 am – 8:30 a.m.)

Extended Care: ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri

(5:00 p.m. – 5:30 p.m.)

Full -day Kindergarten *(please circle)*

I authorize the staff of the Clay Church Early Childhood Programs to obtain emergency medical treatment deemed necessary for my child(ren) when he/she is left in their supervision. I have read and agree to comply with the financial policies for the program (s) in which my child is enrolled.

Date _____

Signature _____

Record Date of Immunizations

	1	2	3	4	5
Hep B					
DtaP/DTP/Td					
Hib					
MIMR					
IPV					
Varicella					
PCV/Prevanar					

NOTE: To be considered adequately immunized, a child of age 18 months or older should have received at least four DTP inoculations, three trivalent oral polio feedings, and inoculations against measles, mumps, and rubella. It is also recommended that children under the age of five years receive the HIB (Haemophilus Influenzae) Immunization. (* Required by Rule.)

Allergies/Limitations: _____

Chronic Health Conditions: _____

ADDITIONAL NOTES AND INSTRUCTIONS

Discipline Policy

Our staff strives to provide a positive, accepting, and encouraging environment, while promoting independence as a part of each child's daily routine. The child is seen as responsible for his/her actions and behaviors. Each of our classrooms has rules that are shared with the students as well as their families, so that families know what type of behavior is expected while their child is in our care. Discipline is viewed as a process of guiding and teaching rather than a control mechanism, and it is seen as any other skill that must be developed. Children are provided with appropriate opportunities that allow for self-discipline and they are encouraged to settle disputes peacefully. If the children are unable to settle a dispute peacefully, they may be directed to a quiet area, followed up by the adult talking with the children about the inappropriate behavior. Our staff is unable to provide one-on-one supervision for a child due to discipline reasons or for any other reason.

The health and safety of children are among our highest priorities. When one child exhibits recurring inappropriate behaviors that could be potentially dangerous to themselves or to others, it will be reported to the parents and noted in the child's record. If this method is unsuccessful in diminishing unacceptable continuous or chronic behavior, we will respectfully withdraw your child's registration and attendance from the Early Childhood Programs.

I have read and understand the discipline policy.

Parent signature: _____ **Date** _____

Parent's Notice

I understand that Early Childhood Programs is not licensed under the laws of Indiana. However, I understand that this day care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the day care ministry.

Parent signature: _____

This notice does not absolve ECP from liability for injury to a child while the child is attending ECP if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of ECP.

NOTES

Address ALL correspondence to:
Early Childhood Programs
Clay Church
17646 Cleveland Road
South Bend, IN 46635



Tuition Policy

1. **Tuition is due by the 10th day of each month.** Tuition that is not paid by the 10th of the month will be assessed a **\$20.00 late fee**. Please speak with the office if you need to make special arrangements.
2. Payment can be made by cash, check or money order. There will be a **\$25.00 service charge** for each returned check; thereafter, only cash, certified check, or money order will be accepted as payment.

* **All checks must be dropped off in the tuition box, which is located outside the school office.**
3. If a child is picked up more than 5 minutes late, an additional charge of \$5.00 will be assessed for each 5 minute increment. **These charges will be billed on the following month's invoice.**
4. **Tuition is required for all scheduled days.** This includes holidays (listed below), school closing due to weather, vacation or absenteeism due to illness.

We will be closed in observance of the following holidays:

- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the day after
- Martin Luther King Jr. Day
- President's Days

5. ECP will be closed two weeks for Christmas break and one week for Spring break. Tuition will not be charged for these weeks. (This applies to Flexible Preschool only).

****All schedule changes must be made through the office.**

Early Childhood Programs Financial Policies & Tuition Contract Traditional Preschool Program

1. **Tuition is an annual fee divided into ten equal monthly payments. (August 1st, 2012-May 1st, 2013.** You will receive an invoice that includes charges for a one-month period. **Tuition payments are due by the 10th day of each month.** Tuition that is paid by the 10th of the month will be assessed a **\$20.00 late fee.**
2. An annual \$75.00 per child or \$100.00 per family, registration fee is collected at the time of enrollment. **This fee is non-refundable.**
3. If a tuition bill becomes delinquent over 30 days, and previous arrangements have not already been made, your child will not be able to return until the account is made current.
4. If it becomes necessary to discontinue your child's enrollment in the Traditional Preschool, we ask you to do so in writing. **The current month's invoice remains your responsibility to pay in full at the time of withdrawal.**
5. If a child is picked up more than 5 minutes late, an additional charge of \$5.00 will be assessed for each 5-minute increment. These charges will be billed on the following month's invoice.
6. There will be a **\$25.00 service charge** for each returned check. This charge will be added to the tuition. This charge plus the amount of the NSF check must be paid in full within 2 weeks of receiving the NSF check. If not paid, your child will be excused from the program until full payment has been made.
7. No vacation or sick credit is given in the Traditional Preschool program.
8. No holiday credit will be given in the Traditional Preschool program.
9. Accounts will not be credited for scheduled school days when Early Childhood Programs is closed due to unforeseen circumstances such as snow days, power outages, etc.



