



HPUMC DAY SCHOOL

Application Packet

2016 - 2017

► 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.

PROGRAMS

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 three 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, 2016: 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 the Federal and Church Holidays listed above and one week of Spring Break in March.

► **Age as of September 1, 2016: 22 - 29 months (Transitional Twos)**

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

► **Age as of September 1, 2016: 2 1/2 - 4 years (See pg. 7 for age requirements.)**

Mon./Wed., 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, 2016: 5 years - Bridge to Kindergarten**

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

REGISTRATION TIMELINE 2016-2017 SCHOOL YEAR

Registration deadline for families currently enrolled is December 11, 2015. Placement is guaranteed for children currently in the program ONLY if forms and enrollment fees are returned to the office by this date.

- January 4, 2016** Begin taking reservations for January tours, 214.521.2600
- January 4, 2016** Application materials available online and in the office
- January 6, 2016** Tours begin
- January 22, 2016** Deadline for new applications.
- February 3, 2016** Letters of acceptance or waitlist placement mailed to applicants' families
- February 19, 2016** Deadline for payment of non-refundable enrollment fee for all new families and first semester tuition for half day to hold place for 2016 - 2017 for all (Half Day) families. August 2017 tuition deposit for new all-day children will also be due on this day.

Class placement is made with careful consideration given to the child's learning style, gender balance, teaching style of the teacher, class group dynamics, and emotional-social development. Requests for specific teachers 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.

Enrichment Programs

- Enrichment activities offered at no additional cost include music, physical fitness and Spanish, 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 in Cox Chapel. Each class from age two through five spends time worshiping God through song, prayer, beginning lessons in spiritual formation and Bible stories. Families are welcome to join us, especially once a month for Family Celebration, as we begin to understand how “God loves me and God loves everyone!”

ALL DAY CLASSES TUITION & FEES (SEPTEMBER - AUGUST)

All new students pay a \$100 application fee in addition to the total listed below.

Infants (6 weeks - 10 mos.) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,650 | Annual Total: \$19,800

Toddlers (10 - 23 months) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,545 | Annual Total: \$18,540

Twos (two by September 1, 2016) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,415 | Annual Total: \$16,980

Threes (three by September 1, 2016) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,305 | Annual Total: \$15,660

Fours (four by September 1, 2016) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,165 | Annual Total: \$13,980

► For new children enrolling, the tuition payment for August 2017 is due at time of enrollment.

ALL DAY CLASSES TUITION POLICIES

- All new children joining the program will pay August 2017 tuition at time of enrollment.
- Tuition for all-day classes is due on the first of each month. A \$25 late charge is added after the 10th of the month.
- Tuition checks should be made payable to HPUMC Day School and brought or mailed to the office. Please write your child's name on the memo line. There is a locked grey steel drop box near the front desk for your convenience. Bank drafts are welcome.
- There will be a \$25 charge on all returned checks, payable with cash or a certified check.
- All application, enrollment fees and tuition paid in advance are **non-refundable**.
- No refunds will be made if the school is closed due to unavoidable circumstances such as bad weather, building maintenance issues, or area conflicts.
- Thirty-day written notice is required for a child's withdrawal from the program.

HALF DAY PROGRAM (SEPTEMBER - MAY)

All new students pay a \$100 application fee in addition to the fees listed below.

Transitional Twos (18 - 23 mo. by April 30, 2016) Mon./Wed. or Tues./Thurs. | 8:45 am - 2:00 pm

Enrollment Fee: \$500 | Semester Tuition: \$2,145 | Annual Total: \$4,790

Older Twos (two by April 30, 2016) Mon./Wed./Fri. | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$2,175 | Annual Total: \$4,850

Older Twos (two by April 30, 2016) Tues./Thurs. | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$1,670 | Annual Total: \$3,840

Threes (three by September 1, 2016) Mon./Wed./Fri. | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$2,010 | Annual Total: \$4,520

Threes (three by September 1, 2016) Monday - Friday | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$2,575 | Annual Total: \$5,650

Fours (four by September 1, 2016) Monday - Friday | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$2,625 | Annual Total: \$5,750

Bridge to Kindergarten (five by September 1, 2016) Monday - Friday | 8:45 am - 2:00 pm

Enrollment Fee: \$500 | Semester Tuition: \$3,685 | Annual Total: \$7,870

► 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

HALF DAY PROGRAM TUITION POLICIES

- Tuition for half day program classes is due on February 19, 2016 for fall 2016, and August 1, 2016 for spring 2017.
- A \$25 late charge is added after February 22 and August 1.
- Tuition checks should be made payable to HPUMC Day School and brought or mailed to the Day School office. Please write your child's name and HPUMC Day School on the memo line. There is a locked grey steel drop box near the front desk for your convenience. Bank drafts are welcome.
- There will be a \$25 charge on all returned checks, payable with cash or a certified check.
- All application, enrollment fees and tuition paid in advance are **non-refundable**.
- Should you decide to enroll in 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 \$200 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.
- No refunds will be made if the school is closed due to unavoidable circumstances such as bad weather, building maintenance issues, or area conflicts.
- Thirty-day written notice is required for a child's withdrawal from the program.

2016 - 2017 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 22, 2016	First day of classes for Fall 2016
September 5, 2016	Closed for Labor Day
November 23 - 25, 2016	Closed for Thanksgiving holiday
Dec. 19, 2016 - Jan. 2, 2017	Closed for Christmas holiday
January 3, 2017	Classes resume
January 16, 2017	Closed for Martin Luther King, Jr. observance
February 20, 2017	Closed for in-service training (Presidents' Day)
March 13-17, 2017	Spring break for Half Day classes TBD
April 14, 2017	Closed for Good Friday
April 17, 2017	Closed for Easter Monday
May 19, 2017	Last day of classes for preschool classes
May 29, 2017	Closed for Memorial Day holiday
July 4, 2017	Closed for Independence Day
August 2017	Teacher In-service (2 days) TBD

► In-service training days will be scheduled during the year, and classes will open at 9:00 am 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.

CONTACTS

AMY LAWSON, DIRECTOR OF DAY SCHOOL

lawsona@hpumc.org

214.523.2251

PATTI HILL, OFFICE MANAGER

hillp@hpumc.org

214.521.2600

LISA OCHOA, ASSISTANT DIRECTOR & HEALTH COORDINATOR

Responsible for Infants, Toddlers, All Day 2's

ochoal@hpumc.org

214.523.2271

BARB WYNN, ASSISTANT DIRECTOR & COMMUNICATIONS COORDINATOR

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

wynnb@hpumc.org

214.523.2178

ANDI FANCHER, DIRECTOR OF CHILDREN'S MINISTRIES

fanchera@hpumc.org

214.523.2286

► For a list of our Policies and Procedures, please visit: hpumc.org/day-school

NOTES

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This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



**HIGHLAND PARK
UNITED METHODIST CHURCH**

3300 Mockingbird Lane | Dallas, TX 75205
hpumc.org | 214.521.3111