

**TWICKENHAM
KIDS
PRESCHOOL &
KINDERGARTEN
POLICY
MANUAL**

2018-2019

TWICKENHAM KIDS PRESCHOOL AND KINDERGARTEN POLICIES

HISTORY AND PURPOSE

Twickenham's Early Childhood Ministry began as "Cuddle Care" in 1986. Its purpose was to provide a loving Christian atmosphere for children while allowing mothers a "day out". The program was eventually expanded to a five-day preschool and Kindergarten program. The purpose of Twickenham Kids is to develop the whole child by providing experiences which encourage positive educational, physical, emotional, and spiritual growth. Knowledge is learned through experience, so we provide children with a variety of activities at different age levels. We offer age-appropriate curriculum, which includes the ABeka curriculum for 3's, Pre-K, and Kindergarten, music, Physical Education, Bible, center time, story time, crafts, and free play, both inside and outside.

HOURS AVAILABLE

Twickenham Kids' school year runs **closely** with the Huntsville City School schedule. Our hours of operations are 8:45 am until 1:00 pm daily. Every child in the Ones, Twos or Threes classes must be enrolled at least two days a week. Children in the Pre-K classes must be enrolled at least three days a week, and the Kindergartners must be enrolled for five days a week.

REGISTRATION

The following is required for registration:

1. Online Registration forms
2. Nonrefundable deposit
3. Copy of Birth Certificate
4. Current Blue Immunization Card
5. Tuition Express Form

SCHOOL FEES

Registration Fee	\$100 non-refundable (per family)
Two Days a Week	\$125 per month
Three Days a Week	\$145 per month
Four Days a Week	\$165 per month
Five Days a Week	\$185 per month
Kindergarten	\$215 per month
Late Tuition Payment	\$15
1-15 Minutes Late Pickup	\$10
16-30 Minutes Late Pickup	\$20
Drop In Day	\$15
Returned Check Fee	\$25

KINDERGARTEN REGISTRATION

With the limited availability of space in kindergarten and because we preorder curriculum, the first month's tuition, along with the registration fee, will be due at the time of registration. Both of these fees are nonrefundable.

RETURNED CHECK POLICY

Twickenham Kids charges a return check fee of \$25.00 for each returned check. If two checks are returned within a school year, you will be required to pay in cash or with a money order.

BILLING PROCEDURES

Statements will be sent to each family before the 1st of each month. The statements will reflect monthly tuition and any other miscellaneous charges incurred from the previous month, for example—late pickup charges, field trips, drop in days.

Tuition is due on the first school day of each month. Any family not paying by the 1st school day will receive another notification reflecting the tuition due, as well as, the \$15 late fee and any other charges incurred.

Any family who has not paid by the 10th will be asked to leave Twickenham Kids and their spots will be given to children on the waiting list, or they will have to re-enroll and pay the re-enrollment fee.

No postdated checks will be taken. If you postdate your check, you are paying your tuition late and will need to pay the \$15 late fee.

Tuition is billed monthly for the yearly expense (i.e. 2 days a week is \$1250 for the year but can be broken into 10 payments of \$125 per month). Therefore, even if we attend school only 2 weeks in August or May, the monthly tuition is not lowered.

Twickenham Kids recommends all families use our secure payment method using Tuition Express. **The easiest and most efficient method of payment is automatic monthly bank draft (ACH) with Tuition Express.** This payment method frees families from having to remember monthly tuition due dates. There is no fee for ACH. Credit card payments are also accepted through Tuition Express. **Cash and check payments are discouraged; however, families wishing to use these methods of payment still MUST have a Tuition Express form on file with the school.**

ARRIVAL AND PICK UP

Between 8:45 am and 9:15 am, members of our staff will help your child from your car to the building. We strongly encourage you to use the drop off service. It helps children feel more independent and self-assured. After dropping off your child, please stay in line during drop off and do not pull around cars stopped in front of you since students sometimes exit from both sides of vehicles.

Pick up is between 12:45 pm and 1:00 pm. You need to park in the parking lot and walk in to sign out your child. **Please make sure you sign your child out before leaving with him/her.**

AUTHORIZED PICK-UP

Children may only be picked up by people whose names are on the registration application. If you want someone whose name is not on the list to pick up your child, the director and child's teacher will need to be informed in writing. **An I.D. will be required to pick up your child.**

NEVER PARK IN THE DRIVEWAYS

Please park in the parking lot. Leaving your car in the driveways during pick up and drop off times inconveniences others and makes it dangerous for our little ones and teachers.

LATE PICK UP

Pick up time is from 12:45pm to 1:00pm. If you are 1-15 minutes late, you will be charged a \$10 late fee. If you are 16-30 minutes late, you will be charged a \$20 late fee. The late pickup fee is to be viewed as a deterrent, not as a service provided by Twickenham Kids.

