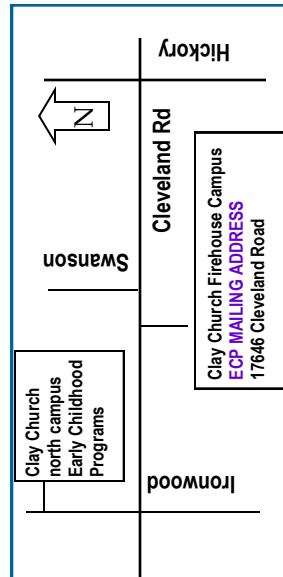




52866 Ironwood Rd.  
South Bend, IN 46635

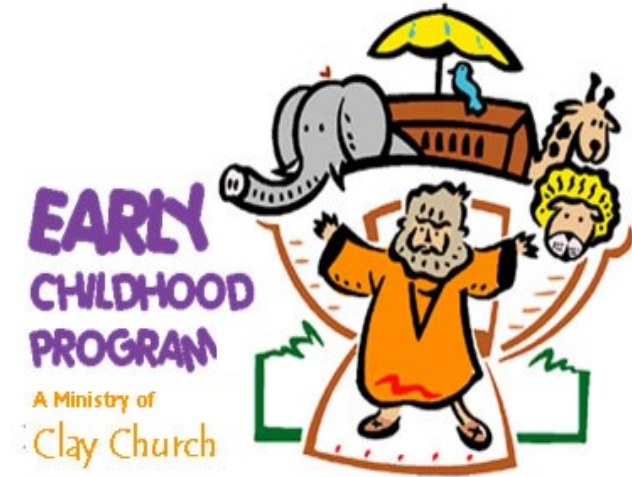
Office Phone: 574-273-4308  
Fax: 574-271-2035



Revised Feb. 25, 2023

2023-2024

**CELEBRATING OVER 30 YEARS OF SERVICE**



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



**Clay Church**  
[www.claychurch.com](http://www.claychurch.com)

South Campus  
17646 Cleveland Rd

North Campus  
52866 Ironwood Rd

South Bend, IN 46635  
[www.claychurch.com](http://www.claychurch.com)

## CLAY CHURCH EARLY CHILDHOOD PROGRAM



Shanaka Aeschleman  
*Director*



Marina Zolman  
*Assistant Director*

### *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.



Brian Durand  
*Lead 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 .

*~ Pastor Brian*

The Sunday schedule is:

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

**9:00 a.m.** Spirited Traditional worship; Faithworks Children's Programming

**11:00 a.m.** Contemporary worship; Faithworks Children's Programming

Nursery available at both services

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

Registration: \$100/family

**Preschool Fees**

Child's Class	Half-Day Rate 8:30 am -12:30 pm 1:00 pm - 5:00 pm	Full-Day Rate	Full-Day - 5 days a week * Discounted rate
Newborn	\$33.50	\$67.00	\$335.00 / week
Nursery	\$32.00	\$65.00	\$325.00 / week
Toddler	\$32.00	\$64.00	* \$294.00 / week
2's	\$31.00	\$63.00	* \$286.00 / week
3's	\$30.50	\$61.00	* \$276.00 / week
4/5's Pre-K	\$30.00	\$60.00	* \$272.00 / week
6 and up	\$30.00	\$60.00	* \$272.00 / week
Other services: Before School Care: 7:30 am - 8:30 am \$7.00 /day Extended Care: 5:00 pm - 5:30 pm \$4.00 /day  Children enrolled full time (5 full days a week) have the option of using Before Care or Extended Care at no additional cost. Please only mark days you will be using weekly.			



**General Information**

Weekday ministries at Clay Church includes flexible 4 hour or 8.50 hour sessions. Classes are offered for children ages 6 weeks through 5 years old year round and for children 6 weeks through 12 years old in the summer session.

In each of our ministries, the goal is to offer a quality program that provides a nurturing Christian-based environment and 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 in which children participate and thrive. 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, non-stereotypic, and respect the individual heritage of each child.
4. Our staff listens to children carefully, uses encouragement, provides support, and are always nearby.
5. Our staff encourages children to be independent and to have personal control over their behavior whenever 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 in as much or as little of the program as desired.

Please contact Shanaka or Marina with any questions at (574) 273-4308.

## **WEEKDAY MINISTRIES**

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### **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 is open 8:30 a.m. until 5:00 p.m., 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 offered:**

- 8:30 a.m. until 12:30 p.m.
- 1:00 p.m. until 5:00 p.m.
- 8:30 a.m. until 5:00 p.m.
  
- Before Care      7:30 a.m. to 8:30 a.m.
- Extended Care    5:00 p.m. to 5:30 p.m.

A minimum of 8 scheduled hours is required per week. Our newborn and nursery has a minimum of 4 scheduled hours per week. A snack is served daily in the morning and in the afternoon to our 3 year old classes and younger. Our Pre-K class receives an afternoon snack only.

Parents are asked to pack a sack lunch for their child if he/she attends the morning session or the all day sessions. Milk is provided with lunch. Please refer to the back page for current fees.

