

Most Holy Name of Jesus
Early Childhood Center
1508 59th Street South
Gulfport, FL 33707

727-347-1774

Fax Number

727-343-6420

Church Office

727-347- 9989

Hours of Operation

Monday- Friday 7:00-5:30pm

March 2007 Edition

Our mission is to provide the finest in Catholic formation and education for our children, nurturing their spiritual, intellectual, emotional, social, and physical development in order to prepare them for the whole of life.

Emergency School Closing Information Sources



Weather Info Line: 813-225-2788

If the Pinellas County Schools are closed due to inclement weather we will also be closed.

Table of Contents

Emergency School Closing Information Sources.....	2
Introduction.....	4
NAEYC, Licensing, CCC.....	5
VPK Policy.....	6
Education.....	7
Parent- Teacher Conferences.....	7
Faith Development.....	8
Environment.....	8
Physical Development.....	8
Social and Emotional Development.....	9
Cognitive Development.....	9
Safe Environment Curriculum.....	9
Transitions to a New Classroom.....	10
Guidance and Discipline.....	10
Nutrition & Comfort.....	12
Lunch and Snack.....	12
Clothing.....	12
Personal Property & Special Occasions.....	13
Bedding.....	13
Birthdays.....	13
Health.....	14
Keeping Records Current.....	14
Communicable Disease in Children.....	15
Family Involvement.....	15
Parent Committee.....	16
Classroom Observations.....	16
Communications.....	16
Hours of Operation.....	16
Arrival and Departure.....	18
Cell Phones.....	18
Storm Procedures.....	19
Disaster Procedures.....	19
Fire Drills and Evacuation Procedures.....	19
Tuition & Fees.....	20
Registration.....	20
Absences / Vacation.....	20
Discounts.....	20
Extra Charges.....	21
Enrollment and Custody.....	21



Welcome to our family!

Most Holy Name of Jesus Early Childhood Center is a ministry of Most Holy Name of Jesus Catholic Church. We are a small part of a large body of believers of Christ who serve in many different ministries. We feel it is a blessing to serve our Lord and community and we thank you for entrusting us with your child. As a ministry the church is dedicated to assisting the success of the center. The church is spiritually and financially responsible for the early childhood center. The church seeks to provide your children with an excellent education and a foundation for their faith. It is our prayer that you will reinforce Christian values taught here and that you will speak to our pastor or staff if you ever have any questions about Biblical principles or have any need we can assist you with.

At Most Holy Name of Jesus Early Childhood Center we are proud of the high standards that we have set for ourselves. Our standards have earned us the Gold Seal of Quality Care from the Department of Children and Families as well as accreditation with The National Association of the Education of Young Children (NAEYC). Our staff of dedicated professionals employs proven and appropriate developmental principles to make the learning process fun. Our atmosphere provides for each child's sense of security and belonging. All children are welcome, regardless of race, color, or religion as we are all God's children.

We encourage you to participate in our classrooms, and enjoy impromptu visits. The center is the perfect place for you to strengthen your relationship with your child.

We believe that paying attention to details can make a difference in your child's education and development. We take the time to respond to the needs of each child. This allows us to provide for the physical, social, emotional, spiritual, and cognitive development of your child. Our staff is dedicated to the philosophy that childhood is a special time during which "little explorers" will love to learn and develop self-esteem and dignity.

Please take the time to read your parent handbook for an overview of our special approach to childcare, our policies and procedures. Should you have any questions please feel free to contact our director, Lynne Yates at 347-1774.



We're proud to be accredited by The National Association for The Education of Young Children, and recognized for our commitment to reaching the highest professional standards. NAEYC Accreditation lets families in our community know that children in our program are getting the best care and early learning experiences.

Licensing

Most Holy Name ECC is licensed by the Pinellas County Licensing Board. We adhere to a rigid enforcement of regulations that meet the minimum standards in childcare. These standards relate to our physical facility, staff, health and safety procedures, nutrition, and record keeping. Our facility routinely undergoes regular health and safety inspections by the county and state. We support high standards in the best interest of the children in our care.

