



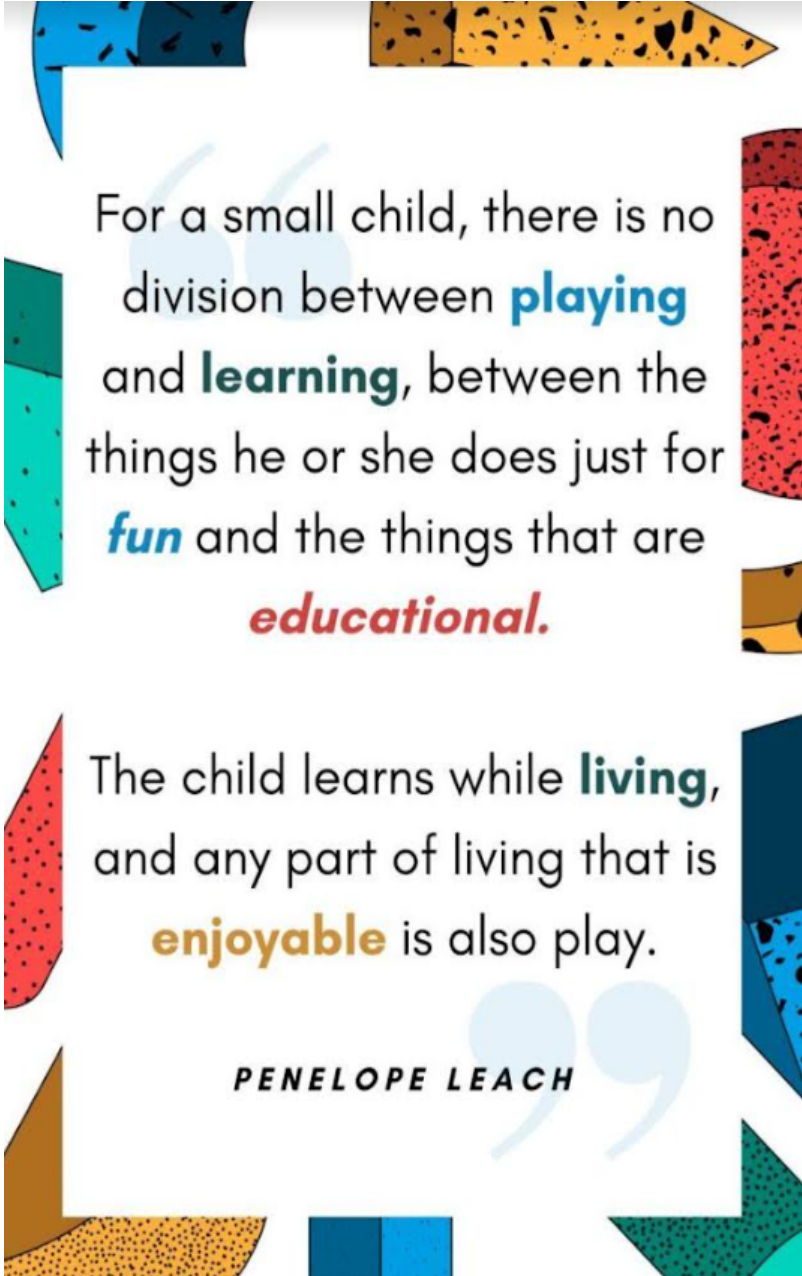
Country Club Christian Church

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**PARENT
HANDBOOK**

Revised July 2024



For a small child, there is no division between **playing** and **learning**, between the things he or she does just for **fun** and the things that are **educational**.

The child learns while **living**, and any part of living that is **enjoyable** is also play.

PENELOPE LEACH

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Dear Parents,

We are thrilled to welcome you and your child to our early childhood program! Thank you for choosing us as your partner in this important stage of your child's development.

At Country Club Christian Church, we are dedicated to providing a nurturing and enriching environment where your child can thrive. Our commitment to excellence in early childhood education is matched by our dedication to partnering with you. We believe that open communication and collaboration with families are key to ensuring that each child receives the best possible care and education.

