4200 Cary Street Road, Richmond, Virginia 23221
(804)359-4600

POLICY BOOK

Updated 8/24

The Reveille Weekday School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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REVEILLE WEEKDAY SCHOOL

Reveille United Methodist Church is located at 4200 Cary Street Road in Richmond, Virginia. Reveille United Methodist Church has been ministering to young families through the Reveille Weekday School since 1966. The school is VA Quality rated and licensed by the Virginia Department of Education; Reveille Weekday School serves children ages 12 months through Junior Kindergarten.

Reveille Weekday School is a faith-based program, though admissions decisions are made without regard to a child's religious affiliation. We value each student's unique characteristics, talents and abilities and believe that a diverse student population enhances each classroom and the entire school community. Because Reveille Weekday School is a ministry of Reveille United Methodist Church, preference for new applications is given first to children of Reveille members followed by siblings of existing Reveille Weekday School children until the end of December, at which time applications are accepted in the order in which they are received.

PART I. STATEMENT OF MISSION

A. Preschool Classes

The mission of the Preschool Classes is to provide early care and education in a warm, caring environment where the child's intellectual, spiritual, emotional, social, and physical growth is fostered.

The school provides opportunities for each child:

to develop his or her unique talents and abilities

to develop a positive self-image

to grow in independence

to learn to give, share and receive affection

to develop self-control and discipline

to learn good health practices

to learn non-sexist, non-racist human roles

to begin to understand the physical world

The program is designed to achieve the following learning outcomes:

to stimulate curiosity, creativity, and a desire to learn

to learn how to interact positively with peers and adults, individually and in groups

to foster the development of language, through both listening and speaking

to develop gross and fine motor skills

The school staff seek to exemplify God's love by providing care and by showing respect for each child as a unique and valued person.

B. Toddler Classes

The Toddler Classes provide a nurturing ministry to toddlers.

The goals of the Toddler Classes are:

to maintain and celebrate the positive, spontaneous energy and activity of toddlers

to provide an extended family situation where small children may experience God's love in a nurturing environment with adults other than their parents

to provide parents with opportunities to participate in the program and to observe their own children as they relate to other children and adults

to promote each child's growth in independence, self-expression, and self-discipline

to provide opportunities for children to develop positive relationships with their peers

to provide an environment and activities to cultivate the child's natural desire to learn

PART II. ADMINISTRATION

A. General Administration

The Weekday School is an integral part of the education ministry of Reveille under the direction of the Weekday Programs Board. The school is directly supervised by the Weekday School Director who is a member of the Reveille professional staff.

The Director is employed by the Reveille Weekday Programs Board, in consultation with the Reveille Staff-Parish Relations Committee, and is responsible for the operation and management of the school.

B. Weekday Programs Board

The Lay Leadership shall delegate responsibility for the administration of the school to the Weekday Programs Board. The Board shall be chaired by a member of Reveille and shall include the following members:

Director of Children's Ministry	Director of Weekday School
Advisory Committee Chair	Administrative Assistant Weekday School
Secretary/PAC Co-Chair	One At-Large Member from the Reveille congregation

The Board Chair and the At-Large Member shall be approved by the Lay Leadership. The other board members are appointed by virtue of their offices.

The Board shall meet every other month during the school year to set policies and to provide fiscal oversight for the Weekday School.

A personnel subcommittee of the Board shall have a representative from the board who will assist the Director with personnel matters, including interviewing and hiring new staff members and receiving any personnel grievances.

A finance subcommittee of the Board shall have a representative from the board who will assist the Director in planning the budget and salary scale. This subcommittee will also review student applications for financial aid and scholarships.

C. Advisory Committees

The Weekday School shall have an advisory committee that meets monthly during the school year to assist the Director in the following ways:

to provide for programs-related communication among parents, staff, and Director

to make suggestions for program improvement

to plan for special school activities

The Advisory Committee Chair shall be a Reveille member and shall serve a one-year term. A Secretary/PAC Co-Chair shall be appointed from among the committee members to serve at each meeting. Members of the committee shall include classroom representatives, a staff representative, and the Director of the Weekday School.

Reveille Weekday School Fundraising Policy

Reveille Weekday School (RWS) is a ministry of Reveille United Methodist Church (RUMC). The school is located on the RUMC campus in the education wing, as such, the school abides by the building use policy of the church. The school does not hold on-site fundraisers by for-profit businesses per the church building policy. As a general rule, the weekday school does not hold on-site fundraising events by non-profit businesses.

If a business would like to donate to RWS for events held off-site, the school will accept these donations. Any administrative burdens associated with such events including advertising will be managed by the business or by the individual wishing to make the donation to the school.

Reveille Weekday School is a 501.C non-profit. Two times during the year the school has spirit nights which are sponsored by the Parent Advisory Committee (PAC). The primary goal of these events is to build community amongst the families of RWS. Events are always held offsite, and the administrative duties associated with them are handled by a chairperson from the Parent

Advisory Committee. The business where the event is held will issue a check to RWS for any money being donated to the school.

In addition to the Spirit Nights, the school receives donations from two bake sales that are held during the year at Fall and Spring school-wide family fellowship events. Both events are managed by parent volunteers from the PAC.

D. State Licensure/Quality Rating & Improvement

Reveille Weekday School is licensed by the Commonwealth of Virginia under Virginia regulation 615-23-02, "Minimum Standards for Licensed Child Care Centers". The licensure requirements with which the Weekday School complies shall be kept on file in the school office.

Reveille Weekday School is participating in VQB5 which is Virginia's new quality improvement system for early childhood care and education. This means our program has committed to increasing the quality of the care we provide children and families. All classroom staff will receive classroom observations of student-teacher interactions twice per school year and will receive feedback, coaching, and related training.

The school is a member of the Richmond Early Childhood Association (RECA) and the corresponding state (VAAEYC) and national (NAEYC) organizations.

E. Definitions

"Contract employee" means an individual who enters into an agreement to provide specialized services for a specified period of time.

"Developmentally appropriate" means a philosophy which applies a knowledge of child development to the curriculum, the environment, adult-child interactions, and staff-parent interactions, and which recognizes the age span of the children within the group, as well as the needs of the individual child.

"Enrollment" means the actual attendance of a child as a member of the center.

"Fall zone" means the area underneath and surrounding equipment that requires a resilient surface. It shall encompass sufficient area to include the child's trajectory in the event of a fall while the equipment is in use.

"Programmatic experience in the group care of children" means time spent working directly with children in a group, in a child care situation which is located away from the child's home.

