

Hello:

Thank you for showing an interest in the Cheverly Weekday Nursery. We have a very impressive program and are sure you will be incredibly pleased when you have an opportunity to visit. Enclosed is the information packet with application as requested. This packet includes information about registration. If you have not submitted your registration application, please do so at your earliest convenience and schedule a visit as soon as possible. If you have any further questions, do not hesitate to call. We look forward to working with you in the future.

Delphine Kelly, director

Pastor Lillian Smith



COVID 19 PROCEDURES

The Cheverly UMC Weekday Nursery will be following all state and local, as well as CDC guidelines to stay safe from COVID-19. Below are some of the precautions we are taking to maintain a healthy learning environment.

DAILY TEMPERATURE CHECKS

Parents will take the temperature of children in front of staff, with a clear barrier in front of them as the staff member reads the thermometer.

DAILY HAND STAMPS

Children for whom temperatures have been taken will have their hands stamped.

HEALTH SCREENINGS EACH DAY

Parents will be asked a series of COVID-19 health screening questions each morning for student(s) to be cleared for entry to class.

DROP OFF AND PICK UP

Arrival and dismissal procedures will be modified for physical distancing.

INCREASED HAND WASHING

Hand washing will be done throughout each day.

CONTROLLED ACCESS TO THE SCHOOL

Access to the school will be limited to children and staff

SOCIAL DISTANCING

There will be increased space in buildings and classrooms with fewer children in spaces. Signage will be used to encourage and remind everyone of physical distancing.

INCREASED CLEANING

More cleaning will occur with high touch surfaces and classroom materials. An electrostatic machine will be used each day.

LUNCH

All lunch items will be disposable, including bags. Everything for lunch that is not eaten or used, will be thrown out.

INDIVIDUAL SUPPLIES -- NO SHARING

Each student will have and use his/her own basic materials – crayons, pencils, markers, etc.

PODS

Each student will be assigned to pods during the day. Teachers will rotate and children will remain in their pods.

FIELD TRIPS

Until further notice, school assemblies and field trips will be restricted, unless done virtually.

COVID 19 WAIVER

The health and well-being of our children, staff and families remain our top priority. In order to minimize the risk of COVID-19 entering our environment and spreading amongst our community, we will only allow children in the facility.

Furthermore, all participants and families agree to and abide by the following:

- If the student or anyone in the household is sick, please do not come to camp/school
- Staff are required to wear face masks while indoors and will wear masks outdoors as feasible. Children are encouraged to wear a mask
- Temperatures will be checked upon arrival for all children by their parents and for staffers to read before entry
- All children and staff will wash their hands immediately upon entering the program and throughout the day
- All children and staff will be prescreened each day and certified as a low risk for entry every day
- All left over lunch items (including containers) will be disposed of at the end of lunch period
- Student will remain in cohort groups throughout the day that will not exceed 15 participants
- Hand sanitizer will be available, where feasible, however, we will make every effort for hand washing to be under running water with soap and water

ASSUMTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact, including individuals without disease symptoms. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited or limited the congregation of groups of people. Weekday Nursery has put several preventative measures and enhanced cleaning protocols to reduce the likelihood of spreading COVID-19 in the campus environment, however, the Cheverly UMC Weekday Nursery cannot guarantee that you or your children will be infected with COVID-19. Further, attending activities at Cheverly Weekday Nursery could increase your child(ren)'s risk of exposure to or contracting COVID-19.

READ CAREFULLY BEFORE SIGNING – INITIAL EACH PARAGRAPH

____ INITIALS – By signing this agreement, I acknowledge the contagious nature of COVID – 19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participation; and that such exposure or infection may result in personal injury, illness, permanent disability and death. I understand that there is a risk of becoming exposed to or infected by COVID-19 at the Cheverly Weekday Nursery.

____ INTIALS – I understand the risk of becoming exposed or infected by COVID-19 at Cheverly UMC Weekday Nursery may result from the actions, omissions or negligence of myself and others, including but not limited to children, staff, and their families. I voluntarily agree to assume all the foregoing risks and accept sole responsibility for any injury to myself or my child(ren) (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim or expense of any kind, that I or my children may experience or incur in connection with my participation at the Cheverly UMC Weekday Nursery.

