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Welcome

Welcome to Morris Chapel United Methodist Church Week Day Ministries Programs. The Staff is looking forward to a wonderful and exciting program. We would like to share this booklet of information and policies. Please read it carefully and keep it handy as a reference throughout the year. We look forward to working with each of you and making this a wonderful experience for your child.

WELCOME to Morris Chapel Week Day Ministries!!!!!!

We are so glad you are here!!!

I want to introduce myself, my name is Samantha Wesley (Miss Sam) and I am the Director of Children and Intergenerational Discipleship Ministries. One of things that I am in ministry with the kids is chapel time. We will have chapel Monday thru Thursday and we will learn about Jesus, faith, as well as scripture and how to incorporate all of this into their daily lives at school and home.

I am humbled and blessed to be in ministry at Morris Chapel UMC, but also to be involved with the children and their families that come through the weekday ministry program.

Thanks for sharing your kids with us! Looking forward to another great year as we'll learn and grow with each other and Jesus!

Samantha

Staff

Director- Amy Colona

Assistant Director- Dana Webster

wmdirectormcumc@gmail.com

<http://morrishapel.org/weekday-ministries>

336-595-8101 ext 4 office

336-960-6727 cell

Jessica Beeson- 3's

Emily Flynt- 3's

Hailey Wall - 3's

Andrea Albohn - 4's

Annette Richardson - 4's

Liz Dull- After School, Summer Camp

Janet Ogburn - After School

PROGRAM EXPECTATIONS

Morris Chapel UMC Week Day Ministries, preschool after school and summer camp, strives to help children develop physically, mentally, emotionally, socially and spiritually during a vital period of growth and development. Children are encouraged to help themselves and think for themselves. We strive to help them assume responsibility for their own behavior and to develop inner controls. We encourage independence of thought and creativity. We share with them a sense of accomplishment for a job well done.

We also work to strengthen families by providing support and information. MCUMC Week Day Ministries also desires to reach out into the community to meet the needs of children and their families by inviting them into a fellowship of faith.

Disclaimer: Morris Chapel Week Day Ministries reserves the right to change these policies based on circumstances within any given year.

FINANCIAL POLICIES

By enrolling my student(s) in a Morris Chapel Week Day Ministries Program(s), I understand and agree to the following:

Registration Fee

A \$75 non-refundable registration fee per family is required **annually** and **due at time of enrollment**. If your child is enrolled in preschool or after school, the registration fee is waived for summer camp. If your child begins with summer camp, the registration fee is waived for preschool and/or after school.

Morris Chapel Week Day Ministries reserves the right to not accept a registration renewal for the next year due to payment history and/or behavioral issues.

Tuition

AFTER SCHOOL- \$260 per month (prorated for August and June)

Full days will be \$40 per day. You must sign up and pay one week prior to the date.

SUMMER CAMP- \$160 per week

PRESCHOOL - \$220 per month for 5 days a week

\$200 per month for 3 days a week

\$160 per month for 2 days a week

\$160 per month for Mom's Morning Out

Tuition remains the same regardless of whether the child is sick, out of town or if the program is closed for inclement weather or holidays.

Multiple Children Discount

Parents who have multiple children enrolled will received a 10% discount on the second child and subsequent siblings.

Tuition Payments

Tuition is due the first of each month. Tuition may be paid in cash, by check or by credit card. Tuition becomes past due by the 5th day of the month. A late fee of \$25 will be added to tuition if payment has not been received by the 15th of the month. Failure to make a tuition payment may result in withdrawal of your child from the program.

If your family is experiencing financial difficulty due to extenuating circumstances, please notify the director **immediately and we will make every effort to work with you until the issue is resolved.**

..... *In the event of program closures due to illnesses, power outages, weather and other events, the Weekday Ministries Board will evaluate tuition payments and reimbursements on an event by event basis.*

Insufficient Funds

Should my check be returned for insufficient funds, I agree to pay the amount of the check and a \$25 return check fee within 7-10 days.

Tax Statements

Tax statements are available upon request.

REQUIRED DOCUMENTS

I agree to complete the following (provided at beginning of program):

- Consent to Transport
- Authorization to Pick Up
 - Photo Consent
- Receipt of Handbook Acknowledgement

HOURS

Preschool - 9:00 am – 12:00 pm

Summer Camp - 7:30 am – 5:30 pm

After School - end of school day – 5:30 pm

(teacher workdays and holidays 7:30 am- 5:30 pm)

Students who are picked up late **will be charged** a late fee of \$10 for the first 15 minutes and \$20 for the next 15 minutes.

