

ASBURY CHILD DEVELOPMENT CENTER

**A COMMUNITY MINISTRY OF
ASBURY UNITED METHODIST CHURCH**

**2017-2018
REGISTRATION BOOKLET**



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ASBURY CHILD DEVELOPMENT CENTER

Asbury Child Development Center (ACDC) is a community ministry of Asbury United Methodist Church, available to all persons without regard to race, national origin, or economic condition. As United Methodist Christians, our motivation for providing this ministry is grounded in our understanding of the biblical-theological reality of God's abiding and unconditional care for all children in a holistic sense.

Our purpose is to provide at reasonable cost, a secure, loving, yet stimulating environment with structured activities in which children ages 2 years through Kindergarten can develop appropriate social and mental skills through play and exploration.

PHILOSOPHY

Our concern for the moral and spiritual development of children is integrated into our learning programs and designed to encourage social and mental development. Teachers and children are not required to be members of the church. Providing specific religious or denominational instruction is not our purpose, but we do recognize that even young children are spiritual beings.

We believe play is one of the major vehicles through which children integrate knowledge, feelings, and skills. Therefore, play is a part of our schedule, reflecting consistent developmentally appropriate activities. Throughout all learning programs, your child will have access to equipment, tools, and materials that challenge thinking and stimulate curiosity. They will experience daily classroom activities that invite dramatic play, motivate creative activities, provide construction, manipulation and experimentation, encourage physical activity, and promote the communication of ideas.

Our intention is to provide a secure but relaxed atmosphere in which children develop appropriately at their own pace and are thus helped to:

- value themselves as worthwhile persons in the sight of God
- feel comfortable with adults and other children
- understand the world around them
- find learning a source of delight and satisfaction.

Since its inception, ACDC determined that our facilities and personnel were better suited for providing a pre-school for those wishing only a limited number of hours per week. It was also determined to be in the best interest of these children to offer a gradual progression of sessions per week, year by year, gently preparing them for the five full days/week expected of them in Kindergarten

LEARNING PROGRAMS

Language/Arts: Language training is an important part of your child's daily experience. By being encouraged to talk freely and through carefully planned experiences, such as group discussions, games, and the reading and telling of stories, language vocabulary is built and communication skills are developed.

Books related to children's interests become an important part of your child's life at school. The availability of the books and their use cultivates an interest in reading. Your child is also taught to care for the books in their room.

Math: The exposure to informational items and concepts is also an important part of his/her learning experience. Each day your child will be made aware of quantitative concepts as the teacher carefully guides him/her into systematic number thinking. Through practical situations and hands-on activities such as counting toys and the other children, your child begins to understand more, less, bigger, smaller, etc. By using the calendar and bulletin board displays your child becomes familiar with the months, the seasons, and the annual holidays as well as terms such as soon, now, today, yesterday and tomorrow.

Social Development: The learning experiences in pre-school come through activities that children enjoy. Each day your child has an opportunity for discovery, creativity and development of critical thinking skills through play, story, art, music, games, and outdoor/indoor play activities. Included also are break and snack times. Our program is designed to help your child develop readiness skills. Through peer interaction in the various activities your child learns to function as part of a group, to listen to others, to take turns, to assume responsibility, to respect peers and/or the teacher and to follow directions.

Science: Nature is an important part of the pre-school program. By caring for fish, hamsters, or gerbils in the room, by observing the trees in the surrounding yards and plants in the room, your child learns the needs, habits, and life cycle of various plants and animals. He/she also learns about weather and other natural forces while building curiosity about the natural world around them.

Technology: All classrooms have a computer and full access to be able to incorporate technology into every lesson. Children will freely interact with skill building websites, resources and tools that are needed to be successful in our technologically diverse world.

Physical Development: Participation in large motor activities is encouraged through playground and playroom time, classroom and game time, and music class. Fine motor activities are encouraged during classroom playtime, learning center time as well as art activities.

