

Benson Memorial United Methodist Church  
4706 Creedmoor Rd.  
Raleigh NC 27612  
919 - 781- 3310

## **2010-2011 REGISTRATION INFORMATION**

### **General Registration**

#### **Open House**

We will have general registration on Thursday, January 21 and Friday, January 22 from 9:30 until 11:00. Join staff members and other parents for coffee and fellowship. We will answer questions and offer tours of the campus and classrooms. Learn more about the classes at Benson Memorial and the enrichment programs available to your children. This session may be especially helpful for parents of students moving from the two's class to the three's class. Invite your friends and neighbors and come learn more about our preschool.

#### **Transition Class Open Classroom**

During the Open House our Transition class teachers will be available in their classrooms, rooms 208 and 206. If you have a child in the four year old program, you owe it to yourself and your child to investigate this option. Come by, visit the classrooms and learn about this program. The Transition class is the perfect choice for children with summer birthdays.

## **2010-2011 REGISTRATION INFORMATION**

The Benson Memorial United Methodist Church Weekday Programs are committed to providing an effective 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 hope to enhance each child's self-knowledge, self-esteem and inner discipline.

If you have any questions or need further assistance with the registration process, please contact **Shannon Luxford**, the Weekday Programs Director at 781-3310 or come by the office. You may reach Shannon in the evenings at 906-5353.

### **PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY**

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

Attached you will find registration forms (white sheets), program options and program policies (**light yellow sheets**). Please complete the (white sheets) registration forms and specify your 1st and 2nd choice where appropriate on your application. Put the

application with the NON-REFUNDABLE, registration fee in the enclosed envelope. **On the outside of the envelope, indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice for the program you are registering.** If you do not have a 2<sup>nd</sup> choice or if there is not a 2<sup>nd</sup> choice available, put only your first choice. Retain your light yellow sheets for future reference.

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

Return the completed forms (white sheets) and a check for the appropriate NON-REFUNDABLE registration fee (equal to one month's tuition) in the attached envelope to the office by the due date listed below. In the case of more applicants than available spaces for children, we will use a lottery to fill the available spaces.

You may call or come by to check the status of your registration.

#### Registration Due Dates

**PRESENT STUDENTS, SIBLINGS, FORMER STUDENTS, SIBLINGS OF FORMER STUDENTS AND CHURCH MEMBERS: January 29**  
**GENERAL PUBLIC: February 2**

#### **WHERE EXTENDED DAY APPLIES**

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

You may register for the Extended Day Program at the same time you register for the regular program. Fill out the registration form for this program and submit it with the \$20.00 NON-REFUNDABLE registration fee. The Extended Day Program registration fee is \$20.00, regardless of the number of days you choose. Mark all the days you are interested in. You will be notified if you did not get the day/days you requested or if we need for you to make another choice.

## **2010-2011 PROGRAM OPTIONS, ELIGIBILITY, AND FEES**

### **EARLY YEARS PRESCHOOL PROGRAM**

**Serving children ages 10 months to two years**

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

A lead teacher and an assistant teacher are assigned to each classroom. Classes follow a daily schedule, providing a predictable routine which includes guided play, free play, arts & crafts time, circle time, story time, music and show & tell. The curriculum focuses on social and emotional development, encouraging independence, confidence and communication. The children enjoy theme-related activities which are meaningful and reflect children's interests. Newsletters and activity calendars are sent home monthly.

**Things to keep in mind:**

The arts & crafts activities can be messy. Therefore, children should be dressed in comfortable play clothes each day that will not be ruined by paint or glue. Outside play is scheduled each day, weather permitting. Please send in LABELED coats, hats and gloves during cold weather months. In warm weather, please avoid sandals and opt for socks and shoes. Sandals can be very irritating and uncomfortable in the sand and mulch. Each child will bring his/her lunch each day, including beverage, napkin and any utensils they 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.