HEALTH & SICKNESS

We make every effort to keep everyone healthy. Please follow the guidelines and policies below:

All children should be immunized as required by NC public school regulations. We do not permit students in our preschool program that have not been vaccinated.

DO NOT send your child to MCUMC if:

1. He/she has vomited or had diarrhea during the night.
2. If he/she has pink eye.
3. He/she is running a fever. Children should be fever free (without medicine) for 24 hours before returning to school.
4. If he/she has a medically untreated active lice infection.

If a child becomes sick at MCUMC, he/she will be in the Director's office until you are able to pick them up. As a consideration to classmates and staff, please do not give your child medicine to reduce fever and mask symptoms before school.

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 99.5 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit
I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school	Released by my medical provider to return to school.

SNACKS

MCUMC will provide a snack every morning for preschool, every afternoon for after school and a morning and afternoon snack for summer camp. Please make sure your child has breakfast. Lunch should be packed for teacher workdays and holidays for after school and every day for summer camp. We have a refrigerator and a microwave. **NO CANDY OR GUM IS ALLOWED!** Please have your child finish all food/drinks before entering MCUMC.

Please note: We are a PEANUT FREE school! No snacks/foods/beverages with peanuts or peanut butter are allowed!!

WITHDRAWAL

Morris Chapel should be notified in writing 2 weeks prior to withdrawal. It may be emailed to WDMDirectorMCUMC@gmail.com or given to a staff member.

PRESCHOOL POLICIES

Schedule/Holidays/Calendar

The preschool start and end dates will be announced once the WS/FCS calendar has been released. The Week Day Ministries Board reserves the right to change any dates and will provide written notice of such changes.

We follow the WSFCS calendar and are closed on the same work days and holidays.

Parents will be provided a calendar every month with special events, holidays, academic information and scriptures. Each month the preschool and teachers create a newsletter that will be sent home. These highlight what we are learning and the activities we do in the classrooms.

In addition to information sent home in folders, we will email and text important reminders and information. Please be sure your contact information is current.

Book Bags/Folders

Please be sure your child has an extra set of clothes in his/her book bag for emergencies. Please do not send blankets, stuffed animals, toys, cups, pacifiers, etc. in book bags.

The Preschool provides folders for the students. Please send all correspondence to school in this folder. We will send home important information, notes, work sheets and artwork in the folders. **Please check folders daily.** Take a moment to discuss the items with your child and let them tell you about their work! The children work hard and the children are proud of what they've done!

Safety

Preschool begins at 9:00 am and ends at 12:00 pm. Doors are unlocked at 8:55 am for children to enter the building. At 9:10 am, doors will be locked. The doors will be unlocked again at 11:55 am for pick up. Children should be picked up no later than 12:10 pm. **If you need to drop off or pick up when the doors are locked, please go to the door behind the sanctuary (building with the stained glass windows) and ring the doorbell.** A staff member will meet you there.

Drop Off/Pick Up

Arrival and departure are transitional times for children and need to be handled delicately. Your child may cling to you at drop off, please do not interrupt the tears as a sign of personal rejection or the clinging as a sign of dislike for the school or teacher. We can work together to make these difficult times a little easier for you and your child.

If you are walking your child in, please walk them into the classroom or into the custody of a staff member. Be sure to make verbal contact with the staff member to ensure that they know your child is being dropped off. No child should enter through the doors alone, unless we have unloaded them from the vehicle under the awning.

To walk children into their classrooms or walk in to pick up children:

Please park in the lot behind the sanctuary and come in the Week Day Ministries door or the row of parking spaces on Martin Street and come in the back door. Please **DO NOT** park in the front of the church and come through the drop off/pick up line.

If your child is to be picked up by someone different, please notify us in writing. Please be aware that they may be asked to show photo ID. In case of an emergency, please call the office to let us know.

Car Line Drop Off/Pick Up

When dropping off in the morning, please wait until a staff member is able to open the car door and assist your child out of the car. Do not let them out of the car unless a staff member is there to greet them.

At pick up, 3's and 4's will be brought to the front of the church. **You will be provided a name tag to hang from your rear view mirror to assist us in recognizing your vehicle. If you need more than one, please let us know.** Please remain in your car and a staff member will bring your child(ren) to you. Children are expected to remain seated until their name is called. They are expected to hold a staff members hand until they can be safely placed into the vehicle. We will open the door and assist the child into the car. We **WILL NOT** buckle your child(ren) into a car seat, booster seat or seat belt.

