

FIRST CHURCH EARLY LEARNING CENTER

FULL DAY PROGRAM OPTIONS AND RELATED FEES FOR THE 2011-2012 SCHOOL YEAR

\$100.00 REGISTRATION FEE per child
 \$40.00 (Non-refundable) and \$60.00 (advance tuition payment)
 OR

\$100.00 REGISTRATION FEE per family
 \$60.00 (Non-refundable) and \$40.00 (advance tuition payment)
 (payable upon registration)

NOTE: ADVANCE TUITION PAYMENT WILL BE APPLIED TO THE FIRST FULL WEEK OF SEPTEMBER. REFUNDS GRANTED IF WITHDRAWAL, IN WRITING, IS RECEIVED BY August 1st.

.....
 10% SIBLING DISCOUNT, for multiples enrolled during the same school year
 (First child pays full price, any other children eligible for discount)

3 YEAR OLD PROGRAM

OPERATING HOURS : 7:00 A.M. - 5:30 P.M. DAILY

PROGRAM AND FEE OPTIONS:

A. FULL TIME

Weekly Fee \$ 200.00

B. PART TIME

Refer to table below

4 YEAR OLD PROGRAM

OPERATING HOURS : 7:00 A.M. - 5:30 P.M. DAILY

PROGRAM AND FEE OPTIONS:

A. FULL TIME

Weekly Fee \$ 200.00

B. PART TIME

Refer to table below

PART TIME FEE SCHEDULE

| LENGTH OF DAY | 1 DAY | 2 DAYS | 3 DAYS | 4 DAYS | FULL WEEK |
|------------------------|---------------|---------------|----------------|---------------|----------------|
| FULL DAY (5-10.5 HRS.) | NOT AVAILABLE | NOT AVAILABLE | DOES NOT APPLY | \$30.00 | \$20.00 |
| INCREMENTAL RATE | | | \$150.00 | \$180.00 | \$200.00 |
| CUMULATIVE RATE | | | \$4.76 | \$4.29 | \$3.81 |
| RATE PER HOUR | | | | | |
| HALF DAY (3-4.5 HRS.) | NOT AVAILABLE | NOT AVAILABLE | NOT AVAILABLE | NOT AVAILABLE | DOES NOT APPLY |
| INCREMENTAL RATE | | | | | \$135.00 |
| WEEKLY RATE | | | | | \$6.00 |
| RATE PER HOUR | | | | | |

Please return the completed registration form, pages 1, 2, and 5, and registration fee to:

FIRST CHURCH EARLY LEARNING CENTER
 107 Palisado Avenue Windsor, CT 06095

You will be invited to a PARENT'S INFORMATION NIGHT. We strongly encourage you to attend.

FEES FOR FULL TIME STUDENTS

1. The fee for these children is tuition based at a rate of \$200.00 per week. Payment of tuition is due prior to use of services.
2. Payment must be made for all days whether or not your child is in attendance (this includes holidays or "snow days" when the center is closed). No financial consideration is given for sick days, holidays, vacation days, or snow days. The weekly fee will always remain the same from September through June.

FEES FOR PART TIME STUDENTS

- A. The daily rates are available on request.
- B. At the time of registration, you will complete a contract (Financial Agreement with Parents) indicating the hours each day and the total number of hours that your child will be in attendance each week. This will be considered the contracted hours for which you will be financially responsible.
- B. Payment must be made for the days contracted whether or not your child is in attendance (this includes holidays or "snow days" when the center is closed). No financial consideration is given for sick days, holidays, vacation days, or snow days. The weekly fee will always remain the same from September through June.
- D. Your request to add hours to your contract will be given consideration if the space is available. To make arrangements for additional hours contact the Business Administrator or Director. Payments for additional hours will be at the daily rate with the weekly rate not to exceed \$200.00.
- E. Any questions regarding these policies can be addressed to the Director or Business Administrator.

Checks should be made payable to First Church Early Learning Center (F.C.E.L.C.) and left in the school office. Payments may be made weekly or bimonthly in advance of services rendered.

Please speak to the Director if there are any problems concerning a payment.

EMERGENCY PROCEDURE
For Any Child Following Serious Injury

1. Extent of injury determined by teacher.
2. Emergency first aid administered by a certified teacher*.
3. Police and ambulance service summoned (Telephone 911).
4. Parent notified by phone. If either the parent or the emergency number cannot be reached then:
 - a. The child's physician will be notified of the injury and the name of the hospital to which the child has been taken. If the child's physician cannot be reached, the above information will be given to the school's physician.
 - b. The director or teacher will accompany the child to the nearest hospital and remain with the child until a parent or designated person arrives.