Music and Art: Music and art are used to encourage creativity in your child. Spontaneous response to music and creating their own music through the use of rhythm instruments, as well as enjoyment of listening to music, are all part of the child's musical experience. *As an enrichment to the music curriculum a structured music class with ACDC's music teacher is part of each classroom's weekly program.* Various art media are used to help your child gain an appreciation of art as well as create his/her own. It is important to remember that a child is "creating" when he is working purposefully to express thoughts and ideas.

Christian Values: Christian values such as reverence, thankfulness, generosity and sharing are nurtured through observance of traditional holidays (particularly Thanksgiving and the sacred aspects of Christmas and Easter), minister's story time, group interaction, exploration of nature, prayer before snack-time and teacher sensitivity toward the various faith traditions represented among the children.

ACDC Teachers meet state requirements of a Bachelor Degree or 120 college credit . They also meet ACDC's further requirement of courses in early childhood or an elementary degree. Each year teachers are required to complete 12 hours of early childhood continuing education. All staff members are CPR and First Aid certified.

THE PARENT AND NURSERY SCHOOL

Parent Participation: Because ACDC recognizes the importance of parental involvement during the early years of development, we encourage and appreciate assistance from parents in each classroom. This provides an excellent opportunity to see children as they relate to peers and teachers while enabling the teacher to provide more individualized attention to each child.

To assist each teacher ACDC has the following policy regarding parent-helpers in the classroom: By signing the child's application, parents are contractually agreeing to be the parent-helper in his/her child's class. In the event a parent cannot be present on date(s) volunteered for, he/she should contact another parent from his/her child's class.

NUMBER OF SESSIONS PER YEAR PARENTS EXPECTED TO HELP:

6-7 times in 2 sessions/wk:	2-yr olds
9-10 times in 3 sessions/wk:	2-yr olds
5-6 times in 2 sessions/wk:	3-yr olds
7 times in 3 sessions/wk:	3-yr olds
7 times in 3 sessions/wk:	4-yr olds
11 times in 5 sessions/wk:	4-yr olds
Once/monthly:	Kindergarten

Parent Education: While your child is growing and changing as a part of Asbury's pre-school programs, an opportunity is provided for parent education. The complete education of the child happens only when the parents are involved

During the school year, a Family Night is held. The event may vary from year to year and is at the sole discretion of the Director. Also, during the year you or your child's teacher may request conference times

SOME THINGS PARENTS SHOULD KNOW

CLASS SIZE/CLASS PLACEMENT: Individual class size, fewer than the maximums listed below, will be at the discretion of the director. Class size/class placement considerations will include, but will not be limited to, such factors as room size, birthdates, maturity, pre-school experience, and special needs of the children enrolled in the class.

In accordance with Maryland State Department of Education Regulations, the public is to be informed that AC-DC's:

- 2 yr. old classes - maximum 10 children per class.
- 3 yr. old classes - maximum 12 children per class.
- 4 yr. old classes - maximum 14 children per class.
- Kindergarten - maximum 16 children per class.

Toilet Training: CHILDREN IN THE THREE-YEAR OLD AND OLDER CLASSES MUST BE TOILET-TRAINED BY THE FIRST DAY OF SCHOOL.

FINANCIAL

Materials/ Maintenance Fee: An annual materials/maintenance fee for each child may be paid at registration. If not paid at the time of registration, payments must be made by July 1st. Unless other arrangements have been made with the school office, failure to make this payment will nullify the registration. The fees are as follows: 2 sessions/wk. \$90.00, 3 sessions/wk. \$125.00, 5 sessions/wk. \$200.00, and Kindergarten \$210.00.

Tuition: Payment is due the 1st of the month September - April. Payments may be made monthly, semi-annually, or annually. Please make checks payable to Asbury Child Development Center (ACDC) and bring payment to the School Office. If mailed, payments must be postmarked by the listed due date of each month September through April (May 2018 tuition is paid at registration). Write the teacher's name and your child's name in the memo space on the check.