____ INITIALS – On my behalf, and on the behalf of my children, I release covenant not to sue, discharge and hold harmless Cheverly UMC Weekday Nursery its employees, agents, and representatives of and from Claims, including labilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

____ INITIALS – I agree that to the best of their ability, my child will follow all school safety guidelines laid out by Cheverly UMC Weekday Nursery and will attempt to always practice safe social distancing and clean hygiene during participation at Cheverly UMC Weekday Nursery.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian Date



2023 Summer Fee Schedule

	Days/Week	Length	START	END	Weekly Tuition	All 6 Weeks Tuition	Activity/Supply Fee
All Ages	5, Mon-Fri	Full Day	8:00 AM	3:30 PM	\$ 255.00	\$ 1,530.00	\$ 150.00
	5, Mon-Fri	Half Day	8:00 AM	12:00 PM	\$ 225.00	\$ 1,350.00	\$ 150.00
	3, Mon-Wed	Full Day	8:00 AM	3:30 PM	\$ 180.00	\$ 1,080.00	\$ 150.00
	3, Mon-Wed	Half Day	8:00 AM	12:00 PM	\$ 150.00	\$ 900.00	\$ 150.00
	2, Thu-Fri	Full Day	8:00 AM	3:30 PM	\$ 125.00	\$ 750.00	\$ 150.00
	2, Thu-Fri	Half Day	8:00 AM	12:00 PM	\$ 100.00	\$ 600.00	\$ 150.00

The payment for a summer tuition is due one week prior to chosen session. A 10% Sibling Discount is applied to families with more than one student.

All prepaid tuition is nonrefundable.

Parents who want to enroll their child(ren) in a half-day option are asked to submit their application and indicate their desire for half-day, not full-day. The plan is to fill the class with full-day children first. A waiting list will be created for people who only want a half-day option. Half-day slots will be filled after full-day slots are filled.

				Weekly Cost	Total for Full Summer
AfterCare	<i>only available to Full-day students</i>	3:30 PM	6:00 PM	\$67.50/child	\$405/child



2023-24 Academic Year Fee Schedule

	Days/Week	Length	START	END	Monthly Tuition	Total Tuition	Activity/Supply Fee
All Ages	5, Mon-Fri	Full Day	8:00 AM	3:30 PM	\$1,016.00	\$ 9,144.00	\$ 365.00
	5, Mon-Fri	Half Day	8:00 AM	12:00 PM	\$ 876.00	\$ 7,884.00	\$ 365.00
	3, Mon-Wed	Full Day	8:00 AM	3:30 PM	\$ 630.00	\$ 5,670.00	\$ 240.00
	3, Mon-Wed	Half Day	8:00 AM	12:00 PM	\$ 550.00	\$ 4,950.00	\$ 240.00
	2, Thu-Fri	Full Day	8:00 AM	3:30 PM	\$ 430.00	\$ 3,870.00	\$ 175.00
	2, Thu-Fri	Half Day	8:00 AM	12:00 PM	\$ 370.00	\$ 3,330.00	\$ 175.00

The annual cost of tuition is divided into 9 monthly payments, beginning August 1, and then September 1 through May 1. A 10% Sibling Discount is applied to families with more than one student.

All prepaid tuition is nonrefundable.

Parents who want to enroll their child(ren) in a half-day option are asked to submit their application and indicate their desire for half-day, not full-day. The plan is to fill the class with full-day children first. A waiting list will be created for people who only want a half-day option. Half-day slots will be filled after full-day slots are filled.

			Monthly Cost	Total for School Year
AfterCare only available to Full-day children	3:30 PM	6:00 PM	\$270/child	\$2,430/child



Summer 2023/School Year 2023-24

2801 Cheverly Avenue, Cheverly, Maryland 20785

301-232-9150 | WDN@cheverlyumc.org

To complete the form, tab through the form to fill in the appropriate information. Once completed, save the file as a PDF and email to WDN@cheverlyumc.org, or print out the form and return to the WDN Office.