Coordinated Child Care

Our center is contracted with Coordinated Child Care. Our program is supported in part by Coordinated Child Care of Pinellas, Inc., The Early Learning Coalition of Pinellas County and the Juvenile Welfare Board. Please call 547-5700 to see if you may be eligible for child care subsidy through CCC or for information about Voluntary Pre-K.

Voluntary Pre-Kindergarten

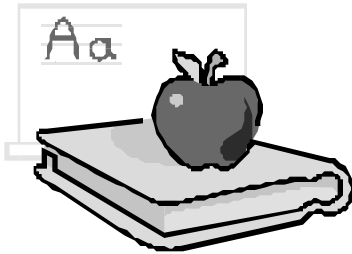
Most Holy Name of Jesus is a Certified Florida Voluntary Pre-Kindergarten (VPK) provider for all students that are 4 years old on or before September 1 (the year before they begin kindergarten). VPK is funded through the Early Learning Coalition and will pay for 540 instructional hours per school year. Our program follows the Florida Voluntary Pre-Kindergarten Education Standards which focuses on physical health, approaches to learning, social and emotional development, language and communication, emergent literacy, cognitive development and general knowledge standards. We plan our curriculum to ensure that each child reaches their highest potential in all domains. We assess each child in the beginning of the school year, and again later in the school year, so that we can plan individual goals to ensure that each child is ready for success. So that each child has an opportunity to get the most of each day, we have an attendance policy in VPK stating that students must arrive by 8:30 and may not exceed 3 unexcused absences in a calendar month. Students must have a letter explaining the reason for absence upon the child's return to school or a doctor's note after 3 absences in one month. Seven absences within a six week period may result in the student being terminated from our VPK program. If a student does not attend the first day of VPK, parents are required to pay the daily tuition rate until the time of their child's first day of attendance in VPK.

A student's absence will be considered excused with documentation, only for the following reasons:

1. Illness or injury requiring hospitalization or bed rest.
2. Physician or dentist appointment
3. Infectious disease or parasitic infestation
4. Death in the immediate family
5. Court ordered visitation with legal documentation
6. Life-threatening illness or injury of a family member
7. Special education or related services for a child's disability
8. Observance of a religious holiday or service
9. Family vacation, not to exceed 5 excused absences for the school year
10. Extraordinary circumstances beyond control, (such as unforeseen documented military deployment of a parent or guardian)

To obtain a certificate of eligibility, please call the Early Learning Coalition at 547-5782 or visit www.childcarepinellas.org.

Education



Here at Most Holy Name of Jesus Early Childhood Center we offer children at each developmental level the opportunity to experience daily accomplishments. Each child develops at his/her own pace. When a student enters our classroom, we use a standard assessment form to evaluate where each student is at in communication, gross motor, fine motor, problem solving, and personal-social skills. We use these assessments when planning our curriculum so that we may best help each child reach their highest potential.

Parent- Teacher Conferences

Parent teacher conferences are held in the fall and spring and as often as needed as a means of giving parents an overview of their child's developmental progress. We take the time to answer any questions or concerns parents may have regarding their child's stay at our center. These conferences also enable parents and staff to work closely to meet each child's specific needs. Parents and teachers are free to request additional conferences anytime they feel there is a need. If you would like to set up a conference, either in person or by phone, please make an appointment with your child's teacher.

You may schedule a conference with the director should you have any questions, concerns, or ideas that you would like to share. We want you to feel comfortable coming to us at any time; we value your opinions and should a problem arise, we want the opportunity to work together with you to come to a peaceful solution.

We have established the following program to guide your child as he/she develops a strong foundation, an excitement in discovering new experiences, and a love for Jesus.

