

ASBURY CHILD DEVELOPMENT CENTER

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

2020-2021 REGISTRATION BOOKLET

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ASBURY CHILD DEVELOPMENT CENTER

PURPOSE

Our purpose is to provide a secure and loving, yet stimulating environment and structured activities in which children ages 2 years through Kindergarten can develop appropriate social and mental skills without undue academic pressure, and do so at reasonable cost to parents.

RELATION TO ASBURY UNITED METHODIST CHURCH: Asbury Child Development Center (ACDC) is a community ministry of Asbury United Methodist Church, eligible to all persons without regard to race, national origin, or economic condition, amenable to the Church's Leadership Team, and coordinated through the ACDC Board of Directors. 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.

PHILOSOPHY

Our concern for the moral and spiritual development of children is integrated into activities and experiences designed to encourage social and mental development, as described on the next page under LEARNING PROGRAMS. While our purpose is not to provide specifically religious or denominational instruction, we do recognize that even young children are spiritual beings. Teachers and children are not required to be members of the Church.

LIMITED SESSIONS PER WEEK: Since its inception, ACDC has not sought to provide full-time care for children; it was determined that ACDC's facilities and personnel were better suited to 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 and First Grade.

LEARNING THROUGH PLAY: 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. 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.

RELAXED ATMOSPHERE: 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

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.

INFORMATION FOR PARENTS

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. 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 for the required number of sessions as stated below. If parents are unable to fulfill this obligation, they should discuss options with the director as soon as possible.

There may be times when some teachers have extra help from SU or Wor-Wic student interns, and a parent volunteer may not be needed. This will be at the discretion of the teacher and can vary from teacher to teacher. We understand that other circumstances may arise from time to time. In the event a parent cannot be present on the date volunteered for, he/she should contact another parent from his/her child's class. If they are unable to find a replacement, we still ask that parents **provide snack** on the days they are expected to be in the classroom to help.

NUMBER OF SESSIONS PER YEAR PARENTS ARE EXPECTED TO HELP:

6-7 times for 2 sessions/week:	2-yr. olds
9-10 times for 3 sessions/week:	2-yr. olds
5-6 times for 2 sessions/week:	3-yr. olds
7 times for 3 sessions/week:	3-yr. olds
7 times for 3 sessions/week:	4-yr. olds
11 times for 5 sessions/week:	4-yr. olds
Once/monthly:	Kindergarten

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.

Family Fun Night: During the school year, a Family Fun Night is held. The event may vary from year to year and is at the sole discretion of the Director. This event provides an opportunity for your child to interact with his/her teacher outside the classroom and fosters community spirit within the preschool.

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 the Maryland State Department of Education Regulations, the public is to be informed that ACDC's class ratio is the following:

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

ACDC Teachers: Our teachers meet state requirements of a Bachelor's Degree or 120 college credit hours. 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.

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

REGISTRATION FOR 2019-2020

AUMC Member Registration: (February 4, 2020 - February 12, 2020) 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 2020). You may also pay the materials/maintenance fee at this time or you may defer payment until 07/01/20. Turn in the completed registration form and required fees to the Resource Room (#121) any time during the week of February 4, 2020 - February 12, 2020. AUMC church member status will be verified prior to registration approval.

Priority Registration: (February 13, 2020 - March 12, 2020) The first day of registration for present enrollees and/or siblings of enrollees in Asbury Child Development Center classes will be held on Wednesday, February 13, 2020, for the upcoming school year September 2020. Parents may also submit to the Resource Room their applications and fees until March 12, 2020 for priority registration consideration.

Open Registration: (March 13, 2020) 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 at the beginning of February and turned in on Open Registration Day, March 13, 2020, and thereafter. It is suggested that new family applicants call on March 12, 2020 to verify there are still openings. If there are no openings at that time, the applicant's name will be placed on a waiting list and they 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.

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 dropping off 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 8:50 am 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. The staff has 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 meet with the teacher for orientation. Please bring your completed Health Inventory and Immunization Record with you at this time. Students new to ACDC must have both of these records completed and turned in before a child can be admitted to class. New students may obtain medical forms from the resource room or download the form from asburyweb.org. If your child is returning to ACDC 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 test results will be needed for Kindergarten.

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 during the school year. Vacation and emergency closings are decided by the Director. In most cases, these decisions follow those of the Wicomico County Board of Education, but decisions are made on a case-by-case basis. A school calendar will be issued at orientation.

Allowances are given for emergency closings 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)

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 the children's interests become an important part of your child's life at school. The availability and implementation of books cultivate an interest in reading. Your child will be immersed in a language-rich environment and engaged with developmentally appropriate literacy and pre-literacy skills.