	<u>1 Day</u>	<u>2 Day</u>	<u>3 Day</u>	<u>4 Day</u>	<u>5 Day</u>
		M/W or	T/Th M /W/ F or T/	T	h/F
Two-Year-Old Class	ASK	ASK	\$177	\$235	ASK
		<u>1 Day</u>	<u>2 Day</u>	<u>3 Day</u>	<u>4 Day</u>
	Any o	ne d ay Any c ombo	of d ays Any ombo	of d ays An y combo	of d
M-F Toddler Class	ASK	\$1	20 \$2	40 \$3	60 \$4

Two-Year-Old Class	Room	Ratio
M-F		2:1

2  
:11?á \*In house students not meeting the cut off date, see the director for enrollment d

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s. **2010-2011 PROGRAM OPTIONS, ELIGIBILITY, AND FEES**  
**PRESCHOOL PROGRAMS** *Serving children ages 3 years to*

**The Three and Four year old**

**classes** Hours - 9:00am. -12:00pm, with an extended day option to

1:00pm **Transition**

**Class Hours** - 9:00am

1:00pm A lead teacher and an assistant teacher are assigned to each classroom. Classes follow a daily schedule, providing a predictable routine. The curriculum strongly 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 int

Classes offer guided play, free play, arts & craft time, circle time and story time. Newsletters and activity calendars are sent home monthly.

Preschool enrichment activities include Chapel each month, music class weekly, movement class every other week and a science/discovery class every other week. Five-day-fours and Transition Classes also participate in Spanish each week. All of the classes will also attend monthly literacy programs. On occasion, on-campus visitors will also be scheduled to enrich programming. Parents of children enrolled in the four-year-old program and transition class should expect monthly 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 dress children in coats, hats and gloves during cold weather months. In warm weather, please avoid sandals and opt for socks and shoes. Sandals can be very irritating and uncomfortable in the sand and mulch. The schedule includes a daily snack. **Parents are required to sign-up to assist with providing mid-morning snacks for the week.**

	<b>r the</b>	<b>week.</b>	?
	<b>e wee</b>	<b>k.</b>	?
<b>e week.</b> 2 Day 3 Day 5 Day? T/Th M/W/F M-F? Three-Year-Old Class Ratio 2:13 Age 3 Years	by 0	8/31/	10*H
- 9:00am. -12:00pm, with an Extended Day option to 1:00pm \$155 \$2 295? Four-Year-Old Class Ratio 2:14 Age 4 Years	by	08/31	/10*
s - 9:00am. -12:00pm, with an Extended Day option to 1:00pm--- \$198 0?~ ?Transition Class5 Day	- Ra	tio	2:16

Age 5 Years by 10/16/10 Hours - 9:00am. -1:00pm --- --- \$335? In

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ff date, see the director for enrollment details. Literacy

Curriculum We have a strong Literacy Based Curriculum starting at age two, with a Literacy Enrichment Program to offer skill practice outside of the classroom experience. We have incorporated a free expression art project into the Literacy Enrichment Program to encourage the children to

draw from both the story and their own experiences to create mas

In the two's class, we read traditional stories and concentrate on enhancing the children's ability to attend to the story. We encourage students to recall and re-tell the story. Through the use of games and activities we expand upon the children's understanding of the characters, the sequence of events and comprehension of the text. We guide students in the use of picture cues, using illustrations to predict and hypothesize what might be coming next in the text.

In the three's class, we spend time on all of the above as well as helping the children to understand that text reads from left to right. We want them to grasp that the written text has meaning and that each word is essentially a symbol. Therefore, we also work on sight words. We use letter sounds, rhyming, alliteration and other word play to assist students in a deeper understanding of the written word.

In the fours and Transition class, we have incorporated the above strategies. We also practice reading mini books that relate to the theme of the Big Book we use for group reading practice and reinforcement of general reading rules. We select books with repetitive text and good picture cues to promote success. We have been very impressed with the way the children have responded to our efforts.

You will receive information on early literacy. You will see why we started this program and learn some ideas to use at home.

## Enrichment Programs

### Each Week

All the children attend *Music class*.

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

participating in class.

### **Twice a Week**

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

### **Every Other Week**

*Movement Class* is a gross motor activity class. Children enjoy activities such as parachute games, ribbon stick dances, scarf dances, obstacle courses just to name a few.

### *Science Discovery*

This is a hands on class covering topics such as sinking and floating, life cycles, static electricity and others in a small group environment.

### **Once a Month**

*Chapel*, at least once a month children have the opportunity to attend a Chapel.

*Literacy Enrichment Program*, once a month the students will attend a literacy class designed to expand on the Literacy curriculum beyond the classrooms. We incorporated a free expression art project to encourage the children to draw from both the story and their own experiences to create masterpieces.

*Field Trips*, parents of children enrolled in the four-year-old program and Transition class should expect monthly field trips.

