



HPUMC DAY SCHOOL

Application Packet

2018 - 2019

► 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 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, 2018: 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, 2018: 18 months (Transitional Twos)**

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

➤ **Age as of September 1, 2018: 2 1/2 - 4 years (See pg. 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, 2018: 5 years - Bridge to Kindergarten**

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

➤ **Options Available for Additional Fees**

Early Bird | 7:30 am - 8:45 am

Extended Day | 2:00pm - 6:00 pm

Spring Break

Summer 2018

REGISTRATION TIMELINE 2018-2019 SCHOOL YEAR

Registration deadline for families currently enrolled is December 13, 2017. Placement is guaranteed for children currently in the program ONLY if forms and enrollment fees are returned to the office by this date.

December 2017	Begin taking reservations for January tours, 214.521.2600
January 8, 2018	Application materials available online and in the office
January 10, 2018	Tours begin
January 26, 2018	Deadline for new applications.
February 2018	Letters of acceptance or waitlist placement mailed to applicants' families
February 20, 2018	Deadline for payment of non-refundable enrollment fee for all new families and first semester tuition for half day to hold place for 2018 - 2019 for all (Half Day) families. August 2019 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.
- 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 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 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 CLASSES TUITION & FEES (SEPTEMBER - AUGUST)

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

All classes meet 7:30 am - 6:00 pm.

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

Enrollment Fee: \$500 | Tuition Monthly: \$1,750 | Annual Total: \$21,500

Toddlers (10 - 23 months) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,650 | Annual Total: \$20,300

Twos (two by September 1, 2018) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,510 | Annual Total: \$18,620

Threes (three by September 1, 2018) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,390 | Annual Total: \$17,180

Fours (four by September 1, 2018) Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,250 | Annual Total: \$15,500

Bridge to Kindergarten, Monday - Friday

Enrollment Fee: \$500 | Tuition Monthly: \$1,300 | Annual Total: \$16,100

► For new children enrolling, the tuition payment for August 2019 is due at time of enrollment.

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 2019 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.
- Payment options include cash, check, electronic funds transfer, or credit card. Checks should be made payable to HPUMC Day School. Please write your child's name in the memo line.
- Credit Card payments must be set-up in advance and include a 2.5% increase in tuition for the option to pay by credit card. Contact the Day School Director for more information.
- All families are required to have a default payment method (ACH or Credit Card) on file to be processed if payment is not received within 10 days of the due date.
- There will be a \$25 charge on all returned checks, payable with cash or a certified check.
- 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 \$100 application fee in addition to the fees listed below.

Transitional Twos (18 months by April 30, 2018) Mon./Wed. or Tues./Thurs. | 8:45 am - 2:00 pm

Enrollment Fee: \$500 | Semester Tuition: \$2,275 | Annual Total: \$5,050

Older Twos (two by April 30, 2018) Mon./Wed./Fri. | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$2,325 | Annual Total: \$5,150

Older Twos (two by April 30, 2018) Tues./Thurs. | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$1,775 | Annual Total: \$4,050

Threes (three by September 1, 2018) Mon./Wed./Fri. | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$2,150 | Annual Total: \$4,800

Threes (three by September 1, 2018) Monday - Friday | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$2,750 | Annual Total: \$6,000

Fours (four by September 1, 2018) Monday - Friday | 8:45 - 11:45 am

Enrollment Fee: \$500 | Semester Tuition: \$2,800 | Annual Total: \$6,100

Bridge to Kindergarten (five by September 1, 2018) Monday - Friday | 8:45 am - 2:00 pm

Enrollment Fee: \$500 | Semester Tuition: \$3,900 | Annual Total: \$8,300

► 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 20, 2018 for fall 2018, and August 1, 2018 for spring 2019.
- A \$25 late fee is added after February 20 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.
- Payment options include cash, check, electronic funds transfer, or credit card. Checks should be made payable to HPUMC Day School.
- Credit Card payments must be set-up in advance and include a 2.5% increase in tuition for the option to pay by credit card. Contact the Day School Director for more information.
- There will be a \$25 charge on all returned checks, payable with cash or a certified check.
- 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, 2018, 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 2018, no refunds will be given for any reason.

2018 - 2019 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.

TBD	First day of classes for Fall 2018
September 3, 2018	Closed for Labor Day
November 21 - 23, 2018	Closed for Thanksgiving holiday
TBD	Closed for Christmas holiday
TBD	Classes resume
January 21, 2019	Closed for Martin Luther King, Jr. observance
February 18, 2019	Closed for in-service training (Presidents' Day)
March 2019	Spring break for Half Day classes TBD
April 19, 2019	Closed for Good Friday
April 22, 2019	Closed for Easter Monday
May 17, 2019	Last day of classes for Half Day classes
May 27, 2019	Closed for Memorial Day holiday
July 4 & 5, 2019	Closed for Independence Day
August 2019	Teacher In-service (3 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

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 & 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



**HIGHLAND PARK
UNITED METHODIST CHURCH**

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hpumc.org | 214.521.3111