Faith Development

Your child will grow in his/her spiritual development as he/she learns about God's love for us and the teachings of our savior Jesus Christ. The children delight in singing God's praise, praying, and listening to stories about Jesus. The children learn to love and respect themselves as a child of God, and pass that love and acceptance on to others. We would love to have you join us for church too!

Environment

The children are grouped by age and developmental level. Learning experiences and activities are geared toward the needs and skills of each individual child.

Each classroom is designed with safety and privacy features in mind. A park like playground is aesthetically pleasing as well as conducive to the development of muscle skills and to the expression of creative play. Your child will spend delightful hours climbing, balancing, stacking, riding bicycles, and simply enjoying nature. Playing ball, participating in group games, and reading under the tree are just a few of the activities the children enjoy under the supervision of our professional staff.

For the safety of our children, please do not allow children to open and close the school gates and please close all gates upon arrival and departure.

Our school maintains high standards in health, hygiene, cleanliness, and comfort. In order to provide a stimulating learning environment, Most Holy Name is equipped with appropriate furnishings and equipment designed to help your child develop self-reliance skills.

Physical Development

Our goal is to develop both fine and gross motor skills, otherwise known as small and large motor skills, through a variety of activities. Our staff provides both indoor and outdoor play experiences. The playground affords spontaneous and organized group participation as well as individual exploration. Children need time to run and climb, and play in the fresh air during unstructured, child initiated play. Please be sure that your child arrives by 8:30 a.m. and does not miss out on this important time of our day.

Social and Emotional Development

Our goal is to help your child develop independence, participate in group activities, find delight in friendships, and enjoy their school day. By providing a loving and professional teacher, your child will experience creative and fun activities. Your child will begin their transition away from home and develop the confidence needed to enhance physical, emotional, social, intellectual, and spiritual development.

Cognitive Development

The classrooms are set up with interest centers that offer children the opportunity to develop through play. Creative Art, Science/Discovery, Blocks, Math and Manipulatives, Dramatic Play, Writing, Music and Movement, and Language centers encourage exploration, literacy and a print rich environment. Our program is designed to promote steady growth at whatever speed is appropriate for your child. You can rest assure that the proper foundation for school will be in place when needed.

SAFE ENVIRONMENT FOR CHILDREN AND ADULTS

Most Holy Name of Jesus Early Childhood Center strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools and centers that addresses behaviors that interfere with fulfilling the school/center mission. We, at Most Holy Name of Jesus Early Childhood Center, condemn any form of harassment and will address all credible allegations in accord with the diocesan policy. Concerns should be reported directly to the Director. We are also committed to providing a safe environment for our students. All staff, according to Diocesan policy, has participated in the safe environment training, which addresses the safety of all of our children.

SAFE ENVIRONMENT CURRICULUM

Most Holy Name of Jesus ECC, through an age appropriate curriculum, weaves “safe environment” training for children into daily classroom life. Through the use of games, songs and stories, we present children with important life skills that empower them to help protect themselves and encourage them to respect themselves and others.

Transitions to a New Classroom

Transition from one class to the next may occur during the school year. Chronological age, readiness, and classroom space availability are amongst the determining factors in transferring a child to a new learning level. Parents are made aware of their child's transition via regular communication with the teachers and formally through a letter. We recommend that you schedule a meeting with your child's new teacher to discuss the child's activities in his or her new classroom. We will help smooth the transition by having your child visit his/her new class for a while each day of the week prior to the move up day.

For new students, we suggest that the family bring the child to school for a little while during outdoor play and classroom time, to give the child time to become comfortable with their new teacher and classmates. This will help the parents feel more comfortable as well. Please speak to your child's teacher to set up a convenient time for your visit.

Transitions can result in slight behavioral changes. Children may express separation difficulties by crying, clinging to parents, or asking to return to their old class. Such reactions are common and usually short-lived. Children need time to adjust to their new environment, teachers and classmates. Parents may also discover that they, too, need time to feel comfortable with their child's transition. Maintaining good parent-teacher communication and regular visits to Most Holy Name will help everyone make positive adjustments to change. Please let us know if there is anything we can do to help smooth this transition.