CHILD'S INFORMATION (Please print clearly)

Child's Full Name: _____ Gender: F M

Preferred Name: _____

Age: _____ Birthdate: _____ My Child is potty trained. Yes No
MM/DD/YYYY

Home Address: _____
Number & Street Name City State Zip Code

Languages spoken in home: _____

Has your child attended nursery, preschool, or childcare before? No Yes

If Yes, where? _____

Does your child have any allergies, asthma, seizures, or chronic illness? No Yes

If Yes, please describe: _____

Are medications needed for this condition? No Yes

Does your child require a nut-free (or other food allergen) environment? No Yes

Below, please choose which program(s) applying for, Summer 2023 and/or School Year 2023-24.

If choosing both just check both boxes. Nonrefundable Registration Fee of \$150 is due with application; \$250 for both. A 10% Sibling Discount is applied for families with more than one student; *please complete separate application for each child.*

New Students only, a Birth Certificate and Immunization Records are also due with application.

SUMMER 2023

- ALL WEEKS
- Session I: June 20-23, 2023
- Session II: June 26-30, 2023
- Session III: July 3-7, 2023
- Session IV: July 10-14, 2023
- Session V: July 17-21, 2023
- Session VI: July 24-28, 2023

Number of Days per week to attend (choose 1): 5 days, M-F 3 days, M-W 2 days, Th-F

Length of Day to Attend (choose 1): Full-day, 8a-3:30p Half-day, 8a-12p

AfterCare (3:30-6p) needed, available to Full-day Students ONLY: YES NO

SCHOOL YEAR 2023-24

Number of Days per week to attend (choose 1): 5 days, M-F 3 days, M-W 2 days, Th-F

Length of Day to Attend (choose 1): Full-day, 8a-3:30p Half-day, 8a-12p

AfterCare (3:30-6p) needed, available to Full-day Students ONLY: YES NO

Start Date, if other than Sep 5, 2023:

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Full Legal Name:		
Relationship to Child:		
Cell Phone:		
Occupation:		
Employer:		
Work Phone:		
E-mail Address:		

Status of Parents: Married Single Divorced Widowed Separated

Applicant lives with: _____

Cheverly UMC's
**WEEKDAY
NURSERY**



**AUTHORIZATION
TO PICK UP CHILDREN**

The following people have authorization to pick up my children:

Child name _____

Child name _____

Parent name _____

Parent name _____

I give Authorization to the following people to pick up the above named children:

1. _____

Relationship to child _____

2. _____

Relationship to child _____

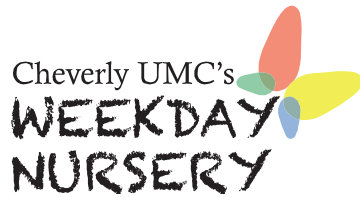
3. _____

Relationship to child _____

4. _____

Relationship to child _____

Signature of authorized parent _____



CHEVERLY WEEKDAY NURSERY

DISCIPLINE POLICY

Policy Statement:

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, (CHEVERLY WEEKDAY NURSERY) uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO:

- ◆ Communicate to children using positive statements.
- ◆ Communicate with children on their level.
- ◆ Talk with children in a calm quiet manner.
- ◆ Explain unacceptable behavior to children.
- ◆ Give attention to children for positive behavior.
- ◆ Praise and encourage the children.
- ◆ Reason with and set limits for the children.
- ◆ Apply rules consistently.
- ◆ Model appropriate behavior.
- ◆ Set up the classroom environment to prevent problems.
- ◆ Provide alternatives and redirect children to acceptable activity.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect the children's needs, desires, and feelings.
- ◆ Provide appropriate words to help solve conflicts.
- ◆ Use storybooks and discussion to work through common conflicts.

WE DO NOT:

- ◆ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ◆ Use any strategy that hurts, shames, or belittles a child.
- ◆ Use any strategy that threatens, intimidates, or forces a child.
- ◆ Use food as a form of reward or punishment.

- ◆ Use or withhold physical activity as a punishment.
- ◆ Shame or punish a child if a bathroom accident occurs.
- ◆ Embarrass any child in front of others.
- ◆ Compare children.
- ◆ Place children in a locked and/or dark room.
- ◆ Leave any child alone, unattended or without supervision.
- ◆ Allow discipline of a child by other children.
- ◆ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that child.