Early Childhood Programs Financial Policies & Tuition Contract Kindergarten

1. **Tuition is an annual fee divided into ten equal monthly payments. (August 1st, 2012-May 1st, 2013.)** You will receive an invoice that includes charges for a one-month period. **Tuition payments are due by the 10th of each month.** Tuition that is paid after the 10th of the month will be assessed a **\$20.00 late fee.**
2. An annual \$75.00 per child or \$100.00 per family registration fee is collected at the time of enrollment. **This fee is non-refundable.**
3. A tuition deposit must be paid at the time of registration to secure your child's spot for Kindergarten. This deposit will be equivalent to one month's tuition which will pay the tuition cost for May 2012. If it becomes necessary to discontinue your child's enrollment in the Kindergarten program before the end of the school year, **the deposit will not be refunded.**
4. If a tuition bill becomes delinquent over 30 days, and previous arrangements have not already been made, your child will not be able to return until the account is made current.
5. If it becomes necessary to discontinue your child's enrollment in the Kindergarten program, we ask you to do so in writing. **The current month's invoice remains your responsibility to pay in full at the time of withdrawal.**
6. If a child is picked up more than 5 minutes late, an additional charge of \$5.00 will be assessed for each 5-minute increment. These charges will be billed on the following month's invoice.
7. There will be a **\$25.00 service charge** for each returned check. This charge will be added to the tuition. This fee plus the amount of the NSF check, must be paid in full within 2 weeks of receiving the NSF check. If not paid, your child will be excused from the program until full payment has been made.
8. No vacation credit is given in the Kindergarten program.
9. No sick credit is given in the Kindergarten program.
10. Accounts will not be credited for scheduled school days if Early Childhood Programs is closed due to unforeseen circumstances such as snow days,

Early Childhood Programs Financial Policies & Tuition contract Flexible Preschool Program

1. You will receive an invoice that includes charges for a four or five-week period. **Tuition payments are due by the 10th of each month.** Tuition that is paid after the 10th of the month will be assessed a **\$20.00 late fee.**
2. An annual \$75.00 per child or \$100.00 per family registration fee is collected at the time of enrollment. **This fee is non-refundable.**
3. If a tuition bill becomes delinquent over 30 days, and previous arrangement has not been made, your child will not be able to return until the account is made current.
4. Flexible Preschool schedules will be held for a period of at least one month. Any changes in the reduction of scheduled hours will be made to the following month's schedule. Any additional hours will be scheduled if space permits. These additional hours will be billed on the following month's invoice.
5. If it becomes necessary to discontinue your child's enrollment or reduce your child's enrollment, we ask you to do so in writing. **The current month's invoice will remain your responsibility to pay in full upon leaving.**
6. If a child is picked up more than 5 minutes late, an additional charge of \$5.00 will be billed for each 5-minute increment. These charges will be billed on the following month's invoice.
7. There will be a **\$25.00 service charge** for each returned check. This charge will be added to the tuition. This fee plus the amount of the NSF check must be paid in full within 2 weeks of receiving the NSF check. If not paid, your child will be excused from the program until full payment has been made.
8. After one full year of full-time enrollment,(30 or more hours per week), you will earn one week of vacation credit for a calendar year. After two full years of full-time enrollment, you will earn two weeks worth of credit for a calendar year. Your child needs to be absent to use this vacation credit, and the office needs to be informed in writing of your request to use vacation credit.
9. If a child is scheduled full-time (30 or more hours per week), and is sick 3 or more days in a one week period due to illness, you will receive 100% credit for the missed days. The office needs to be informed in writing of your request for sick credit.
10. Accounts will not be credited for scheduled days when Early Childhood Programs is closed due to unforeseen circumstances such as snow days, power outages, etc.



Clay Church North Campus

EARLY CHILDHOOD PROGRAMS

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 South Bend, IN 46635

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 Fax: 574-271-2035