"Program leader" or "child care supervisor" means the individual designated to be responsible for the direct supervision of children and for implementation of the activities and services for a group of children.

"Volunteers" means persons who come to the center less than once a week and are not counted toward the required number of staff.

PART III. PROGRAMS

A. Early Morning Drop-Off

The Weekday School offers an early morning program for children in the preschool. It is available Monday through Friday beginning at 8:00 a.m. Families may register for this program before school begins. Families may sign a contract for a specific number of days. Emails and messages received after office hours will be handled the following business day. The tuition will be set up in the fall.

B. Weekday School

The Weekday School offers a toddler program for children ages 12 months to 30 months. Children arrive at 8:50 a.m. and are dismissed no later than 11:45. The Preschool is open to children 2 ½ by September 1st. Children arrive at 8:50 am and are dismissed between 11:50 and 12:15.

C. Lunch Bunch

The Weekday School offers an afternoon program to children who are enrolled in preschool classes. Students participating in lunch bunch must be potty trained. Students participating in lunch bunch are to be picked up no later than 2:00pm.

PART IV. ENROLLMENT AND WITHDRAWAL POLICIES

A. Enrollment Eligibility

***Reveille Weekday School enrolls children based on sibling status, church membership, and date of the original application and not on gender, race, national origin, or religious affiliation.

Enrollment priority for the following school year shall be granted to re-enrolling children. Priority for new applications will be given to children of Reveille Church members first, and to siblings of existing Reveille School children until the end of December. After this time, applications shall be accepted in the order received.

The Preschool Classes shall be open to children who are 2 1/2 years of age by Sept. 1st of the current school year enrolled, through their enrollment in kindergarten.

The Toddler Classes shall be open to children who are twelve months of age by September 1 by the first day of school for the current school year enrolled, through their enrollment in a Preschool Class.

B. Class Assignments

Preschool Classes. The children shall be organized into classes by the Director each year after registrations are completed.

The maximum class enrollments, class schedules, and age ranges shall be as follows:

Class Schedule	Age Range (by Sept 1st)	Maximum Class Size
Three days	2 ½ years	12
Four days	2 ½ years to 4 years	14
Five days	2 1/2 years to kindergarten entry	16

The Director shall consider the following variables in making class assignments:

Strengths and needs of each individual child (based on teacher/parent input, observations, and ongoing assessment)

Age of child

Maximum class size and age-range by class

Recommendation of professional specialists

Toddler Classes. The children shall be organized into classes by the Director each year after registrations are completed. The maximum enrollments, class schedules, and approximate age-ranges shall be as follows:

Class Schedule	Age Range (at first day of school)	Maximum Class Size
Two days	12 months	10
Three days	18-30 months	12

C. Enrollment Procedures

Enrollment of a child in the Weekday School shall be accomplished in the following steps:

Admission Information. Information on the following is available on the school website and/or in our Policy manual:

tuition and fees	admission and withdrawal policies & procedures
guidance / discipline policies	health requirements
administration and enrollment	curriculum
holidays	role of parents / participation opportunities
food policies	family support resources
parent / teacher conferences	medical administration
emergency preparedness plan	illness policy

Tours. Tours of the school are conducted once a month beginning in October through May. The purpose of the visit is to introduce the parent and child to the school and to exchange information pertinent to the child's enrollment. Such observation or conference visits shall be scheduled by the parent in advance.

Application. The application form provides vital information about the child and parents and designates the number of days desired. The current application fee shall accompany the application. Application fees are non-refundable.

For the purpose of issuing contracts, applications shall be dated as received by the school. Enrollment priority for the following school year shall be granted to children enrolled at Reveille School, children of Reveille members, and to siblings of existing Reveille School children until the end of December. After this time, applications shall be accepted in the order received.

Contract. Contracts for the following school year shall be issued in January to applicants eligible for admission. The Annual Registration and Advance Tuition Fees shall accompany the returned contract. Receipt of the signed contract and fees in the Weekday School office by the deadline date shall be required for enrollment. Parents shall be notified of acceptance. Any parent(s) waiting on a Kindergarten decision for the following school year, must return a signed contract along with the non-refundable deposit to secure a spot for their child at the Weekday School.

Waiting List. After contracts have been issued for the maximum enrollment in each class, additional applications shall be placed on the waiting list. Contracts shall be issued to waiting parents in the order of application dates, as spaces become available.

D. Enrollment and Tuition Fees

Application Fee. The Application Fee shall be established by the Weekday Programs Board each year and shall accompany each new student application. The Application Fee shall be non-refundable.

Registration Fee. The Annual Registration Fee shall be established annually by the Weekday Programs Board and shall accompany each signed contract. The Registration Fee shall be non-refundable.

Tuition Fees. Tuition Fees shall be established annually by the Weekday Programs Board. A portion of the established tuition fee shall be identified each year as Advance Tuition. The Advance Tuition Fee shall accompany the signed contract and is non-refundable. The Advance Tuition Fee shall be subtracted from the Annual Tuition Fee. Tuition fees for children entering late shall be reduced proportionately.

Tuition Installments. The remaining tuition fees shall be due and payable in two equal installments, the first by May 10 and the second by November 10.

E. Other Enrollment Forms

Birth Certificate: All children are required to have documentation on file that the school has seen an original birth certificate prior to enrollment.

Health Records. The School Entrance Physical Examination and Immunization Certificate required by the State of Virginia for enrollment in school shall be completed for each new child and returned before the start date of school.

Emergency Form. The School Emergency Form shall be completed at the time of a child's admission and shall include the following information:

- name, telephone number, and email address of two persons to be notified in case of emergency
- name and telephone number of child's physician/emergency care source
- transportation
- identification of child's health problems, if any
- parent's permission to secure emergency aid for the child, if needed

F. Parent Orientation/ Open House

Each fall, the school holds a Parent Orientation before school begins. Parents have the opportunity to attend a general meeting where the Director introduces the staff and covers key points of what to expect during the school year. During this time, the director will provide an overview of the program and describe best practices in early childhood.

During the same week, parents and their child are invited to their child's classroom for an Open House. The teacher familiarizes them with the classroom and the daily routine. He/she will review the contents of the parent folder which includes the following:

- Personal greeting from teachers
- Policy Book (located on Weekday School website)
- Daily Schedule
- Directory
- Parent Signature Form
- Carpool Guidelines (number)
- Toddler Handbook (Toddler)

- Library Sign-Out permission
- Snack Policy
- Afternoon Enrichment information
- Curriculum (located on Weekday School website)

At this time, children will have the opportunity to become familiar with the classroom and materials. The teachers will give examples of activities, explain specific details regarding goals and objectives for the class and discuss ongoing observations and assessments. Parents will have the opportunity to ask questions and talk to their child's teachers.