### **Occasional Programs**

On occasion, on-campus visitors will also be scheduled to enrich programming. We like to have the SPCA teach about pet care, the Museum of History teach about Native Americans, the Raleigh Parks and Recreation representative teach about backyard creatures, just to mention a few.

Child's Name: \_\_\_\_\_

## **Discipline Policy**

According to the American Academy of Pediatrics, discipline refers to the system of teaching and nurturing that prepares children to achieve competence, self-control, self-direction, and caring for others. An effective discipline system must contain three vital elements: 1) a learning environment characterized by positive, supportive relationships; 2) a strategy for systematic teaching and strengthening of desired behaviors (proactive); and 3) a strategy for decreasing or eliminating undesired or ineffective behaviors (reactive). Each of these components must be functioning adequately for discipline to result in improved child behavior.

The above was copied from the American Academy of Pediatrics, Volume 10, number 4, April 1998, pp 723-728.

## **Policy**

The staff at Benson Memorial United Methodist Church Weekday Programs will provide appropriate discipline using positive reinforcement and logical consequences to encourage competence, self-control, self-direction, and caring for others. Staff will maintain open communication regarding behavior management and effective discipline.

Keeping the above in mind, the Staff and Board at Benson Memorial UMC Weekday Programs has outlined the following strategies for appropriate and effective discipline.

Our learning environment and strategies for strengthening positive, appropriate behavior:

1. Maintaining a positive emotional environment where children feel warmth and affection. Modeling appropriate classroom behaviors.
2. Providing positive reinforcement for positive behavior.
3. Providing consistency in the form of scheduling daily activities and having developmentally appropriate expectations.
4. Responding consistently to similar situations and behaviors so that expectations are clear. This is otherwise known as setting limits.
5. Encouraging children to use words to express their emotions.

Should a child need help managing any behavior that places the child or others in danger or, is noncompliant with expectations, and interferes with positive social interaction and self-discipline, staff will:

1. Clarify the problem behavior for the child and discuss the behavior with the child.
2. Provide an immediate initial consequence when an undesirable behavior first occurs.
3. Remain calm and empathetic.
4. Provide reasoning for the consequence of a specific behavior.

Consequences for negative behavior.

1. Verbal clarification of the undesirable behavior.
2. Repeated verbal clarification and explanation of possible consequences should the negative behavior be repeated.
3. Redirection: a child may be redirected to another activity or area of the room.
4. Time-out: a child may be asked to have a seat in a quiet area in order to calm themselves. When they are ready, they may resume their activities, provided they are prepared to do so in an appropriate manner. Time outs will be no more than one minute per year of age.
5. Removal of privileges; on rare occasions, staff may remove privileges such as computer time.

At no point will a child ever be subjected to inappropriate discipline, such as the following:

1. Physical punishment such as spanking, shoving, grabbing, dragging or hitting.
2. Verbal abuse, such as threatening or shaming.
3. Denial of food, rest or bathroom privileges.
4. Confinement or isolation.

Please keep these policies as a reference

**EXTENDED DAY OPTION POLICIES**

**2010-2011**

**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. In inclement weather, the children will watch a video.

- **The Extended Day program begins September 13 and ends May 20.**
- At Open House, you will be notified of the pick-up location for Extended Day. There may be two groups that stay on some days, so pick-up locations may vary. Pick up time is 1:00pm. If someone other than yourself is picking up your child, please send a note to school authorizing this change. A good place to put this note is in your child's lunch box.
- Each child will bring his/her lunch, including beverage, napkin and any utensils they may need. The children will carry their lunch to the room used for Extended Day.
- To eliminate losing crafts, etc., the children's belongings will be left in their original preschool cubbies. It is your responsibility to go by their classroom to pick up their belongings.
- We will maintain a 1:9 ratio.

**FEES:**

- A **NON-REFUNDABLE** registration fee of **\$20.00** is due when you register your child in the Extended Day program.
  - It costs \$16.00 a month for 1 day a week in the Extended Day Program. (2 days - \$32.00, etc.) You will be paying for days your child is absent.
- **To compensate for the days missed due to holidays, you will not pay Extended Day tuition for the month of May.**
- If you decide to withdraw your child from the program, you will be reimbursed for any **full** month's payments that have been paid in advance, but the registration fee is non-refundable.
- The fee for Extended Day tuition should be paid with your child's monthly tuition.

