



# **HPUMC DAY SCHOOL**

NURTURING A LOVE OF GOD & LEARNING

Application Packet  
2021-2022

## **WELCOME TO THE HPUMC DAY SCHOOL!**

The HPUMC Day School is a ministry of Highland Park United Methodist Church dedicated to providing early childhood care and education in a Christian environment that focuses on developing the whole child. We believe that with a strong foundation, each child will grow into the person God created him or her to be. The child's spiritual, intellectual, emotional, physical, social and aesthetic growth is nurtured through activities that meet the highest standards of early childhood education.

Our Christ-centered program, supported by the congregation of Highland Park United Methodist Church, accepts children without regard to race, color, national or ethnic origin and does not discriminate on the basis of these factors in the administration of its policies, hiring or admissions.

## ALL DAY

The All Day program begins our school year the last week of August and operates through the third week of August the next calendar year. The All Day program is available from 7:30 am - 6:00 pm, Monday - Friday. The All Day program is closed approximately 20 Federal and Church Holidays and at least four teacher in-service days per year. These 20 days include a two-week break around the Christmas/New Year's Holiday.

### **AGE AS OF SEPTEMBER 1, 2021: 6 WEEKS - 5 YEARS**

Monday - Friday | 7:30 am - 6:00 pm

## HALF DAY

The Half Day program also begins the school year the last week of August and operates through the third week of May. The daily schedule depends on the age/class of the children. Half Day classes are also closed for the Federal and Church Holidays listed above, two weeks at Christmas and one week of Spring Break in March.

### **AGE AS OF APRIL 30, 2021: 18 MONTHS (TRANSITIONAL TWOS)**

Mon./Wed. or Tues./Thurs. | 8:45 am - 2:00 pm

### **AGE AS OF SEPTEMBER 1, 2021: 2 1/2 - 4 years (see page 7 for age requirements.)**

Tues./Thurs., Mon./Wed./Fri., & Monday - Friday (varies by age)

8:45 - 11:45 am with optional Stay-and-Play Monday - Thursday until 2:00 pm

### **AGE AS OF SEPTEMBER 1, 2021: 5 YEARS - BRIDGE TO KINDERGARTEN**

Monday - Friday | 8:45 am - 2:00 pm

#### **BRIDGE TO KINDERGARTEN | OPTIONS AVAILABLE FOR ADDITIONAL FEES**

- Early Bird | 7:30 am - 8:45 am
- Extended Day | 2:00pm - 6:00 pm
- Spring Break 2022
- Summer 2022

## REGISTRATION TIMELINE 2021-2022 SCHOOL YEAR

Registration deadline for families currently enrolled is December 31, 2020. Placement is guaranteed for children currently in the program ONLY if forms and enrollment fees are returned to the office by this date.

<b>December 2020</b>	Registration begins for currently enrolled families
<b>January 2021</b>	Virtual Tour becomes available
<b>January 15, 2021</b>	Deadline for new applications.
<b>February 2021</b>	Letters of acceptance or waitlist placement mailed to applicants' families
<b>February 19, 2021</b>	Deadline for payment of non-refundable enrollment fee for all new families.

**Half Day Families:** Fall 2021 semester tuition due to hold place for 2021-2022.

**All Day Families:** August 2022 tuition deposit for new all-day children due to hold place for 2021-2022.

Class placement is made with careful consideration given to the child's learning style, gender balance, teaching style, class group dynamics, and emotional-social development. Requests for specific teachers are accepted and taken into consideration but are not guaranteed.

### CURRICULUM AND PROGRAMS

#### A DEVELOPMENTALLY APPROPRIATE ENVIRONMENT

- Because children learn most effectively in a play-oriented environment, each classroom provides a place that is both safe and developmentally appropriate for the age of the children.
- Teachers plan daily experiences by using their knowledge of child development to meet the needs of a variety of temperaments and learning styles.
- Activities and materials are designed for specific age groups.
- Topics for each class are those which hold meaning for the child in his/her daily living and which incorporate behavioral and educational goals for each child.
- As children mature, the classes add more structured dimensions to assure school readiness, including activities in math, science, language and literacy, fine and gross motor skills, computer activities, art projects, and cooperative play.
- Refer to HPUMC Day School Curriculum Guide for more information.

#### ENRICHMENT PROGRAMS

- Enrichment activities offered at no additional cost include music, physical fitness, Spanish, and Spiritual education, depending on the age and program in which the child is enrolled.
- All Day students, depending on their age, and Half Day students, who are enrolled in Stay and Play, have the option to take an afternoon dance class for an additional charge.
- These special classes vary from year to year and will be publicized at the beginning of the year.
- Speech screening and therapy are also offered by a licensed speech therapist. A licensed family counselor is also available.

#### CELEBRATION

The cornerstone of our life together is weekly worship. Each class from age two through five spends time worshipping God through song, prayer, beginning lessons in spiritual formation and Bible stories. Families are welcome to join us, especially for Family Celebration worship services held two times per year, as we begin to understand how “God loves me and God loves everyone!”