If a family does not speak English, Reveille will provide an interpreter during the admission and orientation period. This service will continue during the remainder of the year during parent-teacher conferences and/or other times deemed necessary by the director, teacher or family.

Toddler children will have a shortened day during the first week of school to ease them into the schedule.

G. Withdrawal and Refunds

Parent Withdrawal. Children may be withdrawn for the next school year by submitting written notice to the Director prior to June 1, without payment of the remaining tuition fees. If a child is withdrawn between June 1 and the first day of school, the balance of the tuition fee for the first semester shall be due and payable.

The second tuition installment shall be waived for a child officially withdrawn for the second semester through a written notice from the parent to the Director before November 10.

Director Withdrawal Request. The Director shall request the withdrawal of a child for the failure of parents to comply with school policies and procedures, for excessive, arbitrary absences, or for the consistent failure of a child to adapt to the group life of the School. This request must be submitted in writing and shall be given to the parents 10 days prior to the child's last day. Should a child's withdrawal be requested, any unused tuition fees shall be returned, and the parents shall be informed of the reason(s) for the request.

H. Grievance Procedure

In the event that a family has a grievance, they are asked to: arrange a time to come into the classroom and discuss the problem with the classroom teacher (if it concerns the child or the teacher). If unsatisfied, the parent is asked to call the office and set up an appointment with the Director or Administrative Assistant.

If they are unable to come to a solution, the grievance is to be brought before the Weekday Programs Board. The Chair of the Board will respond to the parent after the Board arrives at a solution.

I. Children's Records

The school shall maintain separate records for each child in the office. The records shall include the following information:

- name, nickname, sex, and birth date
- name, home address, and telephone number for each parent who has custody
- employer, address, and telephone number of each parent who has custody
- name and telephone number of the child's physician
- name and telephone number of the designated person to call in an emergency, if the parent cannot be reached
- names of persons authorized to pick up the child, as well as those not permitted to pick up the child
- application for admission
- health record including immunization record
- physician’s statement of health and ability to participate in group care
- child's progress reports used in parent/teacher conferences
- parent's permission to release information, if applicable
- withdrawal date
- name of school or facility entered upon withdrawal, if applicable
- Individual Educational Plan (IEP), if applicable

A record of student attendance shall be maintained in each classroom for the school year.

PART V. CHILDREN'S HEALTH CARE

A. Immunizations

Safety and public health are priorities for RWS. The vaccination of all students is essential to maintain a safe environment and decrease the risk of transmission of preventable illnesses. Given the premium placed on maintaining health, along with the need to protect all students attending RWS, all children must be immunized in accordance with the guidelines detailed in the Commonwealth of Virginia's School Entrance Health Form while attending RWS.

Reveille does not recognize religious exemptions.

Any medical exemptions will be handled on a case by case basis. RWS will consult with the child's health care provider as necessary to understand the request and the basis for the medical exemption, and will consider the request with the advice and guidance of medical experts.

Part II of the Commonwealth of Virginia's School Entrance Health Form (entitled "Certificate of Immunization") shall be submitted prior to the start date of school. Children will not be allowed to attend school until a completed form is on file in the RWS office.

The Certification of Immunization Form shall be obtained once each year following admission.

B. Physical Examination

Each child shall have a physical examination within twelve months prior to admission to RWS.

Part III of the Commonwealth of Virginia's School Entrance Health Form (entitled "Comprehensive Physical Examination Report") shall be submitted prior to the start date of school. Children will not be permitted to attend school until a completed form is on file in the RWS office.

The Health Information Form shall be obtained once each year following admission.

C. Medication

The school staff shall not administer prescription or non-prescription drugs to a child. Exception to this policy must be approved by the Director. In the case of an emergency exception, medication will only be administered by a teacher or administrator who has successfully completed the MAT training. Staff of Reveille Weekday School will never administer the initial dose of a medication.

In the event that medication is necessary, the following procedures will be followed:

- Parents provide written instructions that include the medication name, dosage, time and date to be given on the MAT form
- Instructions are consistent with labeling on the medication
- All medications are stored in the original container and bear the full name of the child
- Documentation is kept that shows the name, amount, time given and name of person administering the medication.
- Medication is stored in a locked cabinet and is inaccessible to children.
- Medication has not expired.

D. Illness and Communicable Disease

Reveille Weekday School Illness Policy *(Updated 8/24)*

**This policy is subject to change as per guidance provided by CDC, VDH, or VDOE.*

Staff members shall observe each child daily for signs and symptoms of illness. If a child shows symptoms of illness or communicable disease, the office staff shall make arrangements for the parent or designated emergency person to pick up the child as soon as possible. Such children shall remain in the office or a supervised quiet area until leaving the school. Teachers are required to document all illnesses. Written documentation will include a description of the illness, actions by the staff and method of notification of parents.

When a child has been exposed to a communicable disease at school, the Weekday School will notify each family in the classroom in writing.

If your child exhibits any symptoms (fever of 100 degrees or higher, cough, congestion/runny nose, fatigue, shortness of breath, head/body aches, chills, sore throat, nausea/vomiting, persistent diarrhea, etc.), regardless of vaccination status, your child should not attend school, begin to isolate at home, and undergo testing as recommended by your child's pediatrician. The day symptoms begin should be counted as Day 0.

To return to school, your child must be symptom-free for 24 hours without the use of medication.

Children who attend school shall be considered able to go to the playground. The school staff shall not provide indoor care for a child while the class goes to the playground.

The parent(s)/guardians agree to inform the center within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable

communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must be reported immediately.

OTHER REMINDERS

· If a parent needs to enter the facility, you must not be experiencing any signs of illness and sanitize your hands before entering. There is a sanitizing station at the main entrance.
· Children will be required to wash their hands using the CDC-recommended hand washing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
· In accordance with the Virginia Department of Health guidelines, at-home and rapid tests are permissible.
· Parents are responsible for purchasing and administering the tests.
· If your child or any family member is showing symptoms related to Covid-19, your child should be kept home until the symptomatic person is tested.
· Families are able to make choices about masking that best meets the needs of their children. Masks are optional for teachers, staff, and visitors to Reveille Weekday School (Effective 3/14/22).
· However, according to the CDC (Centers for Disease Control and Prevention), when the community spread level is in the HIGH range, masking indoors is recommended for children over the age of 2 as part of a layered approach to preventing the spread of Covid-19. **At all levels (Low, Medium, and High), people can wear a mask based on personal preference, informed by personal level of risk. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask. The following website provides updated information on Community Level Spread:**
https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html#county-check**.**
· Questions regarding vaccinations and/or boosters for your child should be directed to your child's pediatrician.
· Please share a copy of your child's COVID-19 vaccination card with us so we may attach it to your child's health record.