ABSENCES

No reduced rates will be given for illness, vacation, or holidays. Monthly tuition is non-refundable. There will be no makeup days or switching days for student absences.

SCHOOL CLOSINGS AND TORNADO WARNINGS

In the event of school closing, Twickenham Kids will follow the Huntsville City School System's closing schedule. If they are closed, we are closed. If they dismiss early, we dismiss a half hour earlier than they do. If they delay their opening time, we open a half hour after they do.

When tornado or thunderstorm warnings occur during school hours, the children will be taken to the church offices (which are partially underground) and remain there with the teachers until an all-clear is given.

CLOTHING AND OTHER PERSONAL ITEMS

Children in diapers must have snaps in their clothing if it is a one-piece outfit. Also, children in diapers must have clothing that does not require the removal of shoes in order to change diapers.

All children that are potty-trained must be dressed in clothing items that they can easily remove. If belts or overalls are worn, the child must be able to get them on and off by his/her self. We encourage independence as much as possible.

We use paint and glue, go outside, etc., so your child's clothing may get dirty. Please dress them accordingly. We ask that all children wear tennis shoes. No crocs or cowboy boots please. We ask that all children have a seasonal appropriate change of clothes in their backpacks in case of spills, throw-up, etc.

PLEASE LABEL your child's diaper bag, backpack, cup, coat, etc. on the outside so that it can be identified by the teacher and child.

LOST AND FOUND

Items do get misplaced. Please check with us as soon as you realize something is missing. We share all of our facilities with the church; therefore, many individuals could be involved in trying to track something down. **PLEASE LABEL ALL CLOTHING, LUNCHBOXES, SIPPY CUPS, DIAPER BAGS, AND CONTAINERS.** We will not be responsible for lost items.

TOYS AND SECURITY ITEMS

Toys are to be left at home or in the car. Security items (stuffed animals, blankets, etc) will be dealt with on an individual basis. Our day is planned with many activities and the toy is soon forgotten about and often lost. Some classes do have show and tell days in which the child is allowed to bring one item from home. However, **NO TOY WEAPONS**, such as guns, swords, etc. are ever allowed at school. **Show and Tell items must be able to fit into the child's backpack.**

BIRTHDAY PARTIES

We do not pass out birthday invitations at school. You may send cookies, cupcakes, doughnuts, etc. on your child's birthday; however, please clear it with the individual teacher first.

LUNCH

We ask that you make a simple lunch for your child including a drink that is either in or somehow attached to your child's lunchbox. Please do not send carbonated beverages. We suggest that children bring their drink in a container with a spout or straw. This prevents spills and allows the child to be more independent.

We teach our children to throw away their own trash, so occasionally a plastic container, lid, or ice pack may find its way into the trash can. We will do our best to try and keep this from happening.

Because we strive to teach the children about good nutrition, teachers will encourage children to eat "growing food" first. Please, send only small amounts of sweets/desserts. Please do not send glass containers or food that needs to be refrigerated or heated.

ILLNESS

If your child becomes ill at school, we will call you immediately. Arrangements must be made to pick up your child as soon as possible.

When your child has been ill he/she MUST be free from ANY vomiting, diarrhea, and/or fever without the help of medication for 24 hours before returning to school.

If your child has a contagious illness, please notify us of the illness. This courtesy keeps us informed about anything contagious to which the other children might be exposed. We do not administer medication of any kind.

DISCIPLINE

Our goal at Twickenham Kids is to assist your child in developing self-control and assuming responsibility for his or her own actions. We use explanations of why their behavior was inappropriate, time-outs and loss of privileges as our forms of punishment. We use rewards as positive reinforcement of good behavior.

It is our policy at Twickenham Kids to not tolerate any physical or verbal abuse from a child towards a teacher or another child. This includes: biting, hitting, spitting, kicking or verbally abusive language.

If a child's behavior becomes continuously disruptive in the classroom or repeatedly harmful to others, we will meet with the parents of the child to discuss a course of action. Potential actions could include: a call to parents to pick child up for the day, a one to two week suspension or immediate dismissal from Twickenham Kids. Ultimately, the Director has the final say on what action will be taken.

REGISTRATION REQUIREMENTS

Students in the Ones, Twos, and Threes Classes must enroll for at least 2 days a week, and Pre-K students must register for at least 3 days a week. Kindergartners attend 5 days a week.

All students must be able to walk and self-feed, and Threes, Pre-K, and Kindergarten students must be potty-trained.

Within 30 days of starting school, each student must have on file with the director a copy of his/her birth certificate and a CURRENT Certificate of Immunization (blue card) or Certificate of Religious/Medical Exemption approved by the Alabama Department of Public Health. Any student who does not have both forms on file within 30 days of starting school will not be allowed to return until the appropriate documentation has been submitted.