## 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 25th of each month.** Tuition that is not paid by the 25th of the month will be assessed a **\$20.00 late fee.**
2. An annual \$100.00 per family non-refundable 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 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 schedule, you must 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 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 bill. This fee plus 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. Vacation credit is based on your child's weekly contracted hours which is calculated by your child's start date. After one year of full time enrollment, (30 or more hours per week), you earn one week of vacation credit. After two full years of full-time enrollment, you earn two weeks of vacation credit. Vacation credit is in daily increments and does not roll over to subsequent years. 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 consecutive 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 school days when Early Childhood Programs is closed due to unforeseen circumstances. If ECP is closed due to a state of emergency, your account will be credited for that scheduled day.

## General Policies

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At enrollment, we ask for complete records of immunization. Any updated shots or medical information needs to be given to the office.

### **Illness:**

If your child becomes ill while he/she is at the Early Childhood Programs, you will be notified immediately and will be asked to pick up your child as soon as possible. If you cannot be reached, the persons listed as "emergency contacts" on your registration form will be contacted in the order they appear. The following guidelines need to be considered when determining if your child should be kept at home:

1. If he/she has a fever, or has had a fever in the previous 24 hours.
2. If he/she has or had a persistent cough, wheezing, discolored nasal discharge, conjunctivitis (pink eye), vomiting, and/or diarrhea in the previous 24 hours.
3. If he/she has any symptoms of a communicable disease (e.g. cold sore, impetigo) they must have been on an antibiotic for 24 hours before returning.

Parents are asked to contact the school when their child will be absent. Children with a temperature of 100° F or higher will need to be taken home.

### **Medications:**

1. The Early Childhood Programs Staff 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.
2. We can 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, child's name, parent's signature.
3. Medications will be administered by the director or designated person by the director. All medication will be kept with the director.

### **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 and WSBT, Channel 22. This announcement will be listed as "**Early Childhood Programs—Clay.**" It will also be shown on the Clay Church Website; [www.claychurch.com](http://www.claychurch.com)

## 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, a **Release To Transport** form must be filled out prior to the event. 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.

## Tuition Policy

1. **Tuition is due by the 25th day of each month.** Tuition that is not paid by the 25th 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, credit, debit or money order. There will be a **\$25.00 service charge** for each returned check; thereafter, only cash, credit/debit cards, certified check, or money order will be accepted as payment.
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 the holidays listed below, 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
5. **Tuition is required for all scheduled days.** We will **not** offer Extended Care on the following days:
  - October 31
  - The day before Thanksgiving
5. ECP will be closed two weeks for Christmas break and one week for Spring break. Tuition will not be charged for these weeks.

NOTES

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Father's Place of Employment \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Mother's Place of Employment \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

In case of an emergency, notify: (other than above)

1 \_\_\_\_\_ Phone \_\_\_\_\_

2 \_\_\_\_\_ Phone \_\_\_\_\_

Physician \_\_\_\_\_

Allergies \_\_\_\_\_

Hospital Choice \_\_\_\_\_

Summer Session: Flexible Preschool (Indicate "am", "pm" or "all day")

\_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs

Before School Care: \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs

(7:30 - 8:30 am)

Extended Care: \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs

(5:00 - 5:30 pm)

Fall Session: Flexible Preschool (Indicate "am", "pm", or "all day")

\_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri

Before School Care: \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri

(7:30 - 8:30 am)

Extended Care: \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri

(5:00 - 5:30 pm)

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 \_\_\_\_\_

Address ALL correspondence to:  
Early Childhood Programs  
Clay Church  
17646 Cleveland Road

**BUREAU OF CHILD CARE  
DIVISION OF FAMILY RESOURCES**

**SAFE TRANSPORTATION OF FOOD RESPONSIBILITY**

Food must be brought to the facility in clean, insulated, sanitizable containers, which keeps cold food at 41° F or below and hot food at 135° or above. Containers must be clearly labeled with the child's name and date of preparation.

Upon receiving the food from the parent, the facility shall verify the temperature of the food. When potentially hazardous food temperature is not correct, the facility will not accept the food.

Upon accepting the food, the facility shall maintain correct food temperatures until served.

**PARENT AGREEMENT**

I, \_\_\_\_\_ (Parent's name) will  
provide food for \_\_\_\_\_ (Child's name).

I take full responsibility for the safety of my child's food during preparation, storage, and transportation to the facility.

(Parent's Signature): \_\_\_\_\_

(Date): \_\_\_\_\_

**Photographic Consent**

Periodically we take photographs and/or video of classrooms for educational purposes within our preschool program as well as for updating our website. Please indicate with a check mark what you agree to and sign/date at the bottom.

Child's Name(s) \_\_\_\_\_

\_\_\_\_\_ I give permission for my child(ren) to be photographed or videotaped for classroom purposes or internal events.

\_\_\_\_\_ I give permission for my child(ren) to be photographed or videotaped for use on the ECP website.

\_\_\_\_\_ I DO NOT give my permission for my child(ren) to be photographed or videotaped

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

**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.