RISK

While present in the facility each day, your child will be in contact with children, families, and employees who are also at risk of community exposure. No list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to Covid-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. You play a

crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

It's important for families to be vigilant and to self-report any contact with patients that tested positive.

E. Drinking Water

Drinking water shall be available to children and staff at all times. Individual drinking cups shall be available in the classroom for morning snack time if needed. Cups shall be used once and discarded, unless a cup is provided by the family and is sent home each day.

F. Children's Clothing

- Clothing to be removed at school and backpacks shall be clearly labeled with the child's name.
- Children should wear rain gear on rainy days for protection to and from the carpool.
- Children should wear leg coverings, head coverings, winter coats and mittens during winter weather, since playground time is scheduled daily except on severe weather days.
- If a child's clothing becomes wet or soiled, it shall be changed immediately. Each parent shall send a change of clothing in the child's backpack.
- Security items for toddlers should be clearly labeled and brought with the child.
- Toddlers and Pre-School children may bring their special "cuddly," but toys shall not be brought, except on "Show-and-Tell" day. Weapons, war toys and action figures designed for television shows or movies which could be construed as violent in nature shall not be acceptable for "Show--and--Tell," nor shall they be brought to school. Cubbies are provided in the Toddler classes for their personal belongings. Children in most of the Preschool classes will have their own cubby, otherwise a hook available in the closet for their backpacks and coats.
- Teachers shall not be responsible for children's personal belongings left in the room. Such items shall be kept in the office for retrieval.

G. Hand Washing

Children's hands shall be washed with antibacterial soap and warm, running water upon arrival, prior and after snack time, prior to water play and after toileting. Single-use paper

towels will be provided for drying off hands and turning off faucets. Hand-washing will be closely supervised by the teacher.

PART VI. CLASSROOM PROCEDURES

A. Preschool Classroom Activities

Preschool Classes shall be scheduled from 9:00 a.m. to 12:00 noon. The daily program shall provide experiences which promote:

- physical and mental growth
- the age-appropriate development of gross and fine motor skills
- the development of language skills, cognitive skills, and social skills
- the development of a positive self- concept and curiosity
-
- Learning activities shall be appropriate for the age and development levels of the children in each class.
- Learning activities and materials shall be appropriate for a combination of group and individual settings, and for a mixture of active and quiet involvement.
- The following activities and materials shall be scheduled singly or in combination on a daily basis, as appropriate to the child's age and development:
    - Creative expression activities through such experiences as painting, drawing, cutting with scissors, using paste, clay, finger paint, socio-dramatic play with dolls, puppets, felt boards and collage materials
    - Language and communication activities through group discussion, book and story reading, “show--and-tell," story-telling, dictation
    - Sensory experiences and nature exploration activities by observation and discussion of plants, leaves, seasons and weather, caring for fish and small animals, nature studies, stimulation of the senses
    - Manipulative and perceptual activities through building with blocks, dowels, or interlocking logs, playing with nesting and stacking toys, use of geometric shapes, working puzzles
    - Social living activities through play with child-size household items, dress-up clothes, zoo and farm animals, puppets, play stores and offices
    - Fine- motor activities such as manipulation beads, mosaics, spools, lacing boards, dominoes, modeling clay, cutting, and coloring
    - Gross- motor activities such as climbing, balancing, hopscotch, bean bags and balls, relay races, active games and exercises
    - Outdoor playground activities, weather permitting. Outdoor activities may be omitted when a field trip is scheduled

- Indoor physical exercise shall be provided, if possible, during inclement weather, utilizing the church social hall or special purpose rooms. Use of these spaces shall be arranged in the office

A copy of the Reveille Weekday School curriculum shall be accessible to families on the Reveille Weekday School website at reveilleweekday.com

Rhythm and Music. A classroom period shall be scheduled for group musical activities such as listening or singing along with records/tapes/CDs, or the music teacher's accompaniment; using rhythm instruments; and preparing to share what they have learned on special holiday occasions.

Children's Library. A classroom period shall be scheduled for activities in the Reveille children's library, including checking out and returning a book, listening to story reading, and group discussion.

Field Trips. Class field trips to parks, museums, zoos, and theaters are scheduled from time to time. Written permission from the parent authorizing the child's participation in each field trip shall be on file in the office prior to the trip. The lead teacher shall be responsible for securing the permission. Parents transport their own children to the field trip destination. They will plan to stay with the child and take them home following the program. First aid supplies (carried by the teacher) will be taken on each trip.

B. Toddler Classroom Activities

- The school day for Toddlers shall be scheduled from 8:50 a.m. to 11:45 a.m. The daily program shall provide experiences which promote the achievement of the program goals.
- Learning activities shall be appropriate for the ages and developmental levels of the children in each class.
- Learning activities and materials shall be appropriate for a combination of group and individual settings and for a mixture of active and quiet involvement.
- The following activities shall be scheduled singly or in combination on a daily basis as appropriate to the child's age and development:
    - Creative expression activities through such experiences as simple painting, and using paste or finger paints

- Language and perceptual activities through building with blocks, playing with nesting and stacking toys, and completing puzzles
- Social living activities through play with others
- Using containers and toys in the sandbox. Outdoor playground activities, weather permitting (in case of inclement weather, a period for indoor physical exercise shall be scheduled)

The two and three-day a week toddlers will have music once during the week.

The teacher shall build activities around the STREAMin3' curriculum and is in alignment with the Virginia Early Learning Development Standards (ELDS).

C. Documentation of Progress and Assessment

Teachers will conduct on-going observations of each child's development in the natural classroom setting. Observations are made of all areas of development: physical, cognitive, language, social, and emotional. These observations will be used in conjunction with screening tools, as well as formal and informal assessments to document progress as well as to guide and evaluate instruction. Assessments are age-appropriate and based on developmental norms. All information is kept strictly confidential. If teachers request that a consultant and/or specialist observe a child, written permission will be obtained from the parent in advance.

D. Attendance Policies

Absences. Absences for reasons other than illness shall be discouraged. A record of attendance shall be maintained for each class. Parents can call the office if their child will not be in school so that the teacher can be notified

Early Dismissal. Written notification with a date and full signature from the parent or guardian or the personal presence of the parent shall be required for early dismissal of a child. Notification shall include requested dismissal time and identification of the person who will pick up the child. The adult must sign the child out in the office and the office staff will go to the classroom to get the child.