We look forward to building a strong and supportive relationship with you and your family. If you have any questions or need assistance, please do not hesitate to reach out to us. Together, we will create a wonderful and memorable early learning experience for your child.

Thank you again for choosing Country Club Christian Church. We are excited to embark on this journey with you!

Warm regards,

Jennifer Dye
Director of Early Childhood Programs

Please note: While we genuinely believe all boys and girls are uniquely special and equally important, for the sake of brevity and clarity, we have chosen to use masculine pronouns (where we do not use both) when referring to children in this booklet. As we realize some parents may not agree with this practice, we appreciate your understanding and accommodation of this decision.

HISTORY: The Early Childhood Programs of Country Club Christian Church were first established in 1965 with the first preschool program designed mainly for the children of members of the church. The following year, the Moms Day Out Program (now called the Parents Day Out Program) began. Both programs have changed through the years and have become an important service to many community children.

Country Club Christian Church Early Childhood Programs come under the auspices of the Early Childhood Programs Advisory Committee and the Director of Children and Family Ministries.

All children of the community, regardless of race, sex, or religion, are accepted in the Early Childhood Programs and will be accorded the same rights and privileges due all children of God.

PROGRAM EMPHASIS: We are dedicated to helping your child develop his/her own personality and abilities. We strive to minimize competitive activities, with emphasis instead on personal, social, emotional, intellectual, and spiritual development. Cooperative activities and positive interactions with adults and peers promote the development of your child's self-esteem. Additionally, a variety of experiences with age-appropriate art, music, literature, and physical activities assist in your child's knowledge of himself and his effect on his environment.

CHILDREN AS INDIVIDUALS: Each child is accepted on a trial basis and encouraged to develop at their own pace. Although our staff is not specifically trained in special needs, we welcome all students and will work with parents to develop a plan to include the child in all aspects of our program. As an example, if a child is unable to master a specific skill, the teachers will provide alternative ways for that child to practice and improve that skill. Because we believe that all children develop at their own pace, many of our activities are open-ended, and children feel comfortable working at their own pace. If we find that our school setting can't meet the needs of a specific child, we will meet with the parents to develop a plan to find a school setting that is more suited and can better meet the child's needs. We have annual speech and hearing screenings, as well as community resource contacts that are shared with parents on a regular basis. If a therapist needs to work with a child or observe a child, we are happy to schedule that, as well as share information with them as allowed by the parents.

PARENTAL PARTICIPATION is always encouraged. We are hopeful you will contribute of yourself and take the time to "experience" your child's classroom. You are always welcome to visit the Parents Day Out rooms. The Preschool encourages parental participation in the program through volunteering in the classroom, helping with special events and attending field trips.

FAMILY ATMOSPHERE: Since we encourage parental participation, and since there are less than 60 children in either the Parents Day Out Program or the Preschool on any day, we can provide a family atmosphere, with much personal contact, for you and your child. We will make every effort to work with you regarding concerns or situations that arise.

CLOTHING: Your child will be actively involved with other children throughout the day in the classroom and outdoors. Even infants and toddlers will go outside as much as possible. Please dress your child to be able to enjoy the outdoors and be comfortable inside doing all kinds of creative activities. Since your child will be increasingly encouraged to care for his/her own needs, please see that clothes offer the opportunity for increased self-esteem that children experience from caring for their own needs. Each child should have a change of clothing in his or her backpack.

SNOW DAYS will be observed when an announcement is made on ABC, Fox 4 and NBC 41 that "Country Club Preschool" is observing a Snow Day. You may call our number (816-333-6311) to find a recording if school is cancelled. If bad weather necessitates the closing of the church during a program day, an effort will be made to reach the parents and ask them to pick up the child early. Of course, a caregiver or teacher would stay with the child until he is picked up. There is NO reduction of tuition when bad weather days occur.



SHORT TERM CLOSURES: On rare occasions, there may be a special event at CCCC that necessitates closing the school for the safety of the children, families and staff. The Early Childhood Programs also reserves the right to close the program for citywide celebrations. There is NO reduction in tuition for short term closures.