Guidance and Discipline

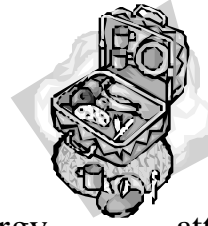
At Most Holy Name, we believe that appropriate behavior results from the achievement of individual and group goals. By providing an environment where participation in activities is both fun and rewarding, good behavior becomes a natural part of the experience. It is our policy to:

1. Use positive communication techniques. We want the child to become calm, express his or her feelings, and take responsibility for actions.
2. Redirect the child to another activity.
3. Physical punishment is not used under any circumstances.
4. If the child displays inappropriate behavior on a regular basis, the parent(s) will be consulted for help and support. The staff at Most Holy Name will not use corporal punishment, ridicule, humiliation, or denial of food and drink. We recognize that many behavior problems are prevented by age appropriate activities and expectations. We use positive reinforcement and praise to encourage appropriate behavior. However, if a child's behavior continues to be disruptive or abusive, we will ask the child to leave the center after all efforts have been made to correct the disruptive behavior.
5. Guidelines regarding biting have been provided to all staff members.
6. If a child bites we are required to file an incident report and preventive measures will be taken.
7. Biting resulting in serious bruising or broken skin will be cause for the biting child to be sent home for the rest of the day.
8. If the biting behavior continues, the child will be withdrawn from the Center.

During early childhood, children begin to develop skills that help them take charge of their lives. While we must consistently enforce reasonable behavioral limitation, our staff is trained to respond to inappropriate behavior with insight, sensitivity, and skill. Only when children clearly understand their limitations can they learn to make behavior modifications and become responsible for their actions.

In an effort to prevent behavioral problems at Most Holy Name, we arrange our classrooms so that children work in small groups and have a choice of activities. This range of activities affords children the freedom to become self directed and experience success. Teachers serve as role models and must skillfully direct behavior along appropriate and positive channels. Children are encouraged to verbalize their feelings so they can learn how to handle strong emotions and express themselves in a positive manner. These are important social skills that will benefit your child throughout life.

Nutrition & Comfort



Lunch and Snack

The food a child eats affects their total growth, energy, attitude, intelligence, general health and ability to learn. It is important that you provide a nutritious breakfast before he/she arrives at school in the morning. We will provide a morning and afternoon snack.

For lunch you may choose to purchase a catered lunch for your child; orders and payment must be in the tuition box no later than Thursday morning for the upcoming week. If you'd rather pack a nutritious lunch from home; please remember to pack a healthy drink of pure juice, milk, or water, napkin, ice pack and eating utensils in the lunch box and keep the following guidelines in mind when choosing what to send.

A nutritious lunch is composed of one or more of the following food groups:

1. Protein (meats, cheese, eggs, chicken, peanut butter)
2. Breads and Cereals (whole wheat bread, crackers, dry cereal)
3. Vegetables and fruit
4. Milk

Please do not send soda, sugary drinks, candy, or "Lunchables".



Clothing

Please be sure that your child's name is clearly marked on all articles of clothing so that we can minimize the loss of personal belongings. Each child must have in their cubby at all times, a labeled-gallon size zip-lock bag with weather appropriate clothing in it. In the event of a missing item, please notify us promptly; unclaimed items are donated to charity.

Please do not send your child to school in 'Action Hero' clothing. We are teaching the children to honor and respect others, and to solve problems peacefully. Many of these characters send the children a mixed message.