Late Arrival. Children who arrive late are asked to come to the Weekday School office. An office staff member will take the child to the classroom, or the parent may escort the child with a visitor pass.

Late Pick-up. If a child is not picked up, the teacher will attempt to reach the parents and the emergency contact by phone. He or she will remain in the classroom until 12:30. If the child is at school beyond 12:30, the director or administrative assistant will remain at school with him in the office until someone arrives.

Closures:

Weather Related Closures: Reveille Weekday School shall determine delays and closings due to inclement weather based on conditions at our facility and the surrounding areas. If the Pastor of RUMC makes the decision to close the church, the weekday school will close too. Parents and Staff will be informed of delays, closings and openings through a text alert and a posting on our school's website www.reveilleweekday.com. We remind parents and staff, to use your best judgment on road conditions in your area when traveling to Reveille on an inclement weather day. Weather related closings will not be made up.

Prolonged Closure Due to Emergency or by Government Officials:

· If flood, fire, wind, hail, hurricane, tornado, or similar severe weather event prevents Reveille Weekday School from conducting normal activities, or if, in the judgment of the Director, or pursuant to order from an insurance official, building inspector or fire official, that a similar event caused sufficient damage to the facilities to result in the staff and students being unable to safely remain in, at, or have access to the facilities, the Reveille Weekday School Director, in consultation with Reveille United Methodist staff, shall close Reveille Weekday School until such time as the facilities can be safely re-opened.

· If Reveille Weekday and/or Reveille United Methodist must close due to a health emergency, including, but not limited to, the outbreak of any contagious illness, sickness, bacteria, virus, or disease, or any epidemic/pandemic, as declared by government officials, then Reveille Weekday School and its facilities shall remain closed until the appropriate officials decide Reveille Weekday School can resume normal activities.

· If Reveille Weekday School is closed under paragraph A or B for 30 consecutive school days or less, then tuition and related fees shall not be subject to refund or adjustment and shall remain fully due and payable. If Reveille Weekday School is closed under paragraph A or B for more than 30 consecutive school days, but less than 60 consecutive school days, then tuition shall be prorated and a partial cash adjustment (or a credit applied, if requested) as the Director of Reveille Weekday School, after consultation with the Weekday Programs Board staff, may decide. If Reveille Weekday School is closed under paragraph A or B for 60 consecutive school days or more, then tuition and fees shall be refunded for the portion of tuition and fees allocated to the remaining part of the session occurring after the 60th school day.

In Direct Response to COVID-19

· If Reveille Weekday School is closed due to the pandemic for 10 consecutive school days or less, then tuition and related fees will remain fully due and payable and the teachers will be paid in full. Teachers will be prepared to provide distance learning opportunities for the children appropriate to their age.

· If Reveille Weekday School is closed due to the pandemic for more than 10 consecutive school days but less than 20 consecutive school days, then tuition and fees shall be refunded by 50% for the number of missed days occurring after the 10th school day. Teachers will continue to be paid a portion of their daily rate and will continue to provide limited distance learning opportunities for the children appropriate to their age.

· If Reveille Weekday School is closed due to the pandemic for more than 20 consecutive school days, then tuition and fees shall be refunded for the number of missed days occurring after the 20th school day.

Any tuition credits due at such time will be applied to accounts in November and May and will be based on the average daily rate of the program your child is enrolled in.

E. Guiding Behavior

The management of children's behavior shall be accomplished through positive reinforcement of desired behavior and redirection or diversion from undesirable behavior. Only, when necessary, will a child be temporarily withdrawn from a classroom activity. A teacher will always sit with the child, work with him/her to regulate emotions, reflect on the situation, and find possible solutions.

Spanking or other use of physical force or restraint is prohibited. Verbal abuse, including threatening remarks about a child or parent shall not be used.

The Director will be called in to assist the teacher with a child who continuously fails to respond to the positive reinforcement of desirable behavior, diversion from undesirable behavior, or temporary withdrawal from class activity. Teachers shall confer with parents to identify mutual strategies for assisting children in the development of self-regulation and cooperative skills. The Director shall be available for such conferences as needed.

F. Nutrition and Snacks

A daily snack mid-morning shall be served to provide for children's nutritional needs and to provide opportunities for children to learn to eat and share in social settings. It shall include a nutritious choice from each of two food groups. Each child shall bring an individual nonperishable snack consisting of an item from each. Examples are fruits or vegetables, crackers, pretzels, cheese, cereal bars, etc. The teachers will serve water during snack. For licensing purposes, snacks and water bottles must be labeled with the child's name and the date it was sent to school.

Due to the increasing number of food allergies, products containing peanut butter will not be permitted. In the event that a child with severe nut allergies is enrolled, the other children in the class will be provided with a list of acceptable snacks by the parent. Only those items listed will be permitted in the room.

Junk foods and empty calorie foods such as candy, carbonated drinks, and chewing gum shall not be served. Fruit Roll-Ups and other gummy-type snacks are inappropriate. A list of appropriate snacks will be given to parents during orientation.

Procedures shall be used by parents and school staff to protect the snacks against contamination or spoilage.

Refrigeration shall be provided to cool water.

Refreshments for special occasions will follow the snack guidelines. Because of the increasing number of food allergies and other medical conditions, we will not serve special snacks on birthdays. The teachers will have other ways to honor the children on their special day. Food that will be shared among children must be pre-packaged or prepared in the Reveille kitchen that has a current inspection from the Health Department.

G. Videography and Photography

The children may be videotaped or photographed in the classroom. Written permission will be obtained at the beginning of each school year and parents will be able to decide if they do not want their child's picture taken for different purposes.

PART VII. SUPERVISION

A. General Supervision

Director: During the hours of operation, the Director or a designated adult shall be in charge of the administration of the school. The Director shall be responsible for the school program, including the following areas:

- instructional content
- programmatic functions, including orientation, training and scheduling of all staff and volunteers
- management and supervision of all staff
- maintaining relationships with parents
- management of program finances

Administrative Assistant: The Administrative Assistant will be present during hours of operation and will assume responsibility for the administration of the school during the Director's absence. Responsibilities will include:

billing/family accounts	student files	registration/enrollment
financial records	scheduling	
staff attendance	payroll	

Lead Teacher: Each class shall be supervised by a lead teacher who is responsible for program planning and implementation and for direct supervision of assistant teachers and children assigned to the class. The lead teachers must have a college degree or extended job experience in early childhood education.