<i>Three and four year old Preschool Extended Day Program Noon - 1pm</i>	<b>1 Day</b> (any day)	<b>2 Day</b> (any combination)	<b>3 Day</b> (any combination)	<b>4 Day</b> (any combination)	<b>5 Day</b>
Add monthly fee to Preschool tuition only for desired days enrolled	\$16	\$32	\$48	\$64	\$80

## Please keep these policies as a reference

- **By signing the registration form** you are indicating that you understand and agree with the school policies, as well as agreeing to the following:
  - a. permission for your child to participate in the field trips planned by the Director
  - b. not to hold the school, its Staff or Board, or Benson Memorial Church responsible for any mishap or injury your child may incur in the building or on school grounds.
- **Registration fees:** A **non-refundable** registration fee equal to one month's tuition must accompany the registration form. If you are registering your child for the Extended Day program, you will pay that registration fee as well. Anyone registering for classes after **December, 2010** will pay half of the registration fee.
- **May tuition paid in advance:** Weekday Program policies require that May's tuition be paid in advance. You will be asked to pay **May 2011** tuition by **May 1, 2010**. If a child is registered but withdraws **before September 1**, May tuition, which was paid in advance, will be refunded. Should you enroll after March 1, 2010, you will be asked to pay **May 2011** tuition within 90 days of registering. Please note: the registration fee is **NOT** May tuition. If applicable, to compensate for the days missed due to holidays, you will not pay Extended Day tuition for the month of May.
- **Tuition:** Tuition payments are due on the 1<sup>st</sup> of the month and will be considered late after the 15th of each month. Tuition is not invoiced; however, payment coupons will be issued at Open House. 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 will cause the automatic dismissal of the child from the school. 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. If applicable, to compensate for the days missed due to holidays, you will not pay Extended Day tuition for the month of May.
- **Returned Checks:** If a check is returned, the amount due plus a \$25.00 bank fee must be paid in cash.
- **Late Pick-Up Fees:** Children must be picked up from their classrooms or Extended Day group promptly at the stated program ending time. Children who remain in the custody of a teacher past the stated pick-up time will be assessed a late fee of \$1.00 for every minute that the parent or caregiver is late.
- **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's tuition paid in advance will be refunded but the registration fee will be retained. If you withdraw your child from the program during the school year, 30 days written notice must be given to avoid financial responsibility for the next month's tuition. If 30 days written notice is not given,

May tuition, which was paid in advance, will not be refunded and will be used toward the next month's tuition.

- **Discipline policy**: Attached you will find two copies of the discipline policy. Please retain one for reference and sign and return the other.

### Please keep these policies as a reference

- **Photo Release form**: You will be provided with a photo release form for your child. Please fill this form out and give it to your child's teacher within the first month of school.
- **Toilet Trained Policy**: Children entering the 3, 4, or 5 year old programs must be toilet trained. Our programs 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 should they have an accident.
- **Health and Safety** 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.
- **Sick Policy**: If your child has a cloudy or colored nasal discharge, rash, sore throat, diarrhea, vomiting, or a fever, please keep your child at home. Children should be symptom free for at least 24 hours before returning to school. We will not administer medications at school, with the exception of life saving/emergency medications such as epi-pens.

We will send children home if they:

1. Are lethargic and lack the energy to participate in activities.
  2. Are weepy, clingy and unable to function independently in the classroom.
  3. Vomit.
  4. Have diarrhea.
  5. Have a fever.
  6. Have a cloudy, yellow or green nasal discharge.
  7. Have a nasal discharge requiring constant wiping.
- **Inclement Weather**: Our program follows the Wake County Public Schools traditional calendar with the exception of our start date, end date, and make up days. Regarding inclement weather, if Wake County schools are closed, we will also be closed. If they have a 1-hour or a 2-hour delay, we will begin school at 10:00am. Please listen to the local radio and television stations for announcements concerning the delays and closings of Wake County schools.
  - **MAKE-UP POLICY**:  
**2 DAY PROGRAM** - We will make up days if this program misses more than 2 days.  
**3 DAY PROGRAM** - We will make up days if this program misses more than 3 days.  
**5 DAY PROGRAM** - We will make up days if this program misses more than 5 days. However, at the discretion of the director, and when it is deemed appropriate, the five day classes may makeup a day or days at the same time a 2 day class or 3 day class makes up a day or days. NOTE: Tuition will not be refunded for days missed due to inclement weather.

