

First United Methodist Church Academy Kids Handbook



300. N. Galloway
Mesquite, TX 75149
972-285-1112

Updated Fall 2010

DAYS AND HOURS OF OPERATION

The Academy Kids program meets on Wednesdays and Fridays from the hours of 9:15am - 2:15pm. The extended day hours are from 7:30am until 9:15am in the mornings and from 2:15pm until 5:00pm in the afternoons. If you arrive EARLY or LEAVE LATE you will be charged the extended hour fees.

These hours must be strictly complied with since the teachers are not available before 9:15am or after 2:15pm to watch your children. DO NOT leave a child any earlier or in a room unsupervised. A teacher must be present in the room to greet your child and acknowledge who is dropping the child off. The teacher will meet you at the door where she will greet your child. Please DO NOT enter the room when dropping your child off to his/her class. Drop off time can be very chaotic and the rooms can become congested with too many parents and children which makes it hard for the teacher to keep her eye on everyone in the classroom. If you choose, you may use our carpool system which will operate from 9:10 until 9:25 in the morning and from 2:05 until 2:20 in the afternoon. If you need to speak to your child's teacher, an appointment can be made or you may write a note.

Children will be released only to parents or the persons that have been authorized on the enrollment form. Identification will be checked for your child's protection.

ENROLLMENT AND TUITION POLICY

Enrollment shall be open to all children between the ages of four (4) months through five (5) years and for the HomeSchool program, grades Kindergarten through 8th grade. Summer enrollment shall be open to all children between the ages of six (6) months and those who have completed 5th grade.

Enrollment in the program shall be open to all children, without discrimination in regard to sex, race, color, creed or political belief.

Members of First United Methodist Church Mesquite, and those families currently enrolled in the program shall have enrollment privilege during the first two weeks of enrollment for any semester.

A designated enrollment fee shall be paid for a child to be officially enrolled. The fee will be paid by ALL children enrolled in the program, including any children in the care of employees of the program (excluding their own children). **This fee is non-refundable.**

A designated supply fee shall be paid for each child enrolled in the program based on the number of days your child is enrolled. **This fee is non-refundable.**

A child is considered enrolled in the program until the Director has been notified in writing to "drop" the child. Two (2) weeks notice must be given. Fees are due until the Director has been notified in writing to "drop" the child from the program.

The monthly tuition will be prorated for children enrolled after the first of the month. Payment will be due only for those days attended that month. The monthly tuition will be prorated for children who withdraw from the program with notice. If tuition for the month has been paid and appropriate notice has been given, a refund will be issued.

The monthly tuition is due on the first operational day of the month for the entire month. The designated monthly tuition is calculated on a monthly basis and payment is due whether or not the child is in attendance. A late fee of \$10.00 will be added after the 10th of the month. Special consideration will be given for special circumstances. Extended day fees will be billed at the end of the month and a late fee will apply after the 10th of the month.

All children, excluding those of employees in the program, but including those in their care, shall pay the designated monthly tuition.

Children will be placed in classes depending on their age and developmental level. The number of teachers per room shall be based upon child ratio in each room. The child/staff ratio will not exceed:

- 1/4 Infants
- 1/5 Toddlers
- 1/6 Two Year Olds
- 1/7 Three Year Olds
- 1/8 Four Year Olds
- 1/9 Pre-K
- 1/12 HomeSchool Children

The program has the right to drop a child from the program for reasons of non-cooperation, delinquency in payment of fees, or the inability of the child or parent to adjust to the program.

All children enrolled in the program must have the following documents on file:

- Completed Enrollment Form
- Current Immunization Record from a physician
- Copy of their Birth Certificate
- A signed copy of THIS handbook

If these documents are not supplied upon enrollment, they must be supplied no later than two weeks after enrollment.

Tuition Fees are as follows:

- Enrollment Fee: \$50 per year (paid upon enrollment or at the beginning of the Fall Semester)
- Supply Fee: \$50 paid at the beginning of the year for the entire school year. This fee applies for all classes excluding Pre-K and HomeSchoolers. The Pre-K and HomeSchoolers supply fee is \$75 paid once per year and includes the workbook and supplies for the curriculum.
- Monthly Tuition: \$135 due the first of each month, September through May.
- Monthly Tuition for PreK and HomeSchool children: \$145 due the first of the month, September through May.
- Extended Day: \$6 for morning OR afternoon. \$10 for BOTH morning and afternoon.