Assistant Teacher. Each Pre-School and Toddler class shall be assigned an assistant teacher whose responsibility is to assist the lead teacher in program planning and implementation and supervision of children.

B. Supervision of Children

- Children shall be supervised within sight and sound of staff at all times. Teachers will travel with one teacher at the head of the group and the other at the end. They will count children before leaving, on route and when they arrive at the destination.

- There shall be at least two staff members supervising the outdoor playground whenever children are present during school hours.
- There shall be at least one teacher present in the classrooms at all times when children are present.
- There shall be at least two Preschool staff members present for field trips.

C. Child/Teacher Ratios

The following ratios of staff to children shall be required by age:

12 to 18 months of age - 1 adult for every 4 children

18 months to 2 years of age - 1 adult for every 5 children

2 to 3 years of age - 1 adult for every 8 children

3 to school aged– 1 adult for every 10 children

PART VIII. PHYSICAL ENVIRONMENT

The school shall provide an environment which protects children from physical harm, but is not so restrictive as to inhibit physical, intellectual, emotional and social development.

A. Space, Equipment, and Storage

The school is housed in the Education Building of Reveille United Methodist Church.

Classroom Activity Space. The activity space includes twelve classrooms with adjoining or nearby bathrooms, special activity rooms for music and creative movement, and children's library. The classes utilize the church social hall or gym as a playground space during inclement weather.

The square feet of available activity space and air space for each child exceeds the minimum requirements for State Licensure and national accreditation.

Equipment and Materials. Each activity space includes equipment and instructional materials suitable and appropriate for the developmental stages of children assigned to use those spaces.

Storage. Each classroom includes storage space for instructional materials and supplies and individual spaces for children's personal belongings. Additional storage space is provided in the school office, in the teacher's room, in the teacher work room and in the Fellowship Hall.

Storage space for equipment used by children is accessible to the children in each room.

Outdoor Activity Space. A fenced, outdoor playground space is provided with areas designated for toddlers, three-year-olds, and older children.

The outdoor playground includes a variety of suitable play equipment, including sandboxes, swings, climbing structures, balance beams and grassy areas. It also includes interactive portable equipment such as musical equipment, building pieces and structures.

The playground equipment and activity areas shall be safely maintained by the church. Monthly safety inspections will be made and documented by the facilities manager. A playground safety audit will be conducted annually.

B. Building Maintenance

Buildings used by the school shall be inspected and approved annually by the local building inspector, as evidenced by the City Certificate of Occupancy.

In accordance with U.S. EPA regulations, Reveille Weekday School has an Asbestos Management Plan in place. The plan was recently updated to show that only some floor tile and mastic remain within the school areas/rooms. These materials are non-friable (not subject to release fibers) and are maintained in good condition under an Operations and Maintenance Plan. A copy of the plan is available for review in the Weekday School office.

The rooms used by the school shall be cleaned daily by a janitorial service hired by the weekday school.

C. Temperature and Ventilation

Areas used by the children shall be well- ventilated and dry.

The rooms shall be maintained at no lower than 68 degrees in the winter and cooled during the warm months by central air conditioning.

PART IX. ENVIRONMENT

A. Equipment and Activity Areas

All equipment and areas inside and outside of the building shall be carefully maintained in good condition. The facilities shall be regularly inspected and approved by the local Health Department.

Equipment and play materials shall be regularly inspected by staff for characteristics that might be hazardous to children.

All electrical outlets in the areas used by children shall have protective caps.

B. Fire Inspection

The buildings shall be regularly inspected and certified to be free from fire hazards by the State Fire Marshal.

C. Arrival and Departure Areas

The driveway on the west side of the church property shall be designated for Preschool carpool arrivals and dismissals. Toddler parents drop off and pick up at the toddler classroom doors. A few classes may be dismissed from the playground given their playground schedule time. The parking lot in the rear of the church property shall be designated for parking.

Parents shall be provided with instructions for Preschool carpool formation to promote safety and minimum traffic disruption on Cary Street.

All cars are to enter and exit the property by Antrim and follow the driveway across the front of the building.

Carpool vehicles for the Preschool children shall be met by school staff each day from 8:50 to 9:10 a.m. and from 11:50 to 12:10 p.m. At no time will a teacher release children to the driver of a car with a greater number of children than seat belts. At dismissal, parents are to pull up to the teacher and their child, put the car in "park", get out and come around to the sidewalk and take the child(ren) from the teacher. From this point on, the driver assumes all responsibility for ensuring the safety of the children he/she is transporting.

Children in Preschool carpool that arrive late are asked to come to the school office where a staff member will meet and accompany the child to his/her classroom.

Parents are asked to refrain from using cell phones while moving in the carpool line.

Please keep your children buckled in your moving vehicle.

Toddler parents shall bring children to their classrooms and pick them up at dismissal time, no later than 11:50am

D. Non-Toxic Materials

Only non-toxic art materials or substances shall be used. Teachers shall check all potentially harmful instructional materials for the "CP" indication of certified non-toxicity.

E. Emergencies

Parent Agreement. Written agreement between the parent and the school concerning emergencies shall be completed at the time of a child's admission. The agreement shall include:

-authorization for emergency medical care if an emergency occurs when the parent cannot be located immediately

-the name, address and telephone number of two persons who can be notified in case of emergency when the parent cannot be located immediately

-the name and telephone number of the child's physician

First Aid. There shall be at least one staff person on duty who has received within the past year a basic certificate of adult/child CPR and first aid from a course approved by the American Red Cross. An injury prevention plan will be presented to the staff each year. This will be updated annually based on documentation of injuries.

The office shall hold a first aid kit including at least the following supplies: scissors, tweezers, gauze pads, adhesive tape, band-aids, assorted types, an antiseptic cleansing solution/pads, thermometer, triangular bandages, single use gloves, first aid instructional manual, ice pack or cooling agent and other items as required by the Virginia Department of Education

The first aid kit shall be stored so that it is not accessible to children but is easily accessible to school staff.

A first aid kit will also be present on the playground at all times. Teachers will carry cell phones as a way to reach the school office in an emergency.

Documentation of current certification for all fire extinguishers, sprinklers, alarms etc. will be kept on file.

A first aid instructional manual shall be kept with the first aid kit at all times.

F. Heating Units

Portable heating units shall not be used in the school except in emergency or power outages in cold weather. When any portable heating unit is used, physical barriers shall be erected to protect children from injuries. Any such heating unit shall have been approved by the appropriate fire safety official.

G. Emergency Evacuation

In the event of the need to relocate, a call will be made to the designated site and the children will be escorted to that facility. Once the children are inside, calls will be made to parents by the lead classroom teacher. A text alert will be sent out to families from the WDS administrative staff.