My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

Signature_____ Date_____

Name of child_____

Director/Staff signature_____

The Cheverly UMC Weekday Nursery asks that each parent carefully read the following tuition and policy agreement. Please have each parent living in the household sign the agreement. Your signature indicates compliance with our policies.

____ 1. Late Tuition Policy: If tuition is not received in the office within the first three business days of the scheduled due date, a \$30.00 late fee will be charged to your account.

____ 2. The school is closed at 3:30 pm. Late fees for children not enrolled in aftercare who are not picked up by 3:00 pm will assess late fees. Additionally, similar fees will apply to half-day children, not picked up on time. Late fees for children enrolled in aftercare begins at 6:00 PM. A fee \$1.00 per minute for Late Pick-Up will be charged to any parent picking their child up after 6:00 pm. While fees will still apply, if you are going to be late, please contact the school as soon as you are aware of the problem. Continued abuse of pick-up time may result in the child's expulsion. Parents will be required to pay the late fee in cash before the child can return to school. This also applies to early school closings.

____ 3. A \$35.00 processing fee will be charged for Returned Payments, by the Weekday Nursery.

____ 4. A \$150 registration fee is due with application and non-refundable. The annual cost of tuition is divided into 9 monthly payments beginning August 1, and then September 1 through April 1. All prepaid tuition is nonrefundable. A one-time activity/supply fee is required.

____ 5. This contract is binding for the entire school year and parents are liable to pay monthly tuition for each month during the entire academic school year. Newly enrolled children have a probationary period of 30 days to give a written notice of withdrawal. After the probationary period, new parents are liable to pay the monthly tuition for the remainder of the academic school year. Cheverly Weekday Nursery does reserve the right to request withdrawal of any children for any reason.

____ 6. Medication should be administered at home. Should it be necessary for medication to be administered to your child during the school day, parents must sign the appropriate forms and the medication must be in its original container. Many situations do require a doctor's signature as well on the form. It is required that parents administer the first dosage for the day at home.

____ 7. Parents are responsible for providing a wholesome lunch for their student(s). Nuts and candy are not permitted.

____ 8. Cots are available for your child to rest. Parents are expected to provide appropriate linen that will be sent home on Friday for cleaning and should be returned or replaced Monday morning.

____ 9. The state of Maryland requires that all Health Records be submitted to the school on or before the first day of classes. As required by the state of Maryland, any child without the forms, state required forms or lack of appropriate immunizations will not be permitted to enter the program. Parents are responsible for updating the immunizations annually. Families are required to abide by CDC, state, and local health department mandates regarding communicable diseases. Sick children will not be permitted to remain in school and will be sent home immediately.

____ 10. If your child is not able to participate in the daily activities of the school, you must make other arrangements for your child until they are healthy enough or able to resume in the daily activities. In the

event your child becomes ill at the WDN and requires emergency medical transportation, parents will assume any fees associated with that transport and medical care.

____ 11. Only persons listed in the online parent portal will be permitted to pick your child up, unless prior written authorization is provided. Even with written authorization, a picture ID is required.

____ 12. I understand that aftercare hours are Monday through Friday, from 3:30 – 6:00 p.m.

____ 13. Cheverly UMC Weekday Nursery follows Prince George’s County Public Schools for unexpected emergencies and inclement weather decisions within our academic calendar. No refunds are issued for emergency closings.

____ 14. I give the Cheverly UMC Weekday Nursery my permission to use my child(ren)'s photo/video/audio/etc. in the promotion of its programs.

____ 15. I have received a copy of the consumer education brochure entitled “Parent's Guide to Regulated Child Care.”

____ 16. I agree to and/or have already submitted a completed COVID-Waiver form.

____ 17. THIS CONTRACT IS BINDING FOR THE 2023 SUMMER AND/OR 2023-24 ACADEMIC SCHOOL YEAR. It is subject to change upon renewal.

Signature of Parent/Guardian 1

Date

Signature of Parent/Guardian 2

Date