Other Fees:

- Return Check Fee: \$15.00
- Tuition LATE Fee: \$10.00 after the first of each month.
- Drop-Ins: \$20 per child.
- Field Trips: This fee is based on the individual field trips and you will be notified in advance of these costs.

DROP-IN

A "drop-in" is a child who attends no more than twice a month. Drop-ins are allowed only if space is available in the class. The Director should be notified at least one day in advance on intentions to attend. Drop-ins are not required to pay enrollment fees but are charged a slightly higher fee than the regular daily fee. The drop-in fee per child is \$20 a day.

HEALTH REQUIREMENTS

All children enrolled in the program are required to have completed the age-appropriate immunizations. All children must have a tuberculin test. A copy of their current immunization record from the child's physician is required upon registration.

Children should be free of fever, rash, vomiting, diarrhea and other symptoms of illness for at least twenty-four (24) hours prior to attending Academy Kids. If good health is in doubt, the child shall not attend. Should a child become ill during the day, the child will be isolated immediately and the parent contacted.

Parents are required to notify the Director whenever a child has been exposed to a contagious illness.

If medication is required by your child during the hours of Academy Kids, you must complete a Medical Release form. Forms are available from the Director. Please realize that depending on the reason for the medication, your child may not be able to attend that day. No non-prescription medication will be given by any persons here at Academy Kids or during school hours.

If a child misses two (2) or more days due to illness, a physicians statement may be required to readmit the child.

HOLIDAY AND BAD WEATHER

The program will observe the same holidays as the Mesquite ISD.

In the event of bad weather and the MISD schools are closed or delayed, the program will not meet that day. If the public schools do not close but travel is hazardous, we may close. Every effort will be made to notify you of any changes.

WHAT TO BRING

Lunch: Label EVERYTHING!

Infants and Toddlers: Food should be cut in very small pieces and ready to eat, no microwaveable meals. Put all food in a sack or lunch box with your child's name on it and in your child's diaper bag. Pre-Schoolers: Cut food into pieces your child can handle. Grapes, hot dogs, etc. must be cut in half lengthwise to minimize danger of choking. Remember to send a drink with your child's lunch. Be sure to check their thermos and drink containers for leaks. Put all food in one sack or lunch box and labeled with your child's name. HomeSchoolers may bring anything for lunch they would like to eat, just keep in mind we are not able to heat your child's food.

Breakfast: Please feed your child breakfast BEFORE arrival at Academy Kids. Do not bring your child with their breakfast. Remember, breakfast is a very important meal and all children should eat something.

Blankets: One (1) to three (3) year olds will take a nap. The classes have mats for the children and these are cleaned after every use. If your child wants a blanket, pillow and/or something to love on please send this labeled with your child each day. Do not allow the children to take them into the classroom, these are for naptime only.

Clothing: Dress your child in comfortable, washable, play clothes. Shorts for girls under dresses is recommended, especially for outside play. Have your child wear comfortable shoes to school each day.

Change of Clothing: All children through the age of three (3) should bring a change of clothes. Accidents can happen at any time.

Outside Clothing: Please remember to send outside clothing with your child on days that are cold or chilly. And don't forget to label these with your child's name.

Toys: The only time your child is allowed to bring toys to the program is for show and tell and they must stay in the hall until the appropriate time.

Please bring diapers and pull-ups for infants, toddlers and preschoolers (if needed.)

PARKING

Park only in the designated spaces. DO NOT park in the breezeway or Fire Lanes. Parking in the Fire Lanes is against the law and tickets could be issued.

I have read and acknowledge the terms of the Academy Kids First United Methodist Church of Mesquite handbook. I agree to pay the monthly tuition and any extra fees that my family has acquired.

(Child's Name)

(Parent Signature)

(Date)

(Parent Signature)

(Date)