* The following staff are certified by the Emergency Medical Specialists in First Aid and CPR treatment.

Suzanne Drangenis
Ellen Monchun
Janet Sherman

Janelle Jeremiah
Amy Peters
Laurel Slate (first aid only)

Karen Mitton
Kathleen Schoelles
Ana Snellenberger

(THIS NOTICE IS A REQUIREMENT OF THE STATE OF CONNECTICUT LICENSING LAWS.)

Are there any persons, because of a legal situation, who do not have permission to remove your child from the school? _____

My child has permission to accompany his/her class on special field trips. I understand that my child's teacher will notify me of the date, time, and place of each projected class trip.

I understand and agree to the aforementioned procedures.

Date

Parent's or Guardian's Signature

_____ is enrolled in the _____ class of First Church

student's name

Early Learning Center for the _____ school year.

Payment of Fees Policy FULL DAY PROGRAM

1. Payment is due on the Friday preceding the week service is to be rendered. No billing statement will be sent home at this time. Checks should be made payable to "First Church Early Learning Center(FCELC)." Any checks returned for non-payment will be assessed a processing fee.
2. Payments not received by Tuesday(at noon) of the week service is to be rendered are assessed a \$5.00 late fee. A reminder statement, including the late fee, will be sent home with the student.
3. Bills remaining unpaid as of the Friday of the week of service will be assessed an additional \$5.00 late fee and a second reminder statement, including the subsequent week's billing and late fees, will be mailed home. If the total amount is not paid by the following Tuesday, the parent will receive written notification that the child will not be allowed to return to class past the end of the current week unless all outstanding amounts have been paid in full.
4. Any special financial arrangements will be handled on an individual basis and agreed upon in writing between the parent(s)/ guardian(s) and the Director of the school.

FCELC offers scholarship assistance and accepts child care subsidies from the Windsor School Readiness program and CARE4KIDS.
Inquire at the office for more information and to determine if you are eligible to participate.

Child's Name (please print) _____

Class _____

School Year _____

**Financial Agreement with Parents
Full Day Program**

Dear Parent:

Please read and sign the following agreement:

I hereby agree to comply with the rules and regulations of First Church Early Learning Center regarding fees, attendance, health, clothing and other items specified in the Parent's Handbook issued by the school.

I have been informed of and agree with the discipline policies of the center.

I have received a copy of the Payment of Fees Policy and understand the financial arrangements.

If I find it necessary to withdraw my child, I hereby agree to notify the Director of Child Development of the school by filling out the required withdrawal form at least two (2) weeks in advance. I will be held financially responsible for this two (2) week period of time.

I hereby further agree to pay the total amount due to First Church Early Learning Center in addition to any fees incurred by the school in collection of delinquent fees.

| | TIME | | |
|-----------|-----------------|----------------|-------------------|
| | <u>Drop off</u> | <u>Pick up</u> | <u># of Hours</u> |
| Monday | _____ | _____ | _____ |
| Tuesday | _____ | _____ | _____ |
| Wednesday | _____ | _____ | _____ |
| Thursday | _____ | _____ | _____ |
| Friday | _____ | _____ | _____ |

\$ _____ **Weekly Fee** (include adjustment to reflect 10% sibling discount if eligible)

I agree to pay the Weekly Fee and understand that payment is due on the FRIDAY PRECEDING the week of service.

Date _____ Signed _____

Parent or Legal Guardian

PARENT COPY: Please KEEP for your records.

Child's Name(please print)_____

Class_____

School Year_____

**Financial Agreement with Parents
Full Day Program**

Dear Parent:

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| | <u>Drop off</u> | <u>Pick up</u> | <u># of Hours</u> |
| Monday | _____ | _____ | _____ |
| Tuesday | _____ | _____ | _____ |
| Wednesday | _____ | _____ | _____ |
| Thursday | _____ | _____ | _____ |
| Friday | _____ | _____ | _____ |

\$_____ Weekly Fee(include adjustment to reflect 10% sibling discount if eligible)

I agree to pay the Weekly Fee and understand that payment is due on the FRIDAY PRECEDING the week of service.

Date _____ Signed _____

Parent or Legal Guardian

SCHOOL COPY: Please RETURN to the School office.