2 Year Old Class Drop Off/Pick UP

Parents of students in the 2 year old class should walk them in each morning and walk in to pick them up each afternoon. Please park in the lot behind the sanctuary and come in the WDM door or the row of parking spaces on Martin Street and come in the back door. **Please do not park in the front of the church and walk through the car line.**

Closing/Delays/Snow Days

MCUMC Preschool follows the Winston-Salem/Forsyth County School System schedule. When WSFCS closes for professional days or inclement weather we are closed. When WSFCS is delayed opening 1 or 2 hours, we will open at 10:00am. When hazardous driving conditions develop during school hours, children should be picked up as soon as possible. We will attempt to make up snow days in the same manner the school system does.

Required Documentation

In addition to the Week Day Ministry forms, you will be asked to provide a copy of your child's immunization record.

Program Information Daily

- Chapel (Monday – Thursday)
- Snack (provided)

- Outside or Gym time
- Classroom play time
- Instructional time
- Music (Wednesday)

We also field trips which may include the fire department, the pumpkin patch and the strawberry patch.

Lunch Bunch

Lunch bunch may be available to the 4 year old classes on Wednesday. The cost is \$5.00 per day. Each child may bring their lunch and stay until 1. Each month a signup sheet will be sent home. We ask that you sign you child up and pay before the beginning of each month. This allows us to properly staff and ensure that we have enough children to continue the program.

Discipline Policy

Morris Chapel Preschool is committed to provide a safe environment. Positive behavior is expected of all students.

- Fighting, bullying, disrespect and profanity **WILL NOT** be tolerated. A student may be expelled from Morris Chapel Preschool without prior discipline notice.
 - Students will be immediately dismissed for destruction of church property.
 - Students will be immediately dismissed when they commit an action that puts any student and/or staff member in danger.

Students are expected to follow directions of the adults in charge.

First Discipline Notice

After two verbal warnings to the students (parents will be notified of verbal warnings), parents will receive a written notification that their student has been disruptive with the indication that a long-term change in behavior is expected.

Second Discipline Notice

If no behavior change has been made by the student, a second notice will be sent. The student will be suspended from Morris Chapel for three days.

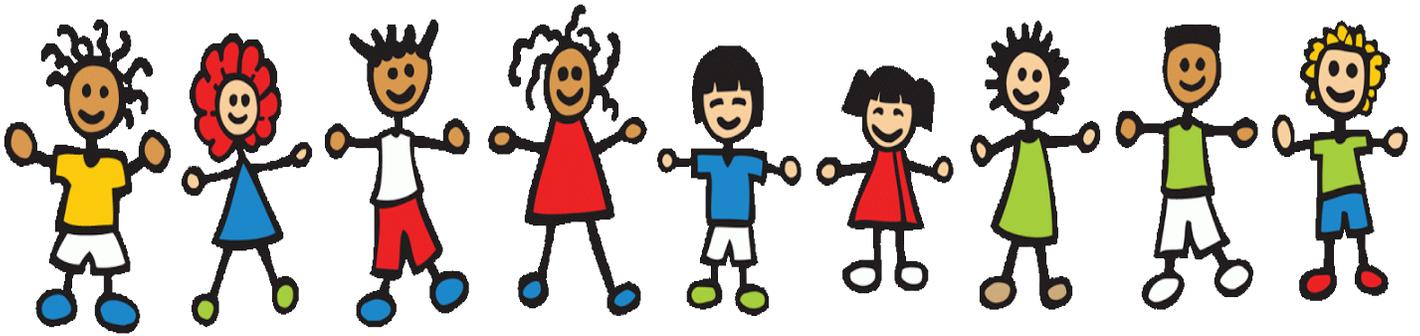
Third Discipline Notice

If the student's behavior does not improve, a third notice will be sent. The student will be suspended from Morris Chapel for five days.

Fourth Discipline Notice

If the student's behavior does not improve, a fourth discipline notice will be sent home, and the student will be permanently removed from Morris Chapel.

No refunds are given for time spent on suspensions from Morris Chapel or if the student is permanently removed.



AFTER SCHOOL POLICIES

Inclement Weather Policy

Morris Chapel After School follows the Winston-Salem/Forsyth County School schedule. When WSFCS is closed for inclement weather, the After School is closed. When WSFCS dismisses early due to weather, parents are to pick up within 2 hours of school dismissal. If weather conditions worsen while children are in after school care, parents will be contacted for pick up with the hour.

A determination will be made by 6:00 am on full days (teacher work days, holidays) and parents will be contacted via text if we will open or close.

Program Information

There will be 30 minutes of quiet time each day. Students may work on homework, read a book or just rest. The staff is available to assist with homework, but will not sign off on any assignments. We will have Chapel Time each day. Other activities include playing in the gym and outside, cooking, crafts and board games. We strive for structure with flexibility.

Discipline Policy

Morris Chapel After School is committed to provide a safe environment. Positive behavior is expected of all students.

- Fighting, bullying, disrespect and profanity **WILL NOT** be tolerated. A student may be expelled from Morris Chapel After School without prior discipline notice.
 - Students will be immediately dismissed for destruction of church property.
 - Students will be immediately dismissed when they commit an action that puts any student and/or staff member in danger.

Students are expected to follow directions of the adults in charge.

First Discipline Notice

After two verbal warnings to the students (parents will be notified of verbal warnings), parents will receive a written notification that their student has been disruptive with the indication that a long-term change in behavior is expected.

Second Discipline Notice

If no behavior change has been made by the student, a second notice will be sent. The student will be suspended from Morris Chapel for three days.

Third Discipline Notice

If the student's behavior does not improve, a third notice will be sent. The student will be suspended from Morris Chapel for five days.

Fourth Discipline Notice

If the student's behavior does not improve, a fourth discipline notice will be sent home, and the student will be permanently removed from Morris Chapel.

No refunds are given for time spent on suspensions from Morris Chapel or if the student is permanently removed.

Absences

If your child does not attend school or leaves school early (because the school cannot inform us of this information), the after school program staff **must** be notified. You may text us at 336-960-6727 and let us know.

Less than Full Time Options

Limited to 10 days per month **MUST BE ENROLLED** and requires at least one week notification (for staffing purposes)

Afternoons only \$20

Teacher Work Days

\$50/day per student



SUMMER CAMP POLICIES

Discipline Policy

Morris Chapel summer camp is committed to provide a safe environment. Positive behavior is expected of all students.

- Fighting and excessive bullying will not be tolerated. A student may be expelled from Morris Chapel summer camp without prior discipline notice.
 - No profanity.
 - No disrespect to the Staff.
- Students will be immediately dismissed for destruction of church property.
- Students will be immediately dismissed when they commit an action that puts any student and/or staff member in danger.

Students are expected to follow directions of the adults in charge.

First Discipline Notice

After two verbal warnings to the students (parents will be notified of verbal warnings), parents will receive a written notification that their student has been disruptive with the indication that a long-term change in behavior is expected.

Second Discipline Notice

If no behavior change has been made by the student, a second notice will be sent. The student will be suspended from Morris Chapel for three days.

Third Discipline Notice

If the student's behavior does not improve, a third notice will be sent. The student will be suspended from Morris Chapel for five days.

Fourth Discipline Notice

If the student's behavior does not improve, a fourth discipline notice will be sent home, and the student will be permanently removed from Morris Chapel.

No refunds are given for time spent on suspensions from Morris Chapel or if the student is permanently removed.

Field Trips

We average 2 field trips per week. Field trips expenses are included in weekly tuition rates. If there are discipline issues, children may not be allowed to attend field trips.

Program Information

Daily

Chapel

Morning and Afternoon Snack (provided)

Outside or Gym time (structured and free play)

Crafts, Group Activities

Board and Card Games

Quiet Time for Reading/Resting

Less Than Full Time Options

The daily rate is \$35 and will be charged for students who do not commit to 5 days each week.



We appreciate you entrusting us with your children. We look forward to our time spent with them, watching them grow and learning about Jesus. If at any time you have any questions or concerns, please do not hesitate to speak with any of our staff.



Updated: May 1, 2018

Love and Bullies

"Jesus makes the call to love quite clear in the Greatest Commandment. "Love the Lord your God with all your heart, and with all your soul, and with all your mind", and Jesus goes on to tell the Pharisees to "love your neighbor as yourself". Seems simple enough, yet we continue to see examples of how it is not quite so simple for so many—even our children.

Bullying goes against the teachings of Jesus Christ, the General Rules of the Methodist Church, and the Golden Rule that is recognized in religions the world over. Today, it is likely that all children experience bullying in one or more ways—as victim, as silent bystander, as victimizer, or as a disciple.

Building healthy relationships is vital to making disciples. Targets of bullying are not the only ones who need support. Children who bully and children who stand by quietly need love and relationship, too. Let us be proactive in showing our children what it means to love one another, and to live as "people worthy of the call" we received from God."¹

"Conduct yourselves with all humility, gentleness, and patience. Accept each other with love, and make every effort to preserve the unity of the Spirit with the peace that ties you together." – Ephesians 4.1-4 *Common English Bible*

Rude vs. Mean vs. Bullying: Defining the differences

Rude=Inadvertently saying or doing something that hurts someone else.

