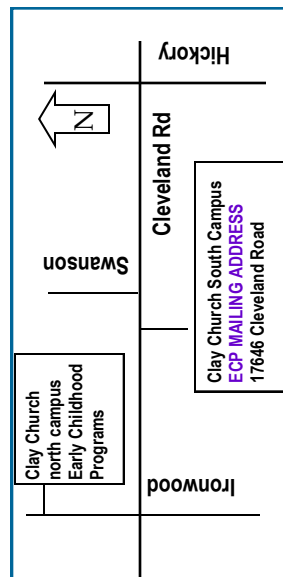




52866 Ironwood Rd.
South Bend, IN 46635

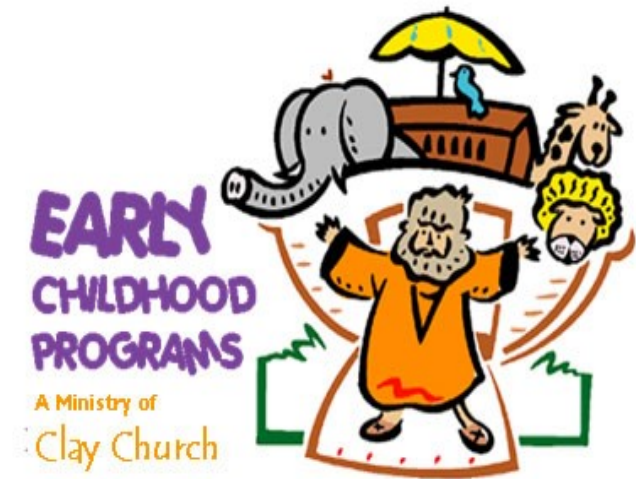
Office Phone: 574-273-4308
Fax: 574-271-2035



Revised February 12, 2018

2019-2020

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



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



Kim Clark
Accounts Manager



Marina Zolman
Administrative Assistant

Mission Statement

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



Brian Durand
Lead Pastor



Kathy Miller Kubinski
Pastor Caring Community

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)

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

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

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



General Information

Weekday ministries at Clay Church include three preschool settings: Traditional (3 hour session), Transitioning 5's (4 hour session), Flexible (4 hour or 8.50 hour session) and after school care. Classes are offered throughout these three ministries for children ages 6 weeks through 12 years.

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.

WEEKDAY MINISTRIES

TRADITIONAL PRESCHOOL (3 HOUR SESSIONS)

Traditional Preschool is a weekday preschool ministry for children ages 3 & 4. Classes are held **8:30 a.m. to 11:30 a.m. for the morning and 12:00 p.m. to 3:00 p.m. for the afternoon** 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 Transitioning 5 year old class meets Monday through Thursday from **8:30 a.m. to 12:30 p.m.** Children must be 5 by September 1 of that school year.

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.
- After school care 2:30 p.m. to 5:00 p.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

Traditional & Transitioning 5's Preschool Programs

1. **Tuition is an annual fee divided into ten equal monthly payments. (August 1st, 2019 – May 1st, 2020).** 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 not 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 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 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, you may 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 bill. 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(ren) 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.

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 not 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 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

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 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, WSBT, Channel 22. 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.



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, 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.

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 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. 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).

NOTES

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

2019-2020 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 _____

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

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")

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)

Fall Session: After School _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri

Fall Session: Traditional/Transitioning Preschool: (Place an "X" in the desired class)

Class: _____ 3 Yr/am _____ 3 Yr/pm _____ Pre-K 4am _____ Pre-K 4pm _____ Pre-K 5am
Lunch Bunch: _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri

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 _____

**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): _____

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.