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 class pets in the room and observing trees and wildlife in the surrounding areas of the school, your child learns the needs, habits, and life cycle of various plants and animals. Children also learn about weather and other natural forces while building curiosity about the natural world around them. Teachers also provide opportunities for observation of scientific processes in the classroom, which evoke children's natural curiosity and sense of wonder about the world.

Technology: All classrooms have access to laptops and iPads to be able to incorporate technology into every lesson. Three-year old classrooms and up are equipped with Smart Boards for enhanced learning through technology. 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, and 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 the 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, and emphasis is placed on the *process* in craft projects.

FINANCIAL

Registration Fee: A registration fee of \$75.00 is due with your application for each child being registered at ACDC.

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. Failure to make this payment will nullify the registration unless other arrangements have been made with the Director. 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 on the 1st of the month for September - April. Payments may be made monthly, semi-annually, or annually. Please make checks payable to Asbury Child Development Center (ACDC) and bring the payment to the Resource Room. Mailed payments must be postmarked by the due date of each month September through April (May 2020 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.

No Refund Policy: All monies collected for registration, materials/maintenance fees, and tuition are non-refundable. For additional fees that may be due, see our withdrawal policy.

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.

Past Due Fee/Non-Sufficient Funds Fee: 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, a \$30.00 fee will be applied.

Late Pick-Up Fee: It is extremely important that you pick your child up on time. If your child is still at school 10 minutes after school has ended you will be charged. The fees, which are listed below, will be added to your next month tuition.

1st notice	- (warning)
2nd notice	- \$10.00
3rd notice	- \$20.00
4th notice	- \$50.00

Due At Registration: A completed ACDC application, \$75.00 registration fee and last month's tuition (May 2020) is due at registration. You may pay the materials/maintenance fee at that time as well or you may defer the fees until July 1, 2020. Once the 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 2020-2021 school year the following monthly tuitions:

2-Yr. Old Classes (Age 2 by Sept. 1, 2020)

T/TH	9:00 A.M.-12:00 P.M.	\$165.00/month	Two sessions/week
M/W/F	9:00 A.M.-12:00 P.M.	\$205.00/month	Three sessions/week

3-Yr. Old Classes (Age 3 by Sept. 1, 2020)

T/TH	9:00 A.M.-12:00 P.M.	\$165.00/month	Two sessions/week
M/W/F	9:00 A.M.-12:00 P.M.	\$205.00/month	Three sessions/week

4-Yr. Old Classes (Age 4 by Sept. 1, 2020)

M-F A.M.	9:00 A.M.-12:00 P.M.	\$265.00/month	Five sessions/week
M/W/F P.M.	12:45 P.M.-3:30 P.M.	\$190.00/month	Three sessions/week
M-F P.M.	12:45 P.M.-3:30 P.M.	\$250.00/month	Five sessions/week

Kindergarten (Age 5 by Sept. 1, 2020)

Half day*** M-F A.M.	9:00 A.M.-12:00 P.M.	\$315.00/month
M-F A.M./ P.M.	9:00 A.M.-3:00 P.M.	\$380.00/month

*** Half day: Parents may enroll in half day Kindergarten, but **MUST change to full day Kindergarten by November 1, 2020.**

ACDC offers an extension of the school Day on Monday and Tuesday: Afterschool Scholars

This program is designed to enhance cognitive development through language, literacy, and movement using center-based activities as well as whole group activities. This themed-based enrichment program is offered on **Mondays** and **Tuesdays** in Mrs. Smith's room #120 from **12:00pm** to **3:00pm**.

***Cost: \$18.00**

***Open to 3- and 4-year old potty-trained students**

***Bring your own lunch!**

***Children do not have to be present on Afternoon Scholar days to attend.**

Themes:

- October - Nature Explorers
- November - Castle and Kingdoms
- December - Christmas Around the World
- January - Little Chefs
- February - Wee Fit
- March - Superhero Academy
- April - Pint Sized Picassos and Little Scientists

ACDC offers an extension of the school Day on Wednesday and Thursday: 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 potty-trained students**

***Bring your own lunch!**

***Children do not have to be present on LB/MOTS days to attend**

Starting in September: Wednesdays & Thursdays

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

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

***Sign up in the resource room at least one day prior to the session**

****There must be at least 5 students for a **M.O.T.S** or **Afternoon Scholars** session, otherwise the session may be cancelled.**

Summer Program!

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.

May 26, 2019 - May 28, 2020

June 2, 2019 - June 4, 2020

Parent Notes/Questions: