

**TWICKENHAM
KIDS
PRESCHOOL &
KINDERGARTEN
POLICY
MANUAL**

2021-2022

TWICKENHAM KIDS POLICIES

Twickenham's Early Childhood Ministry began as "Cuddle Care" in 1986. Its purpose was to provide a loving Christian atmosphere for children while allowing mothers a "day out". The program was eventually expanded to a five-day preschool and kindergarten program. The purpose of Twickenham Kids is to develop the whole child by providing experiences which encourage positive educational, physical, emotional, and spiritual growth. Knowledge is learned through experience, so we provide children with a variety of activities at different age levels. We offer age-appropriate curriculum, which includes the ABeka curriculum for 3's, Pre-K, and Kindergarten, Music & Movement, Physical Education, Bible, center time, story time, crafts, and free choice activity time, both inside and outside.

HOURS AVAILABLE

The Twickenham Kids school year runs closely with the Huntsville City School schedule with a few deviations. Our hours of operations during the school year are 8:45 AM until 1:00 PM Monday through Friday; however, these may be adjusted as necessary. We are closed during the summer. Every child in the Ones, Twos, or Threes classes must be enrolled at least two days a week. Children in the Pre-K classes must be enrolled at least three days a week, and the Kindergartners must be enrolled for five days a week.

REGISTRATION

The following is required for registration:

1. Online Registration forms
2. Nonrefundable deposit
3. Copy of Birth Certificate
4. Current Blue Immunization Card
5. Tuition Express Form (with banking or credit card information)

SCHOOL FEES

Registration Fee	\$150 non-refundable (per family)
Two Days a Week	\$130 per month
Three Days a Week	\$150 per month
Four Days a Week	\$170 per month
Five Days a Week	\$190 per month
Kindergarten	\$220 per month
Late Pickup	\$10 (1-15 min.) \$20 (16-30 min.)
Drop-In Day	\$20
Returned Check Fee	\$25
Supply Fee	\$25 Ones-PreK; \$50 kindergarten

KINDERGARTEN REGISTRATION

With the limited availability of space in kindergarten and because we preorder curriculum, the first month's tuition, along with the registration fee, will be due at the time of registration. Both of these fees are **nonrefundable**.

TUITION EXPRESS (TE)

Twickenham Kids uses Tuition Express, which is an efficient and safe way to make child care payments. Payments can be made by electronic fund transfer, online, or via card swipe. Completely automated payments are convenient for parents and ensure tuition payments are always made on-time. **A TE form must be completed and on file for every family, even if a family elects to pay with cash or check. You may access the form [here](#).**

RETURNED CHECK POLICY

Twickenham Kids charges a return check fee of \$25.00 for each returned check or Tuition Express draft that cannot be processed. If two checks/TE drafts are returned within a school year, you will be required to pay in cash or with a money order.

SUPPLY FEE

At the start of each school year, Twickenham Kids charges each student a supply fee for materials to be used in the classroom, such as glue, crayons, playdoh, tissues, etc. Students in the Ones, Twos, Threes, and Pre-K classes are charged \$25 each, and kindergarten students are charged \$50. The supply fee is due in August.

BILLING PROCEDURES

Statements will be sent to each family before the 1st of each month. The statements will reflect monthly tuition and any other miscellaneous charges incurred, for example—late pickup charges, field trips fees, drop-in days.

Tuition is due on the first school day of each month. Tuition Express is used to draft tuition payments. If a family prefers to pay via cash or check, then payments must be made before the first school day of each month.

If a family's payment is not able to be processed and the family does not make an alternate payment by the 10th, the student will be asked to leave Twickenham Kids and his spot will be given to a child on the waiting list, or he will have to re-enroll and pay the re-enrollment fee.

Tuition is billed monthly for the yearly expense (i.e. 2 days a week is \$1300 for the year but can be broken into 10 payments of \$130 per month). Therefore, even if we attend school only 3 weeks in December or May, the monthly tuition is not adjusted.

Twickenham Kids recommends all families use our secure payment method using Tuition Express. The easiest and most efficient method of payment is automatic monthly bank draft (ACH) with Tuition Express. This payment method frees families from having to remember monthly tuition due dates. There is **no fee** for ACH. Credit card payments are also accepted through Tuition Express; however, there is a processing fee for credit cards. Cash and check payments are discouraged; however, families wishing to use these methods of payment still **MUST** have a Tuition Express form on file with the school.

ARRIVAL AND PICK UP (procedures and times subject to change)

Between 8:45 am and 9:15 AM, members of our staff will help your child from the car to the building. We encourage you to use the drop-off service. It helps children feel more independent and self-assured. After dropping off your child, please stay in line during drop-off and do not pull around cars stopped in front of you since students sometimes exit from both sides of vehicles. Pick-up is 12:45-1:00 PM. You need to park in the parking lot and walk in to sign out your child. **Please make sure you sign your child out before leaving with him/her.**

AUTHORIZED PICK-UP

Children may only be picked up by people whose names are on the registration application. If you want someone whose name is not on the list to pick up your child, the director and child's teacher will need to be informed in writing. **An I.D. will be required to pick up the child.**

NEVER PARK IN THE DRIVEWAYS

Please park in the parking lot. Leaving your car in the driveways during pick up and drop off times inconveniences others and makes it dangerous for our students and teachers.

LATE PICK-UP (times subject to change)

Pick-up time is 12:45 to 1:00 PM. If you are 1-15 minutes late, you will be charged a \$10 late fee. If you are 16-30 minutes late, you will be charged a \$20 late fee. The late pickup fee is to be viewed as a deterrent, not as a service provided by Twickenham Kids.

ABSENCES

No reduced rates will be given for illness, vacation, or holidays. Monthly tuition is non-refundable. There will be no makeup days or switching days for student absences.

DROP-IN DAYS

If you have an occasional need for your child to attend school on a day other than his/her scheduled day, you may check with your child's teacher to see if a spot is available for your child to "drop-in" on a particular day. Drop-in days MUST be arranged ahead of time with your child's teacher, and parents must also notify the director of any planned drop-in days. The fee for a drop-in is \$20 a day.

SCHOOL CLOSINGS AND TORNADO WARNINGS

In the event of school closing, Twickenham Kids will follow the Huntsville City School System's closing schedule. If they are closed, we are closed. If they dismiss early, we dismiss a half hour earlier than they do. If they delay their opening time, we will also delay our opening time.

When tornado or thunderstorm warnings occur during school hours, the children will be taken to the church offices (which are partially underground) and remain there with the teachers until an all-clear is given.

LOST AND FOUND

Please check with us as soon as you realize something is missing. Lost and found items are placed in a basket in the Director's office. **PLEASE LABEL ALL CLOTHING, LUNCHBOXES, SIPPY CUPS, DIAPER BAGS, CONTAINERS, ETC.** We are not responsible for lost items.

CLOTHING AND OTHER PERSONAL ITEMS

Children in diapers must have snaps in their clothing if it is a one-piece outfit. Also, children in diapers must have clothing that does not require the removal of shoes in order to change diapers.

All children that are potty-trained must be dressed in clothing items that they can easily remove. If belts or overalls are worn, the child must be able to get them on and off by his/her self. We encourage independence as much as possible.

We use paint and glue, go outside, etc., so your child's clothing may get dirty. Please dress them accordingly. We ask that all children wear tennis shoes. **No** flip flops, crocs, or cowboy boots, please. We ask that all children have a seasonal appropriate change of clothes in their backpacks in case of spills, accidents, etc.

PLEASE LABEL your child's backpack, lunchbox, cup, coat, etc. on the outside so that it can be identified by the teacher and child.

TOYS AND SECURITY ITEMS

Toys are to be left at home or in the car. Security items (stuffed animals, blankets, etc) will be dealt with on an individual basis. Our day is planned with many activities and the toy is soon forgotten about and often lost. Some classes do have show and tell days in which the child is allowed to bring one item from home. However, **NO TOY WEAPONS**, such as guns, swords, etc. are ever allowed at school. Show and Tell items must be able to fit into the child's backpack.

LUNCH (subject to change)

We ask you make a simple lunch for your child including a drink that is either in or somehow attached to your child's lunchbox. Please do not send carbonated beverages. We suggest that children bring their drink in a container with a spout or straw. This prevents spills and allows the child to be more independent. We teach our children to throw away their own trash, so occasionally a plastic container, lid, or ice pack may find its way into the trash can. We will do our best to try and keep this from happening. Because we strive to teach the children about good nutrition, teachers will encourage children to eat "growing food" first, so send only small amounts of sweets/desserts. Please do not send glass containers or food that needs to be refrigerated or heated.

BIRTHDAY PARTIES

We do not pass out birthday invitations at school. You may send cookies, cupcakes, doughnuts, etc. on your child's birthday; however, please discuss it with your child's teacher first.

ILLNESS

If your child becomes ill at school, we will call you immediately. Arrangements must be made to pick up your child as soon as possible. **When your child has been ill, he/she MUST be free from ANY vomiting, diarrhea, skin rash, and/or fever without the help of medication for 24 hours before returning to school.**

If your child has a contagious illness, please notify us of the illness. This courtesy keeps us informed about anything contagious to which the other children might be exposed. We do not administer medication.

POTTY-TRAINING

Students in the Threes, Pre-K, and Kindergarten classes must be fully potty-trained to attend. Teachers take the students on regular bathroom breaks; however, a potty-trained child needs to be able to tell a teacher if he/she needs to use the restroom any additional times. We understand that at the beginning of school, the new school routine may lead to some occasional accidents, so teachers will be more lenient and understanding about bathroom accidents during the first month of school. However, after the first month, students are expected to be accident-free at least 90% of the time. Students who have accidents more than 10% of the time will not be able to come back to school for at least 2 weeks while they focus on mastering potty-training at home. After the 2 weeks, students may return to school if they are able to be free of bathroom accidents at least 90% of the time. If not, parents have the option of either withdrawing the child or keeping him/her enrolled but at home to continue working on potty-training. The student may return when he/she can successfully stay accident-free at school.

DISCIPLINE

Our goal at Twickenham Kids is to assist your child in developing self-control and assuming responsibility for his or her own actions. We use explanations of why behavior was inappropriate, redirection, time-outs, and loss of privileges as our forms of punishment. We use rewards and other incentives as positive reinforcement of good behavior.

It is our policy at Twickenham Kids to not tolerate any physical or verbal abuse from a child towards a teacher or another child. This includes: biting, hitting, spitting, kicking, or verbally abusive language.

If a child's behavior becomes continuously disruptive in the classroom or repeatedly harmful to others, we will meet with the parents of the child to discuss a course of action. Potential actions could include: a call to parents to pick child up for the day, a 1-2 week suspension, or immediate dismissal from Twickenham Kids. Ultimately, the Director has the final say on what action will be taken.

REGISTRATION REQUIREMENTS

Students in the Ones, Twos, and Threes Classes must enroll for at least 2 days a week, and Pre-K students must register for at least 3 days a week. Kindergartners attend 5 days a week.

All students must be able to walk and self-feed, and Threes, Pre-K, and Kindergarten students must be potty-trained.

Within 30 days of starting school, each student must have on file with the director a copy of his/her birth certificate and a CURRENT Certificate of Immunization (blue card) or Certificate of Religious/Medical Exemption approved by the Alabama Department of Public Health. Any student who does not have both forms on file within 30 days of starting school will not be allowed to return until the appropriate documentation has been submitted. At the start of school, a completed Tuition Express form must also be on file for each family.