

# Tuesday School

## At Melonie Park Church

**Contact: Julie Fewin or Becky Wooten**  
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The Tuesday School program is held at Melonie Park Church. The program's goals are twofold:

- 1 ~ To provide care and an educational program for children each Tuesday from **8:45am-2:45pm** during the school year.
- 2 ~ To allow parents time to pursue their interests, knowing that their children are in a safe, loving, and Christian environment.

### GENERAL INFORMATION

1. Tuesday School serves children from Kindergarten thru 8<sup>th</sup> grade and is intended to be an enrichment to their school curriculum and no grades will be given.

**2. Charges for daily care are to be paid in advance.**

3. Children must be picked up **ON OR BEFORE 2:45pm** from the playground or the Fellowship Hall downstairs.

\*Late fee-\$5.00, additional \$1.00 per minute after 10 minutes late. Any further late pickups will be discussed in a meeting.

4. We recommend that you drop off your child **no later than 9:30**, as to avoid missing class activities and disrupting class schedules. The double doors will be locked around 9:30 and remained locked until 2:30 for safety purposes, but you can enter through the single door to the left, east, at any time. **Your child cannot go to the classroom until 8:45.** This allows teachers time to get settled and be prepared to receive students for the day. Your child should be fed a good breakfast before coming to Tuesday School.

5. Please let us know if there will be someone other than you picking up your child.

**6. Please inform the Directors of any changes in your address, email, or phone numbers.**

## **FEES AND TUITIONS**

### **Fall/Spring 2018-2019**

#### Tuesday School (Home School program)

Registration Fee \$80

Monthly Fee \$80

#### Junior High (Home School Program)

Registration Fee \$100

Monthly Fee \$80

We offer a sibling discount of \$10 per child per month for any sibling after the first.

Monthly fees are due the first Tuesday of each month, September thru May, regardless of any days absent.

**\*Registration and Activity Fees are NON-REFUNDABLE.**

## **WITHDRAWING**

We know life changes. We ask for a 2 week withdrawal notice to avoid paying the next month's fees. Registration is non-refundable regardless of when you decide to not return to the program.

## **WHAT TO BRING TO TUESDAY SCHOOL**

### **In a Labeled backpack, please bring:**

- Sack lunch (non-reheat able AND no peanuts or peanut products)
- Refillable water bottle

Students are to come appropriately dressed, including shoes, every day. If we feel like a student's dress is not safe or appropriate, we will call you to pick them up or bring a change of clothes.

Toys, cell phones, other electronic devices, or any item deemed valuable should not be brought to Tuesday School. They will be taken up and returned at the end of the day. Parents may be contacted during the day if these items continue to show up and/or cause discipline issues.

## **WELLNESS POLICIES**

Please keep your child at home if he/she:

1. Has had fever of 100.4 degrees or higher in the past 24 hours
2. Has had diarrhea (3 watery bowel movements with an hour) or has thrown up in the past 24 hours
3. Has the symptoms of a communicable disease.\*
4. Is just beginning an antibiotic
5. Has an undiagnosed skin rash or a skin infection
6. Has pink eye

Parents will be notified immediately of any illness or injury to their child.

We will be glad to apply any TOPICAL medicine to your child. We will be UNABLE to give any oral prescription or over-the-counter medicine to your child.

\*Children diagnosed with a communicable diseases (mono, strep, pink eye, RSV, etc.) need a doctor's note to return to Tuesday School. If your child contracts RSV, they will need to remain home for one week from onset of symptoms.

## **BAD WEATHER**

We follow LISD for delays or cancelations. If LISD is delayed 2 hours from their start time we are also delayed 2 hours from our start time (we would begin at 10:45 am).

## **COMMUNICATION**

We try to communicate with you several ways. We will keep you up to date via Facebook and email with important news or questions. Please check your child's backpack each week for notes. We are also using a program thru the church called Elexio to communicate and manage registration and monthly fees.

If you need to contact us, we will be available in person on Tuesdays or by appointment. If you need to phone us during the day, we ask that you text us or leave us a voicemail and we will get back to you as soon as we can.

We always want your input! Please let us know how we can make things better for you and your child and when we are doing things right! Thank you for the privilege of allowing us to care for and teach your precious children. We are honored and blessed to be a part of such an amazing program.

## **DISCIPLINE GUIDELINES**

Tuesday School is designed to be a safe place for homeschool children, in Kindergarten thru 8th grade, to come explore new ideas and information, engage in social activities, and get to experience school with other children. It is the expectation of the Tuesday School Directors and Staff that every child comes ready to listen, obey, and interact well with adults, their peers, and their surroundings. If at any time the teachers feel like a student is not properly engaged or responding to correction, parents will be called and asked to remedy the problem. Safety is our highest priority and anything deemed unsafe in any way will be dealt with compassionately but firmly. The following rules will be posted in several places around Tuesday School to serve as a reminder of the expectations:

1. Follow instructions the first time they are given
2. NEVER leave the group without permission
3. Keep your hands and feet to yourself.

We keep a copy of the rules and consequences for each child in a notebook. You will be given a copy of the Discipline Plan at Open House or the first day you attend.

## **FIELD TRIPS**

Tuesday School students will go on several field trips a semester. Field trips are designed to be fun, educational experiences that allow the students to explore opportunities they may not get otherwise. It is expected that the students follow the rules while on field trips to ensure everyone is safe and has an enjoyable experience. If a student chooses to be disruptive and uncooperative, while on a field trip, parents will be called to pick up the student immediately.

The Tuesday School Directors and Teachers greatly appreciate the opportunity to partner with parents in offering students an enjoyable experience and a safe environment to learn and grow. If you have any questions, please talk to the Directors.