Financial Aid: A limited amount of funds may be available for those who qualify. Please discuss this with the Director. If there are funds available, you will be given a Financial Aid application to be completed and returned.

Non Refund Policy: All monies collected for registration, tuition, and materials/maintenance fee are non-refundable. For additional fees that may be due, see our withdrawal policy below.

Withdrawal: It is understood that enrollment is for the entire school year. If a child is withdrawn temporarily, regular monthly payments must be made during his/her absence. If parents desire permanent withdrawal, advance written notice of two weeks should be given to the Director and the appropriate form completed. If the form is not completed, an additional early withdrawal fee equal to 2 weeks tuition will be charged. The Director reserves the right to request withdrawal of a child if after a period of time he/she seems not able to adjust to the school environment.

Miscellaneous Fees: A \$20.00 past due charge will be applied to any account that is not paid on time. For any check returned to ACDC for non sufficient funds (NSF), a \$30.00 fee will be applied.

IMPORTANT INFORMATION

Entrance Door: Asbury Child Development Center is a locked facility with only one entrance available to parents. The glass door facing the parking lot and playground is the door that families should use when bringing and picking up their children. During the school year this door is programmed to be unlocked for 10 minutes on both sides of arrival and dismissal times (i.e. for the 9:00 am arrival, the door will be automatically unlocked at 8:50am and locked again at 9:10 am). Beyond those times, anyone wishing entrance will need to ring the buzzer to the right of the door, identify themselves and request admittance. Staff have key fobs to allow them entrance at all times as well as to go through the glass hallway door which will also be kept locked. Although this system may occasionally cause someone an inconvenience, we ask your tolerance as it is in place for the improved security and safety of the children.

Asbury Child Development Center Orientation Days: In late August, no later than early September, you will be contacted to arrange a time for both parents and child to visit the classroom and to meet with the teacher for orientation. Please bring your completed Health Inventory and Immunization Record with you at this time. Students new to Asbury must have both these records completed and turned in before a child can be admitted to class. New students may obtain medical forms from the office. Or download the form from asburyweb.org. If your child is returning to Asbury for a second or third year, and we have complete and up-to-date medical and immunization records, no additional forms are required. However, additional immunizations and Vision/Hearing test results will be needed for Kindergarten.

Transportation: The school does not provide transportation, but information on neighborhoods may be obtained in the school office for the formation of carpools. You will receive a copy of your child's class list the first full week of school.

School Year and closings: The School Year begins in September and ends around Memorial Day, with the exception of Kindergarten, unless make-up days are added due to school year closures (snow, and/or other emergencies) during the school year. Vacation and emergency closings follow approximately those of the Wicomico County School District. A school calendar will be issued at orientation.

Allowances are given for emergency closing during the year on the following basis:

2 sessions/wk. attend 63-65 sessions/yr.
(2-days allowance for emergency closings)

3 sessions/wk. attend 93-95 sessions/yr.
(2 days allowance for emergency closings)

5 sessions/wk. attend 156-160 sessions/yr.
(4 days allowance for emergency closings)

Kindergarten, 5 sessions/wk. attend 170 sessions/yr.

(School calendar will list make-up days for any emergency closings)

REGISTRATION FOR 2017-2018

Member registration: Passed by The ACDC Board of Director's on March 22, 2016, AUMC Church members may register their children the week before priority registration. Also, ACDC staff members may register their children/grandchildren during the same week. They do not have to have a child currently enrolled to register at this time. They may also register during any of the other remaining registration events. Fees required at registration include the registration fee and last month's tuition (May 2018). You may also pay the materials/maintenance fee at this time or you may defer payment until 07/01/17. Turn the completed registration form in and required fees to the resource office (#121) any time during the week of 02/08/17 – 02/14/17. AUMC church member status will be verified prior to registration approval.