Dress you child for action! Clothing should be comfortable, easy for the child to manage (elastic waist bands, etc.) and appropriate for 'messy' activities such as art and outdoor recreation. Sneakers or other soft-sole shoes are required for the prevention of injuries. **Please no sandals, open toe shoes, boots, belts or overalls.**

Personal Property & Special Occasions

Personal Belongings

Our Center provides an ample supply of toys, learning tools and developmental materials to meet your child's daily needs. Please leave all toys, jewelry, watches, gum, pacifiers, bottles, sippy cups, pets, and money at home. All children share the materials at the Center as part of the learning experience. Children have more fun and participate more fully in activities when they are not concerned about having personal belongings lost or destroyed.

Bedding



Each child needs a small receiving blanket, small travel size pillow and 2 fitted crib sheets for their cot, one to use weekly and one to keep on hand as a spare. The sheet will be sent home on Friday for laundering and must be returned each Monday. Please label all items.



Birthdays

Each child's birthday calls for a special celebration; please speak to the teacher in advance so she can help plan the celebration. You may bring in store bought treats or lunch to celebrate your child's special day with his/her classmates. Let us know if you would like to join us for your child's party. At Most Holy Name ECC we respect and care for the feelings of all the children. When handing out invitations to home parties we ask that the entire class be invited. If there are only a select few invited please send invitations privately.

Health

Most Holy Name requires that each student obtain an annual healthy child physical and submit a current State of Florida School Entry Health Exam Form (yellow DH3040 form) and a blue Florida Certification of immunization form (DH680). This must be kept current. Physical exam forms are good for one year and the Florida Certification form will have the expiration date on the back of the form. For your convenience, we will send home a reminder notice prior to the expiration date.

At Most Holy Name ECC we take every precaution to safeguard your child against illness. In the event that your child becomes ill, parents will be called immediately for the child to be picked up.

Keeping Records Current

In order to obtain medical care for your child in the event of an emergency, we require a signed and *notarized* "Release for Emergency Care" form for each school year. This form contains vital information about each child such as parent's office phone and home numbers, the name, address, and phone number of the child's physician, insurance information and other important medical information. This form must be kept current and on file as long as the child is registered at Most Holy Name ECC. Please notify us of any changes.

Communicable Disease in Children

Any child who is suspected of having a communicable disease or exhibits other signs and symptoms listed below, will be placed in an isolated area. We will call their parent/guardian, or person permitted to pick them up, and the child must be removed from the center as soon as possible. While we understand that it is difficult for families to miss work, for the children's health and safety, we adhere strictly to the policy that children must be free of all symptoms of fever, vomiting, or diarrhea, for 24 hours without medication, before they may return to school. The Pinellas County Licensing Board has established the following regulations in regard to children who are ill or become ill while in school. We are not permitted to accept children with any of the following symptoms:

1. Fever at or above 100 degrees.
2. Diarrhea and/or vomiting.
3. Unidentified rash, untreated infection, skin patches including ringworm and impetigo
4. Runny nose with mucous and/or excessive coughing or sneezing or sore throat
5. Head and/or body lice including nits
6. Chicken pox, measles, mumps and strep throat
7. Conjunctivitis (pink eye)
8. Difficult or rapid breathing
9. Stiff neck
10. Severe coughing, causing the child to become red or blue in the face or to make a
11. Whooping cough sound
12. Unusually dark urine and/or gray or white stool and yellowish skin or eyes
13. Any other unusual sign or symptom

If the child should become injured while at school, only minor first aid treatment will be given. Parents will be notified of all accidents and injuries.

Medication- We do not administer medication (prescription or non-prescription). For the safety of all children, please do not bring medications to the school, and never leave medication in the child's backpack.

If your child needs **sunscreen**, please apply it before school.

Lice- a child with lice cannot be brought to school. If the school staff finds lice or nits on a child we will isolate the child, call the parent and the child may not return to school until the head is completely clear of lice and nits and checked by a school staff member.