## ALL DAY TUITION

### ALL DAY CLASSES TUITION & FEES (SEPTEMBER - AUGUST)

- All new students pay a \$105 application fee in addition to the total listed below.
- For new children enrolling, the tuition payment for August 2022 is due at the time of enrollment.
- All classes meet 7:30 am - 6:00 pm.

#### INFANTS (6 WEEKS - 10 MOS.)

Enrollment Fee: \$515 | Tuition Monthly: \$1,850 | Annual Total: \$22,715

#### TODDLERS (10 - 23 MONTHS)

Enrollment Fee: \$515 | Tuition Monthly: \$1,750 | Annual Total: \$21,515

#### TWOS (TWO BY SEPTEMBER 1, 2021)

Enrollment Fee: \$515 | Tuition Monthly: \$1,600 | Annual Total: \$19,715

#### THREES (THREE BY SEPTEMBER 1, 2021)

Enrollment Fee: \$515 | Tuition Monthly: \$1,475 | Annual Total: \$18,215

#### FOURS (FOUR BY SEPTEMBER 1, 2021)

Enrollment Fee: \$515 | Tuition Monthly: \$1,325 | Annual Total: \$16,415

#### BRIDGE TO KINDERGARTEN (FIVE BY SEPTEMBER 1, 2021)

Enrollment Fee: \$515 | Tuition Monthly: \$1,400 | Annual Total: \$17,315

### ALL DAY CLASSES TUITION POLICIES

Read the following policies carefully. It is the parent's responsibility to read and understand payment due dates, withdrawal notification requirements, and refund policies.

- All new children joining the program will pay August 2022 tuition at time of enrollment.
- Tuition for All Day Classes is due on the first of each month and is non-refundable.
- All application and enrollment fees are non-refundable.
- A late fee of \$25 is added if payment is not received by the 10th of the month and default payment is not on file.
- **Tuition Express:** Day School tuition payments and other fees are processed using our automated system, Tuition Express. All families are required to pay tuition using Tuition Express. ACH payments may be processed from your bank checking or savings account at no additional cost. Credit card payments are also available using Visa, MasterCard or Discover Card. We do not accept American Express. Tuition is adjusted with an approximate 3% increase for credit card payments.
- There will be a \$25 charge on all returned ACH and declined credit card payments.
- No refunds will be made if the school is closed due to unavoidable circumstances such as bad weather, building maintenance issues, or area conflicts.
- Parents can view their account balance, payment ledger, and contact information online via the MyProcure Parent Portal.
- Tuition assistance for families experiencing a hardship is available through the Allison Anne Herrin Memorial Fund. Contact the Day School Director for information and a confidential application form.

### REFUND POLICY

- A 30-day written notice is required for a child's withdrawal from the program. A full month of tuition will be billed if notice is not received prior to the first of the month.

### HALF DAY PROGRAM (SEPTEMBER - MAY)

All new students pay a \$105 application fee in addition to the fees listed below.

#### **Transitional Twos (18 months by April 30, 2021)**

**Mon./Wed. or Tues./Thurs. | 8:45 am - 2:00 pm**

Enrollment Fee: \$515 | Semester Tuition: \$2,500 | Annual Total: \$5,515

#### **Older Twos (two by April 30, 2021) Mon./Wed./Fri. | 8:45 - 11:45 am**

Enrollment Fee: \$515 | Semester Tuition: \$2,550 | Annual Total: \$5,615

#### **Older Twos (two by April 30, 2021) Tues./Thurs. | 8:45 - 11:45 am**

Enrollment Fee: \$515 | Semester Tuition: \$1,925 | Annual Total: \$4,365

#### **Threes (three by September 1, 2021) Mon./Wed./Fri. | 8:45 - 11:45 am**

Enrollment Fee: \$515 | Semester Tuition: \$2,400 | Annual Total: \$5,315

#### **Threes (three by September 1, 2021) Monday - Friday | 8:45 - 11:45 am**

Enrollment Fee: \$515 | Semester Tuition: \$3,050 | Annual Total: \$6,615

#### **Fours (four by September 1, 2021) Monday - Friday | 8:45 - 11:45 am**

Enrollment Fee: \$515 | Semester Tuition: \$3,100 | Annual Total: \$6,715

#### **Bridge to Kindergarten (five by September 1, 2021)**

**Monday - Friday | 8:45 am - 2:00 pm**

Enrollment Fee: \$515 | Semester Tuition: \$4,250 | Annual Total: \$9,015

### Add-on options:

**Stay and Play** (ages older 2's, 3's, & 4's) Mon./Tues./Wed./Thurs. | 11:45 am - 2:00 pm \$450 per day for the whole semester

#### **Bridge to Kindergarten:**

Early Birds (7:30-8:45am) \$500/semester

Extended Day (7:30-8:45am & 2:00-4:00pm) \$1,450/semester



### HALF DAY PROGRAM TUITION POLICIES

Read the following policies carefully. It is the parent's responsibility to read and understand payment due dates, withdrawal notification requirements, and refund policies.