• **Program Hours:**

**The Early Years Preschool Program hours: Age Two Years and Under**  
9:00am – 1:00pm\*. *PLEASE NOTE: The first week of school, the last day of school and one additional day the last week of school, the program hours will be 9:00am-12:00pm. Late Pick-up Fees will apply.*

**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\*. The Extended Day program

begins September 13 and ends May 20 before school gets out.

**Transition class** - are 9:00am – 1:00pm

## 2010-2011 Registration Form

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

**UNDER TWO:** M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_ - Check the days requested

**TWOS:** M/W \_\_\_\_\_ M/W/F \_\_\_\_\_ T/TH \_\_\_\_\_ T/TH/F \_\_\_\_\_ 5 Day Twos \_\_\_\_\_

**THREES:** 2 Day (T/TH) \_\_\_\_\_ 3 Day (M/W/F) \_\_\_\_\_ 5 Day Threes \_\_\_\_\_

**FOURS:** 3 Day Fours (M/W/F) \_\_\_\_\_ 5 Day Fours \_\_\_\_\_

**FIVES:** Transition Class \_\_\_\_\_

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

**Please include additional \$20 registration fee**

**\*Indicate your 1<sup>st</sup> choice and 2<sup>nd</sup> choice as you did with your class choice.**

**With first choice class**

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

**With second choice class**

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

### **Student Information:**

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

Date of  
birth \_\_\_\_\_

Gender: Male or Female

Student's

Address \_\_\_\_\_  
\_\_\_\_\_

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

### **Family Information:**

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

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

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

Home phone \_\_\_\_\_

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

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

**Father's address and home phone number, if different from student's**

\_\_\_\_\_

**Home phone** \_\_\_\_\_

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

**What school did your child attend in 2009?**

\_\_\_\_\_

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

**Other children in family (name and ages)**

\_\_\_\_\_

**Other adults in home or caregivers (such as nanny or sitter.)**

\_\_\_\_\_

**Nanny or sitters name and number** \_\_\_\_\_

\_\_\_\_\_

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

*About Your Child*

• **Child's Allergies/ Health concerns** \_\_\_\_\_

• **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  
Number

Relation

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

**Printed**

**Name**

**Date**

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**Signature**

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**2010-2011**  
**HEALTH CERTIFICATE**

This form is required for all toddlers, twos and newly enrolled (first year) students.

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

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

What childhood diseases has the child had? \_\_\_\_\_ -  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Discipline Policy**

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The above was copied from the American Academy of Pediatrics, Volume 10, number 4, April 1998, pp 723-728.

**Policy**

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8. Responding consistently to similar situations and behaviors so that expectations are clear. This is otherwise known as setting limits.
5. Encouraging children to use words to express their emotions.

Should a child need help managing any behavior that places the child or others in danger or, is noncompliant with expectations, and interferes with positive social interaction and self-discipline, staff will:

5. Clarify the problem behavior for the child and discuss the behavior with the child.
6. Provide an immediate initial consequence when an undesirable behavior first occurs.
7. Remain calm and empathetic.
8. Provide reasoning for the consequence of a specific behavior.

Consequences for negative behavior.

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7. Repeated verbal clarification and explanation of possible consequences should the negative behavior be repeated.
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9. Time-out: a child may be asked to have a seat in a quiet area in order to calm themselves. When they are ready, they may resume their activities, provided they are prepared to do so in an appropriate manner. Time outs will be no more than one minute per year of age.

10. Removal of privileges; on rare occasions, staff may remove privileges such as computer time.

At no point will a child ever be subjected to inappropriate discipline, such as the following:

5. Physical punishment such as spanking, shoving, grabbing, dragging or hitting.

6. Verbal abuse, such as threatening or shaming.

7. Denial of food, rest or bathroom privileges.

8. Confinement or isolation.

Signed \_\_\_\_\_

dated \_\_\_\_\_

## 2010 - 2011 CALENDAR

SEPTEMBER 1

SEPTEMBER 2

SEPTEMBER 7

SEPTEMBER 8

OCTOBER 1

OCTOBER 29

NOVEMBER 11

NOVEMBER 24 – 26

DECEMBER 22 - JANUARY 3

JANUARY 17

JANUARY 24

FEBRUARY 21&22

MARCH 25

APRIL 1

APRIL 18-22

MAY 27

M/W, M/W/F & Friday Classes Open House

T/TH and Five Day Classes Open House

FIRST DAY OF SCHOOL for T/TH & M-F Classes

FIRST DAY OF SCHOOL for M/W & M/W/F Classes

TEACHER WORKDAY

TEACHER WORKDAY

HOLIDAY – Veterans Day

HOLIDAY - Thanksgiving

WINTER BREAK

HOLIDAY – MLK day

TEACHER WORKDAY

PRESIDENTS’ DAY /TEACHER WORKDAY

TEACHER WORKDAY

TEACHER WORKDAY

SPRING BREAK

LAST DAY OF SCHOOL

**INCLEMENT WEATHER:** Regarding inclement weather, if Wake County schools are closed, we will also be closed. If they have a 1-hour or a 2-hour delay, we will begin school at 10:00am. Please listen to the local radio and television stations for announcements concerning the delays and closings of Wake County schools.

**MAKE-UP POLICY:**

**2 DAY PROGRAM** - We will make up days if this program misses more than 2 days.

**3 DAY PROGRAM** - We will make up days if this program misses more than 3 days.

**5 DAY PROGRAM** - We will make up days if this program misses more than 5 days.

However, at the discretion of the director, and when it is deemed appropriate, the five day classes may makeup a day or days at the same time a 2 day class or 3 day class makes up a day or days.

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

**Registration Overview**

Please include:

1. Completed and signed registration form indicating 1<sup>st</sup> and 2<sup>nd</sup> choices.
2. Check made payable to Benson Memorial UMC Weekday Programs for the appropriate 1<sup>st</sup> choice non-refundable registration fee (including \$20.00 if enrolling for Extended Day option.)
3. Signed copy of Discipline Policy
4. Indication on the outside of the envelope your 1st and 2nd program choices.
5. If desired, the Placement/Consideration Form.

Additional information

- Registration confirmation letters will be mailed in March.
- *May 2011 Tuition is payable on May 1, 2010.*
- Open House is held in late August, see calendar. You will receive an invitation earlier in the month.

	<u>1 Day</u>	<u>2 Day</u>	<u>3 Day</u>	<u>4 Day</u>	<u>5 Day</u>
		M/W or	T/Th M /W/ F or T/	T	h/F
<b>Two-Year-Old C</b>	lass	ASK	\$177	\$235	ASK
	<b>Any o</b>	<b>1 Day</b> ne d ay Any ombo	<b>2 Day</b> of d ays Any ombo	<b>3 Day</b> of d ays An y combo	<b>4 Day</b> of d
<b>M-F 6 Toddle</b>	r Cla	ss\$1	20 \$2	40 \$3	60 \$4

	\$480	\$600	
	0 \$60	0?	?
0 \$600? 2 Day 3 Day 5 Day? M/W/F M-F? Three-Year-Old Class Ratio 2:13 Age 3 Years	by 0	8/31/	10*H
- 9:00am. -12:00pm, with an Extended Day option to 1:00pm \$155 \$2 295? Four-Year-Old Class Ratio 2:14 Age 4 Years	by	08/31	/10*
s - 9:00am. -12:00pm, with an Extended Day option to 1:00pm--- \$198 0? Transition Class 5 Day	- Ra	tio	2:16

Age 5 Years by 10/16/10 Hours - 9:00am. -1:00pm --- --- \$335?

ended day option policy 2010-2011 - Three year old classes on ly Three	and four year old	chool Extended Da	y Program No on - 1pm 1 Day (a	ny day) 2 Day (a	ny com
tion) 3 Day (any combination) 4 Day (any combination)	5 Da	y ?p	?pAd	d mo	nthl

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Preschool tuition only

for desired days enrolled \$16 \$32 \$48

\$64 \$80

## 2010-2011 REGISTRATION Placement Request/Con tion Form Name of

Student \_\_\_\_\_

\_\_\_\_\_ We are providing this form so that parent's may have the opportunity to share inform

a  
tion with the staff regarding placement considerations for their childre

n. We want all of our parents to be satisfied with their child's place  
ment however, it is absolutely impossible for us to meet all of the  
different parents' special requests and have well rounded classr  
ooms. We will consider all requests, ho

w  
ever please recognize that we can not guarantee that requests will be m  
et. If you have a request you would like the sta

ff to consider, IT MUST BE WRITTEN ON THIS FORM AN  
D IT MUST BE TURNED IN WITH YOUR CHILD'S REGISTRATION  
No requests received verbally or via email will be considered. You mu