Family Involvement

Most Holy Name is your child's home away from home. We want your child to feel safe and secure here and we want you to feel part of our family. You are your child's first and most important teacher and we honor that. Children thrive in an environment where families and teachers come together to make a better world for the children. We have many family activities throughout the year so that we can get to know each other and you can meet other families too. You are welcome to visit our classroom, read to the children, and assist the teacher in activities. Please let us know if you have some free time and would like to help out. All parents are encouraged to volunteer for the annual Oktoberfest held the third weekend of October. Oktoberfest is an important fundraiser but it's also a great way to meet other families and have fun!

Parent Committee

Most Holy Name of Jesus Early Childhood Center has a Parent Committee whose purpose is to support the Early Childhood Center's director and staff in the areas of planning fundraisers, socials, and special events. This is another way for families to be involved and get to know other families! All you need is enthusiasm and a desire to be a great energy in your child's school! Please call Lynne for more information.

Classroom Observations

Parents are invited to visit their child's classroom. You are also welcome to schedule a follow-up discussion with teachers or the administration to offer comments and suggestions.

Communications

Most Holy Name publishes a weekly newsletter to keep you informed of our activities and upcoming events. Each child has a file in the classroom file box. Please check this file each day as the teacher and director will put any correspondence and your child's artwork in this folder. Please refer to our annual calendar of events for all upcoming activities and days off.

Hours of Operation

Our center opens at 7:00 a.m. and closes promptly at 5:30 p.m. Our curriculum begins at 8:30 am. It is important that your child arrive no later than 8:30 so that our teachers are given the opportunity to help your child learn the skills they have planned for the day, and to help ease the transition without interrupting the class. Erratic attendance and arrival time can sometimes promote problems for your child, other children, and the teacher. Please be courteous when entering while the class is in session as to not interrupt the lesson time.

If your child becomes sick or is on vacation please notify the school. **Please remember that continued absence does not withdraw a child, and all fees are due on schedule.**

It is equally important that your child be picked up on time. Consistency will help your child to feel secure and allow for a more productive day. Please refer to the explanation of extra charges for late pick up.

If an emergency should arise and you are unable to pick up your child by 5:30 pm, please make prior arrangements with someone authorized to pick up your child and call the office so that we can reassure your child. A late fee will still apply. The charge of \$15 for late pick up anytime between 5:30-5:45 with an additional \$1.00 per minute after the first 15 minutes is to be paid to Most Holy Name ECC. Continued late pick-up may result in discontinued services. In the event that a child is not picked up by 5:30 and we cannot reach anyone authorized to pick up your child, the police will be called for further help.

Arrival and Departure

We must ask parents to come in the building and sign our roster for their child each morning and afternoon.

Please do not leave your car running while unattended by an adult. Please never leave a child unattended in the car.

Some children find comfort in having their parents spend time with them before leaving for the day, and for other children, a quick goodbye is easier. Please speak to your child's teacher if you would like ideas to simplify transition time. It is important that children are aware that their parents are leaving. While this may result in an occasional emotional upset, parents should take comfort in knowing that these upsets have usually ended by the time they reach the front door.

If you plan for someone else to pick up your child, please let the Center know ahead of time by either calling the office or with a note stating who will be picking your child up. Children are to be picked up only by those persons listed on the ID record. For the safety of our children, a photo ID will be required for those persons not known by the staff. For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your sign out sheet. If no one is available, we are required to call local law enforcement.

Please hang up the phone!

Please turn your cell phone off when you're on school property. It is very important that your child has your full attention when you drop them off and pick them up. They adore you and appreciate the time to hold you close before leaving you; and at the end of the day, they're ready for a big kiss and hug and want to tell you about their exciting day! Give your child your undivided attention during this important bonding time. They will cherish the memory!

Storm Procedures

If the Pinellas County Schools are closed due to inclement weather, we will also be closed.

If a hurricane warning is issued for our area after school hours and is not lifted by 5am the school will remain closed.

In the event of a hurricane watch, the school will remain open. If the watch becomes a warning, parents or guardians must pick up their children within one hour of the initial warning bulletin.

If a tropical storm warning is issued in our area we may close school, depending on its path and severity.