- Tuition for Half Day Classes is due on February 19, 2021 for fall 2021, and August 1, 2021 for spring 2022.
- A \$25 late fee is added after February 19 and August 1.
- All application and enrollment fees are non-refundable.
- Enrollment schedules are set. There are no substitutions for days missed.
- Should you decide to enroll and Stay and Play after the semester has begun, please consult the office for availability and rates. Students enrolling up to October 20 will pay for the entire semester. If you decide to begin Stay and Play at mid-semester, the tuition is \$225 (per day enrolled) for October 23 through the remainder of the semester. Stay and Play days are set after the second week of school, based on enrollment, and will not be changed after that point.
- **Tuition Express:** Day School tuition payments and other fees are processed using our automated system, Tuition Express. All families are required to pay tuition using Tuition Express. ACH payments may be processed from your bank checking or savings account at no additional cost. Credit card payments are also available using Visa, MasterCard or Discover Card. We do not accept American Express. Tuition is adjusted with an approximate 3% increase for credit card payments.
- There will be a \$25 charge on all returned ACH and declined credit card payments.
- No refunds will be made if the school is closed to unavoidable circumstances such as bad weather, building maintenance issues or area conflicts.
- Parents can view their account balance, payment ledger and contact information online via the MyProcure Parent Portal.
- Tuition assistance for families experiencing a hardship is available through the Allison Anne Herrin Memorial Fund. Contact the Day School Director for information and a confidential application form.

### REFUND POLICY

- Half Day tuition paid in advance for the upcoming school year will be eligible for a refund (i) if such request is made in writing on or before March 31, 2021, and (ii) if HPUMC Day School is able to meet capacity for that age group by the start of the upcoming school year (September 1).
- After March 2021, no refunds will be given for any reason.

## 2021-2022 TENTATIVE SCHEDULE & SCHOOL YEAR

These dates are tentative; please check with the Day School newsletter, website, and posted calendars for the most up-to date schedule.

August 18-20, 2021	Closed for Teacher In-service (3 days)
August 23, 2021	First day of classes for Fall 2021
September 6, 2021	Closed for Labor Day
October 11, 2021	Closed for Columbus Day
November 24-26, 2021	Closed for Thanksgiving
December 20-31, 2021	Closed for Christmas
January 3, 2022	First day of classes for Spring 2022
January 17, 2022	Closed for Martin Luther King, Jr. observance
February 21, 2022	Closed for in-service training (Presidents' Day)
March 2022	Spring break for Half Day classes TBD
April 15, 2022	Closed for Good Friday
April 18, 2022	Closed for Easter Monday
May 20, 2022	Last day of classes for Half Day classes
May 30, 2022	Closed for Memorial Day
July 4, 2022	Closed for Independence Day
August 2022	Teacher In-service (3 days) TBD

In-service training days will be scheduled during the year, and classes will open at 9:00am on those days. A schedule of these dates will be given to parents at the beginning of the school year. Please mark these dates on your calendar.

## **DAY SCHOOL OFFICE**

dayschool@hpumc.org

214.521.2600

### **AMY LAWSON, DIRECTOR OF DAY SCHOOL**

lawsona@hpumc.org

214.523.2251

### **LISA OCHOA, ASSISTANT DIRECTOR & HEALTH COORDINATOR**

Responsible for Infants, Toddlers, All Day 2's

ochoal@hpumc.org

214.523.2271

### **BARB WYNN, ASSISTANT DIRECTOR & EVENTS COORDINATOR**

Responsible for T2's, 2's, 3's, 4's, B2K

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214.523.2178

### **PATTI PUCHALA, PROGRAM COORDINATOR**

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### **PAULA MORRIS, RECEPTIONIST & RECORDS**

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214.523.2220

### ADDITIONAL PROGRAM INFORMATION

#### PARENT PORTAL [www.hpumcdayschool.weebly.com](http://www.hpumcdayschool.weebly.com)

- PARENT HANDBOOK
- CURRICULUM GUIDE
- SCHOOL MENU
- SCHOOL CALENDAR
- TEACHER BIOS & FAVORITE THINGS
- CELEBRATION & SPECIALS CLASS INFORMATION
- DIRECTOR'S BLOG AND NEWSLETTER ARCHIVE

#### BRIGHTWHEEL

Download the Brightwheel App for parent engagement and important communications between the classroom and home. Parents will receive an invitation code to access your child's daily feed (live updates) prior to first day of attendance.

#### MY PROCARE [www.myprocare.com](http://www.myprocare.com)

Using your email address on file in the office, login to access your child's record, update emergency contacts, print receipts and annual tax information, and to submit annual registration.