BEHAVIOR MANAGEMENT

PHILOSOPHY

The approach to discipline is to help the child learn self-control. Discipline is viewed as a learning process. In our programs this process is carried out by:

- ♦ Providing a learning environment where there is consistency and a daily routine of activity.
- ♦ Making rules and limits clear and developmentally appropriate. The expectation of the children is stated clearly and positively.
- ♦ Using redirection to focus a child's attentions away from unnecessary confrontations.

A positive approach is essential in reinforcing a child's success. Appropriate discipline requires planning, setting clear limits, redirection and logical consequences. Punishments such as humiliating, disrespecting, striking, shaming, use of bribes, false threats, withdrawal of food, or inappropriate contact of any kind will not be used towards a child by any staff member. If this approach is not followed, appropriate action will be taken.

Appropriate behavior will be praised, reinforced, encouraged, and used as a model for other children to follow.

Parent(s)/guardians are asked to follow these same guidelines at home and must refrain from any form of physical or verbal punishment while in our center.

GUIDANCE AND DISCIPLINE

The staff shares the philosophy that guidance and discipline are opportunities to support each child's development of positive problem-solving skills and self control. We understand that young children are constantly striving for independence and an understanding of their environment. It is our responsibility to create a safe and consistent environment that helps a child gain self-confidence, self-control, and an understanding of his or her feelings. We believe guidance and discipline are part of a lifelong continuous growth process. Together we can foster each child's development in making appropriate choices for today and for their future.

Our guidance and discipline goals are carried out by:

TEACHERS WHO SERVE AS ROLE MODELS FOR APPROPRIATE BEHAVIOR. - Our teaching staff consistently sets examples and models ways for children to express their feelings and effectively solve problems by using effective and timely communication skills.

CREATING AN ENVIRONMENT THAT IS SAFE AND COMFORTABLE FOR ALL CHILDREN. - Our programs offer a variety of age-appropriate toys and activities which allow children the opportunity to experiment with their world and socialize with their peers.

STATING CLEAR AND CONSISTENT RULES. - Children are better able to express themselves and successfully work within their environments when they are aware of what is expected and the limits that exist.

ACKNOWLEDGING AND RESPECTING EACH CHILD'S FEELINGS.

Teachers help children to understand their feelings and express them in a positive manner.

USING REDIRECTION TO FOCUS THE CHILD'S ATTENTION TOWARDS A MORE POSITIVE OUTCOME.

Redirection helps to avoid unnecessary confrontations and guides children so that they make appropriate choices.

DEVELOPING CONSISTENT AND ONGOING COMMUNICATION BETWEEN TEACHING STAFF AND PARENTS.

Open lines of communication, each day, will help the adults in the child's life understand the stages of development. This shared knowledge will give the adults the information to meet the needs of the child.

First Church Early Learning Center defines unacceptable behavior as:

- ♦ A child who continuously interrupts the flow and continuity of the program and requires constant one-on-one attention.
- ♦ A child inflicting physical or emotional harm on other children or staff.
- ♦ A child who is consistently unable to follow the rules or expectations of the program.
- ♦ A child/parent/guardian uses abusive language or threatens other children or staff members.
- ♦ A child who continues to behave against the center policy described in this handbook.
- ♦ The teacher/Director feels that the program can no longer function effectively due to the unacceptable behavior of the child.

PROCEDURES

If a child engages in unacceptable behavior:

- 1) The child will be assisted by the staff and redirected to an appropriate activity and given suggestions for positive alternatives.
- 2) If this is not effective, the child will be removed from the activity and the child and staff will engage in a period of "THINKING TIME." This enables the staff and the child to discuss the situation and come to a reasonable solution regarding the child's behavior. It helps the child make a better choice next time. Then the child will be redirected back to an appropriate activity.
- 3) Parent(s) or guardians will be informed by a staff member of recurring inappropriate behavior. Parent(s)/guardians will be asked to help correct the situation by offering suggestions and support and involvement. Staff will document inappropriate behavior to help staff and parent(s)/guardians develop an insight into patterns of behavior.
- 4) A conference with the parent(s)/guardian, teachers, and Director may be required to discuss the child's behavior further.

If the above steps have been followed and the child's inappropriate behavior continues, the child may be dismissed from the program. However, if a situation occurs that severely jeopardizes the health, safety and well being of the children and staff in the program, the Director reserves the right to dismiss a child immediately, without advance warning or notice.

First Church Early Learning Center believes that children should be encouraged to verbalize their feelings, frustrations, and anger in a constructive manner and should be encouraged to resolve problems and work out solutions with minimal staff interaction, unless the situation is dangerous. Our goal is to help the child learn from the experience and to always treat the child with respect.