The Director shall post written emergency evacuation procedures beside the entrance door in every room. Secondary routes shall also be posted. Emergency procedures are outlined in the teacher's handbook.

The instructions shall be followed once a month at the sounding of the fire drill bell. Evacuation procedures would include assembly points, head counts, and a system to ensure complete evacuation from the building. Teachers are to bring emergency bags with them during each drill. Drills for tornado and disaster evacuation will be held periodically throughout the year. Twice a year the school will conduct a Shelter in Place Drill.

A record of evacuation time and needed improvements shall be prepared by the Director after the fire drill.

H. Emergency Telephone Numbers

The following telephone numbers shall be posted in a conspicuous place near the office telephone:

911 [emergency number]	a physician or hospital
local fire department	local police department
Poison Control Center	an ambulance or rescue squad service
Relocation Site	

All classrooms are equipped with telephones. Outgoing calls are limited to 911 calls only. All phones have intercom capability. If the land-line is out of order, calls will be made on the teachers' and administrative cell phones.

I. Security System

The facility is protected by a security system. Cameras are placed at the main weekday school office door entrance, lower Fellowship Hall and stairwell door leading to the toddler rooms. The church secretary and the Weekday School administrative assistant will monitor those entrances and provide access to visitors and parents. The entrance to the toddler hallway will be opened for a short time in the morning and again in the late morning for arrival and dismissal from the toddler classrooms.

Alternative emergency lighting exists and is maintained by the church. Flashlights are kept on each floor in classroom emergency tote bags and in the office.

J. Accidents or Injury

The school shall notify the parent immediately in the event of a serious accident or injury and will notify parents of a minor accident or injury at the end of the school day. Written documentation of the type of injury, date, treatment, and method of notification of parents shall be kept on file in the school office for the remainder of the school year.

Examples of serious injury may include: unconsciousness, broken bones, deep cuts, possible concussion, foreign objects in the eye. Minor injuries include: small cuts or scrapes, bruises or skin discoloration.

Should a child ever be reported as missing, the teacher would immediately notify the Director. The office would immediately notify the child's parents, the Senior Pastor, and authorities, as necessary, while search efforts continued.

K. Children's Insurance

The church maintains public liability insurance for bodily injury with a minimum of at least $500,000 for each occurrence and $500,000 aggregate.

The church carries $200 deductible accident insurance coverage for each child.

L. Suspected Child Abuse

As mandated reporters by the state of Virginia, statute 63.1-248.3, teachers are required to report any suspected cases of child abuse to the director, the senior pastor of Reveille and then to the Department of Social Services. Teachers receive annual training on recognizing signs of abuse and review appropriate procedures.

PART X. PARENT PARTICIPATION

A. Communication With Parents

Email Blasts & Text Alerts. Reminders will be sent from time to time electronically.

Website. General information as well as registration forms for special events etc. can be found on the Reveille website: www.reveilleweekday.com. Classrooms also maintain BAND share sites to post sign-ups, pictures, daily blogs and any volunteer opportunities. Our school's Facebook page is another means of sending out communication to families.

Newsletter. Regular communication between the school and parents shall be maintained through the Reveille Weekday School Parent Newsletter, a bi-monthly, brief newsletter that includes important upcoming dates and announcements. Teachers will send home weekly classroom news. Toddler teachers will send home quarterly newsletters.

Backpack Communication. The child's backpack is the medium for communication between school staff and parents. Teachers shall check children's backpacks each day for messages from parents and parents should also check each day for communications from the school.

Dismissal Notes. Written notification with the current date and full parental signature for early dismissal, for release of a child to a person other than the parent, or for a child to travel in a car pool other than the one assigned should be taped to the child's clothing or placed in the child's backpack for removal by the teacher. Parents picking up children early are asked to sign them out in the office.

Parent Directory. Each room parent shall organize a contact list for the class to assist in getting messages to parents when quick notice is necessary. This can be established on the BAND App.

Informal Parent/Teacher Conferences. Teachers and parents shall confer informally regarding each child's progress, adjustment, or needs, as either party deems appropriate. Such communications shall normally take place after school hours or in the evenings. The normal channel for communication between parents and the school shall be from parent to the child's teacher and vice-versa. However, the Director shall be available for consultation whenever the teacher or parent deems it advisable. The Director shall be included in the parent -teacher conferences when a conflict or disagreement arises.

Parents are encouraged to communicate with the teacher during the school day in writing. Such written communications may be sent to school in the child's backpack or sent via email.

Telephone calls for staff shall be received in the office during the school day and the staff member notified in writing to return the call when convenient.

Parents shall be informed of behavior which is unusual for a particular child or for the child's chronological age.

Formal Parent/Teacher Conferences. Two parent conference days shall be scheduled in the school calendar each year. Teachers shall contact the parents of each child to schedule these conferences. Classes are not in session on parent- conference days and parents are asked not to bring children. In preparation for the first conference day in the Fall, lead teachers may prepare a brief narrative progress report for discussion with the parents. In preparation for the second conference in the Spring, lead teachers shall have some examples of the child's work and progress through the year.

Parent Observations. The school shall be open for parents to visit and observe their children at any time. Parents shall make advance arrangements with the Director for classroom observations.

Evaluation. Parents will be asked to complete an evaluation form annually. It shall cover school administration, program curriculum, communication and facility.

B. Other Parent Participation

Room Parent/Advisory Committee Representative. Liaison between the parents and school personnel shall be fostered by the designation by each lead teacher of one parent to serve as room parent for the class. Room parents shall be asked to perform the following services:

- Channel information between the school and parents
- Set up telephone tree as soon as possible.
- Make sure parents are scheduled to work all the parties using the class website to post sign-up sheets and send reminders. Room parents will be asked to coordinate with the classroom teacher in helping to manage the class website.
- Discuss with teachers ideas for a "get acquainted" activity for parents (ex. coffee)
- Help work and coordinate Fall Festival, Toy Wash, Pizza Dinner and other social events during the school year.
- Check with the teacher about any extra help needed for the Halloween, Thanksgiving or end of year program.
- Serve on the Advisory Committee

Classroom Sharing. Parents shall be encouraged to share their skills, professions or interests in their child's class. Teachers and parents shall arrange mutually convenient times for such participation during the school year.

Other Volunteer Services. The School Staff encourages parental involvement on a volunteer basis in any appropriate school activities. Parents of Preschool children shall be asked specifically to volunteer their services for special programs and parties, field trips (if applicable), and library story reading.