"From kids, rudeness might look more like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone."

Mean=Purposefully saying or doing something to hurt someone once (maybe twice).

"The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger — impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down."

Bullying=Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

"Experts agree that bullying entails three key elements: an intent to harm, a power imbalance and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse — even when targets of bullying show or express their hurt or tell the aggressors to stop."

Bullying may be physical, verbal, relational or carried out via technology:

- **Physical aggression** was once the gold standard of bullying— the "sticks and stones" that made adults in charge stand up and take notice. This kind of bullying includes hitting, punching, kicking, spitting,

¹ Article "Love and Bullies" Discipleship Ministries UMC, November 11, 2016 by Melanie Gordon.

Melanie C. Gordon formerly served Discipleship Ministries, providing training, resources, research, and networking opportunities for leaders and teachers engaged in ministry with children. Melanie holds degrees from Clemson University and Duke Divinity School.

tripping, hair pulling, slamming a child into a locker and a range of other behaviors that involve physical aggression.

- **Verbal aggression** is what our parents used to advise us to “just ignore.” We now know that despite the old adage, words and threats can, indeed, hurt and can even cause profound, lasting harm.
- **Relational aggression** is a form of bullying in which kids use their friendship—or the threat of taking their friendship away—to hurt someone. Social exclusion, shunning, hazing, and rumor spreading are all forms of this pervasive type of bullying that can be especially beguiling and crushing to kids.
- **Cyberbullying** is a specific form of bullying that involves technology. According to Hinduja and Patchin of the Cyberbullying Research Center, it is the “willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.” Notably, the likelihood of repeated harm is especially high with cyberbullying because electronic messages can be accessed by multiple parties, resulting in repeated exposure and repeated harm.

“At the same time, however, I have already begun to see that gratuitous references to bullying are creating a bit of a “little boy who cried wolf” phenomena. In other words, if kids and parents improperly classify rudeness and mean behavior as bullying — whether to simply make conversation or to bring attention to their short-term discomfort — we all run the risk of becoming so sick and tired of hearing the word that this actual life-and-death issue among young people loses its urgency as quickly as it rose to prominence.”

“It is important to distinguish between rude, mean and bullying so that teachers, school administrators, police, youth workers, parents and kids all know what to pay attention to and when to intervene. As we have heard too often in the news, a child’s future may depend on a non-jaded adult’s ability to discern between rudeness at the bus stop and life-altering bullying.”²

“Bullying has been getting a lot of national attention lately. It seems everywhere you turn there are anti-bullying campaigns, ads; even entire months have been devoted to putting an end to bullying. The attention bullying is getting is welcomed as we are trying to teach our children to be kind to one another as well as cognizant and empathic to each other’s feelings. But are we using the bullying term too loosely? Is there a difference between being mean and bullying? You bet there is. Personally, I think we could all agree that bullying is *mean* but being mean doesn’t necessarily mean *bullying*.”

Mean vs. Bullying

“Dealing with mean, rude, or unkind people is a part of life that we all have to learn how to deal with. Bullying, on other hand is a different matter and it needs to be addressed immediately.

When we are mean to someone it’s important to make our wrong right.

It is important that we don’t misuse or loosely use the term or it’ll lose its effect.
Bullying is very serious and we all have a part in ending it.”

There is no excuse for bullying or being mean. If we find that we are at fault of something an apology does go a long way...³

² Signe Whitson is a licensed therapist, national educator on bullying, and author of three books including *Friendship & Other Weapons: Group Activities to Help Young Girls Cope with Bullying*. Article posted in the Huffington Post on 11-26-2012 and updated 9-7-16.

³ Raychelle Cassada Lohmann, M.S., LPC, is the author of *The Anger Workbook for Teens*. In Print: *The Anger Workbook for Teens: Activities to Help You Deal with Anger and Frustration*. The article posted on Psychology Today, November 23, 2012.

PARENT AGREEMENT

I have received the Morris Chapel Week Day Ministries Parent Handbook for the preschool, after school and summer camp programs. I have been given the opportunity to ask questions. I understand the policies and procedures outlined in this handbook. By enrolling my child(ren) in a Morris Chapel Week Day Ministries program, I agree to support the program in its financial and behavior/discipline policies. Morris Chapel Week Day Ministries reserves the unconditional right to take disciplinary action, suspend and /or dismiss any student whose progress, conduct and/or whose parent/guardian's conduct is considered to be unsatisfactory and/or in violation of the mission of our programs.

Parent/Guardian Signature

Date

Student's Name