Priority Registration: (Feb. 15 - Mar. 13, 2017) The first day of registration for present enrollees and/or siblings of enrollees in Asbury Child Development Center classes will be held on Wed., Feb 15, 2017 for the upcoming school year September 2017. Parents may also SUBMIT TO THE OFFICE their applications with fees by March 13, 2017, for priority registration consideration.

Open Registration: (Mar. 15 2017) Parents of new student applicants to Asbury Child Development Center (Not presently enrolled), may call 410-742-7058 in early February for registration information. Applications/Registration Booklets may be picked up in the beginning of February and turned in on Open Registration Day, Mar. 15, 2017 and thereafter. IT IS SUGGESTED THAT NEW FAMILY APPLICANTS CALL ON March 14th of 2017 TO VERIFY THERE ARE STILL OPENINGS. If there are no openings at that time, applicant's name will be placed on waiting list and will be called when openings become available. At that time, a completed application with payment for fees must be turned in immediately before being considered for acceptance.

Due At Registration: A completed ACDC application, \$75.00 registration fee and last month's tuition (May 2018) is due at registration. You may pay materials/maintenance fee at that time as well or you may defer them until July 1, 2017. Once completed application and fees are received, your child will be considered accepted unless otherwise notified. No fees are collected if the child is not accepted.

Class Offerings & Tuition: The annual tuition fee is spread evenly over nine monthly payments. Families pay tuition at a 10% discount for each additional child enrolled in the same school year. Keeping in mind that we are a non-profit organization, the Board of Director's has set for the 2016-2017 school year the following monthly tuitions:

2 Yr. Old Classes (Age 2 by Sept. 1, 2017)

T/TH - 09:00 A.M.-12:00 P.M. \$160.00/mo. Two sessions/wk.
M/W/F - 09:00 A.M.-12:00 P.M. \$200.00/mo. Three sessions/wk.

3 Yr. Old Classes (Age 3 by Sept. 1, 2017)

T/TH - 09:00 A.M.-12:00 P.M. \$160.00/mo. Two sessions/wk.
M/W/F - 09:00 A.M.-12:00 P.M. \$200.00/mo. Three sessions/wk.

4 Yr. Old Classes (Age 4 by Sept. 1, 2017)

M-F A.M. - 09:00 A.M.-12:00 P.M. \$260.00/mo. Five sessions/wk.
M/W/F P.M. - 12:45 P.M.- 3:30 P.M. \$185.00/mo. Three sessions/wk.
M-F P.M. - 12:45 P.M.- 3:30 P.M. \$245.00/mo. Five sessions/wk.

Kindergarten (Age 5 by Sept. 1, 2017)

M-F - 09:00 A.M.- 12:00 P.M. \$310.00/month Half Day ***
M-F - 09:00 A.M. - 3:00 P.M. \$375.00/month Full Day

*** Parents may enroll in full day Kindergarten at anytime but **MUST change to full day Kindergarten by January 1, 2017.**

ACDC offers an extension of the school
Day!!!

Lunch Bunch/MOTS



- **Lunch Bunch** - Is designed to give your child additional time with companions to complete engaging activities!
- **M.O.T.S. (More of the Same)** - Is designed as an extension of the school day with themed weeks such as: **Outer Space, Oceans, Legos, Rainforest, Dinosaurs, etc.**
Activities include: **YOGA, Music, Art** and much, much more!!
 - Open to 3 and 4 year old ACDC students
 - Bring your own lunch!
 - Children do not have to be present on LB/MOTS days to attend

Starting Wednesday, September 20th

Lunch Bunch 12:00-1:30pm (\$9.00)

M.O.T.S 12:00-3:00pm (\$18.00)

ASBURY'S SUMMER PROGRAM

May 30, 2017 - June 1, 2017

June 6, 2017 - June 8, 2017



Our Summer Program is offered to two year olds through Kindergarten on Tuesday, Wednesday and Thursday for two weeks in the summer.

Brochures with applications will be included with our regular registration material or may be obtained by contacting the school office at (410) 742-7058.