Special Event Descriptions.

Fall Festival

The Fall Festival is held on a weekend in October from 10:00am-12:00pm at Reveille. As the first event held during the school year, it is a great time to meet new Reveille children and parents. Bounce houses, games, and a bake sale are examples of the fun activities featured at the festival. Volunteer opportunities consist of manning these activities on the day of the event.

Thanksgiving Pie & Cookie Baking

Before Thanksgiving, the youngest preschool classes decorate cookies with parent volunteers. The rest of the preschool classes visit the Fellowship Hall to mix pie ingredients. Working in very small groups, the children get a chance to feel like they are really baking as they assemble pies. They take great pride on Tuesday morning when their baked goods are served to all Reveille families at a reception following the Thanksgiving Program. This program is an annual celebration when the children sing their hearts out and remind us of all there is to be thankful for in our lives.

Week of the Young Child

NAEYC's Week of the Young Child occurs every Spring. Reveille celebrates with activities throughout the entire week. Some activities included during the week are a music or puppet performance, gross motor activity, and spring petting farm. A parent workshop is typically planned as well. Parent volunteers help collect items during morning carpool for the outreach project chosen for the year.

Field Day

Field Day is an all morning event for preschool classes that is typically held during the last week of April or the first week in May. The classes are rotated through a variety of outdoor activities with parent volunteers supervising events such as Storytelling, Tons of Fun, Games, Arts and Crafts, and also includes a themed-related snack. It is geared towards the preschool classes and lasts for the duration of a normal school day. The events and activities planned are age appropriate.

Parade, Pizza Dinner & Bake Sale

The Pizza Dinner & Bake Sale is Reveille's annual fund-raiser and helps the school buy much needed supplies and equipment. The event is open to all Weekday School families including their siblings, grandparents, aunts and uncles etc. The more the merrier! This event is held in May each school year from 5:30pm-7pm. Volunteer opportunities include consolidating pizza orders; placing the order; purchasing supplies; 30 minute set-up and clean-up shift; 30 minute shifts handing out pizza orders and monitoring the bake sale; and set-up and monitoring the water and lemonade coolers.

PART XI. FINANCIAL POLICIES AND PROCEDURES

A. Financial Administration

The Weekday Programs Board shall be responsible to the Lay Leadership for the overall financial decisions related to budgeting and the allocation and disbursement of funds.

Finance Subcommittee. The Board shall designate each year from among its members a Finance Subcommittee to review financial matters and to make recommendations to the Board for action. The committee will be composed of the Weekday Programs Board chair, the Director, the Administrative Assistant (bookkeeper) and one additional member.

Operational Decisions. The Board shall delegate responsibility for operational decisions to the Director. The Director shall be authorized to make necessary operational adjustments between budget categories, with the approval of the Finance Subcommittee, followed by notification to the Board at its next regularly scheduled meeting.

B. Budgeting

Fiscal Year. The fiscal year for budgeting and accounting purposes shall be July 1 to June 30.

Annual Budget Planning. The annual budget projections for the Weekday School shall be drafted by the Administrative Assistant and presented to the Weekday Programs Board for consideration and recommendation.

Budget Preparation Schedule. The recommended time schedule for budget preparation and approval by the Weekday Programs Board shall be:

- October - discussion of long-range financial goals and general instructions to the Finance Subcommittee for drafting the budget for the next fiscal year
- December - review of budget projections and recommendation for action

C. Financial Record Keeping

The Administrative Assistant shall be employed to maintain the records of income and expenditures for the Weekday School, to handle payroll, direct deposits, to write checks, and to prepare monthly and yearly operating statements and balance sheets.

The accounting records shall be reconciled by a professional auditor/CPA after the books are closed each year and a financial review or audit shall be prepared. A copy will be provided to each member of the Weekday Programs Board and to the chair of the Finance Committee.

D. Disbursement of Funds

The Operating (Investment Accounts) shall be maintained at a bank approved by the Weekday Programs Board. The investment account shall be maintained by the investment company approved by RUMC's Board of Trustees.

The Director and Administrative Assistant shall approve the disbursement of funds in accordance with the budget designations. They both shall be authorized to sign checks, in addition to one Programs Board Member and the Church Treasurer.

E. Collection of Tuition and Fees

The Administrative Assistant shall be responsible for collecting the tuition and fees and for depositing the funds in the checking account.

The amounts to be assessed annually for application fees, registration fees and advance tuition shall be determined by the Weekday Programs Board. Application fees, registration fees, and advance tuition fees are non-refundable.

Advance tuition fees shall be deducted from the total tuition and the remaining tuition collected in two equal installments due May 10 & November 10. Installments paid after due dates will be charged a "periodic rate" of 1½ % per month (Annual Percentage Rate of 18% per year) or $5.00 per month, whichever is greater.

Parents shall be reminded of all tuition payments in the contract acceptance letter from the Director.

Overdue Accounts

No contracts for re-enrollment will be issued until current amounts due are paid.

Late Enrollment Fees.

The established application fees and registration fees shall be due for late enrollments. Tuition fees shall be adjusted proportionately.

F. Refunds and Withdrawals

Application fees, registration fees and advance tuition fees are non-refundable. Unused tuition payments shall be refunded if the Director requests a child's withdrawal. The remainder of first semester tuition installment shall be due and payable for a child withdrawn by the parent by May 10.

G. Scholarships

An amount equal to full tuition payments each year shall be budgeted for the equivalent of two, five-day preschool tuitions and one, two-day toddler tuition. The recipient(s) of this honor shall be selected on the basis of the family's economic situation. Financial data will be required for scholarship consideration. A wide variety of factors may be considered in granting the scholarship money.

Additionally, the **Marjorie Hodges Scholarship** money (as provided yearly by the endowment earning in the amount of $400) shall bear the name Marjorie Hodges Scholarship. This scholarship is to be given in memory of Marjorie Hodges, a Reveille United Methodist Church member and mother of two children who previously attended the Weekday School. This scholarship is awarded to one child who is selected on the basis of the family's financial need including a wide variety of factors and circumstances so deemed by the Finance Subcommittee.

The **Mary Waff Scholarship** will be awarded each year for a full toddler tuition in memory of Mary Waff, a two-year-old Reveille student who passed away at the end of her toddler year. This scholarship will also be awarded to one child selected on the basis of financial need.

The Finance Subcommittee will review student applications for scholarship funds due by May 1st of each school year. The Scholarship money does not include application, registration or advance tuition fees.

A letter of acknowledgement will be sent to the recipient(s) by the Committee. Other candidates will be informed by the Director.

Revised August 2025