It is the responsibility of the parents to remain informed on weather conditions.

Disaster Procedures

In the event of a disaster, natural or otherwise (e.g. fire, tornado, chemical leak, etc.), we anticipate that the authorities, Fire Department, Police Department, etc. will ensure the safety of the children and if necessary evacuate them to a safe haven. If these circumstances occur, the staff will remain with the children and we will make every effort to communicate with parents or guardians to inform them of our safe location. We will also request assistance of media, radio, and TV, to broadcast our whereabouts. Therefore in the event of a disaster in our location, we recommend that parents stay tuned to television and radio.

Fire Drills and Evacuation Procedures

In accordance with Florida State Law, Most Holy Name ECC holds regularly scheduled fire drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our efforts to simulate emergency conditions during fire drills children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

In the event of any danger that is in the immediate area the school will be locked down until the danger has passed. No one will be allowed to enter or exit the building until notice is given that the area is free from danger.

Tuition & Fees

Tuition is calculated on a yearly basis and divided into 50 payments for those paying weekly; or 12 payments for those paying monthly. Monthly tuition must be paid by the first of each month, and weekly tuition must be paid by Friday for the upcoming week. A late fee of \$10 will be added after this time. Tuition must be current for your child to attend each day. Tuition fees are the same each week. Days off and holidays were taken into account when establishing tuition rates. If you choose to withdraw your child from our center, we require a written notice at least 2 weeks before the withdrawal date or you will be responsible for 2 weeks tuition. Please remember that continued absence does not withdraw your child from our center and tuition will be due as scheduled. Payment of tuition may be in cash, money order, or personal check.

Registration

We require an annual non-refundable \$100 registration fee along with your child's completed registration form in order to hold a spot for your child. Your child's current immunization record, current school physical, notarized medical release, birth certificate, and all completed mandatory forms must be submitted to the director of the Early Childhood Center before the first day that your child begins school.

Note: Established students require yearly registration. A registration fee of \$100 is to be submitted before March 1st in order to hold your child's position for the upcoming school year, which coincides with the first day of public school.

Absences / Vacation

In order to continually assure the highest quality of staff personal, equipment, and supplies, we cannot offer tuition reductions for absences due to illness. Weekly tuition is not due during the 2 weeks of Christmas vacation. Monthly tuition will be the same during the month of December as this was taken into consideration when dividing the yearly tuition.



Discounts

Families enrolling more than one child will receive a 5% discount on the youngest child's fees.

Extra Charges

1. Extra days beyond the enrolled program time are billed at the daily rate. This fee is due upon arrival each day.
2. A fee of \$25 will be charged for returned checks. Recurrent returned checks will result in money order or cash-only terms.
3. A \$10 fee will be assessed on late tuition payments.
4. Late pick up fee is \$15 for anytime between 5:30-5:45 and \$1 per minute after that. Parents will be billed for the late payment, if paying by check, please make the check out to Most Holy Name ECC.
5. Additional charges may be assessed for field trips, shirts, dance lessons, and photography. (Offered on an optional basis.)
6. There is a \$40 fee per month for children who are not yet fully potty trained. This is due in full on the first of the month. The teacher will record each diaper change and if a child remains consistently dry for 2 weeks, the fee will be dropped the following month. Should the child regress, the fee will be reinstated.
7. If a child damages or destroys school property, parents will assume full responsibility.

Enrollment and Custody

At the time of enrollment please notify the Director of any unusual circumstances regarding custody. Court ordered paperwork must be submitted when requesting that a parent not have contact with a child enrolled in our Center.

We thank you for choosing Most Holy Name of Jesus Early Childhood Center for your child's education! May God continue to bless all that we do in His Name!

*The essence of our effort to see that every child
has a chance, must be to assure each an equal
opportunity not to become equal, but to become
different-to realize whatever unique potential
of body, mind, & spirit
He or she possesses.
-John Fisher*