SAFETY: Fire escape plans and tornado plans are posted in all rooms. Either a fire drill or tornado drill is practiced monthly during the school year. Earthquake procedures have been discussed with the staff. Because of the age of the children and the fact that most children are not here daily, more emphasis is placed on staff preparedness than on training the children for such an emergency.

SECURITY: All families will enter through the East Door. Families will be buzzed in through the security doors during program hours.

CONFIDENTIALITY OF FILES: All files of children who attend Country Club Christian Church Early Childhood Programs are confidential. Only the Director, office staff and your child's teacher/caregiver can access these files. Parents have the right to view their child's file, which is located in the office, at any time.

HEALTH POLICY: All enrolled children must provide immunization information and a health assessment signed by a professional as required by the Missouri Health Department. **Before your child starts our program, current immunizations and a health assessment signed by a licensed physician are required to be in our office.** If your child has special health needs, you will be asked to complete a Specialized Care Plan form which will be kept in our office. Please notify us if your child acquires a communicable disease so other parents may be alerted to possible contact with the disease.

In accordance with Section 210.003.7, RSMo. (Revised Statutes of Missouri Legislature), the parent or guardian of a child enrolled in any of our programs may request notice of whether there are any enrolled children at our facility with an immunization exemption on file. If you would like to request this information, please contact the Director and the information will be provided to you. Please note: the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

We prefer NOT to give medication - especially considering the limited time children are here. Should it be necessary to give medication, please complete a form, which will be provided upon request, and bring the medication in a prescription container with a measuring dispenser. No aspirin will be given due to its link with Reyes Syndrome.

ILLNESS: In an effort to provide a healthy environment for all children, we cannot accept children who have vomited or had a fever within the last 24 hours or who have an infectious, running nose. Children who have 2 episodes of diarrhea in 15 minute period will be sent home per the guidelines to us by the Health Department

Child and/or faulty who have positive stool cultures cannot attend CCCC until they have a written note from their health care provider, even if they feel well and the diarrhea has resolved.

A child may return to the CCCC when he or she is free of diarrhea and any other symptoms for 24 hours.



There are no facilities or staff to care for sick children at Country Club Christian Church. It is important that you notify us of a means to contact you or another person authorized by you who can pick up your child in the case of an emergency or illness. You will be notified if your child becomes ill. You must pick him up within one hour or make arrangements for someone else to do so.

EMERGENCIES: In the event of an emergency, your child would be transported by ambulance to the nearest emergency room that is available to provide services appropriate to the injury of the child. You may specify on your health form if you have a preference. Every effort will be made to notify you or others listed on your enrollment form. Please keep this information up to date to facilitate reaching you. Medical treatment is the financial responsibility of the parent.

If, for any reason, an unforeseen epidemic/pandemic or illness infects a portion of the surrounding area's population, the Early Childhood Programs will be of service to families as long as it is able, but the program reserves the full right and discretion to shut down the school for the safety of the families and staff.

Emergencies occur when we are least prepared for them. It is imperative that you keep current the information in our files and provide us with an emergency number when we cannot reach you at home or work.

It is extremely important that you keep information current as to how you or another trusted person can be reached if there is an emergency. If you are away from home, please make a note on your child's classroom sign-in sheet informing us who should be called and at what number they can be reached.

ACCIDENTS: Minor accidents will be treated by caregivers and office staff. If the child sustains a head injury or requires more than minor first aid, his/her parent will be contacted. An incident report will be completed by the caregiver to be signed by the Director and parent.

No **SICK DAYS** are allotted in the fee schedule. However, we would appreciate you letting us know if your child will not be attending due to illness.

VACATION: Early Childhood Programs does not allow make-up days for absences.

CHRISTIAN TRAINING will be included in the curriculum in the same manner that Jesus taught those who lived around Him:

1. By example,
2. Talking with those around Him and serving their individual needs,
3. Telling stories or parables in meaningful situations.



While there is no specific requirement of a Christian curriculum, prayer before eating, seasonal stories, and examples of love are incorporated into our programs.

STAFF DEVELOPMENT: Research clearly shows that the adult/child ratio and educational level of staff most directly forecast the quality of early childhood education and care.

Parents Day Out and Preschool teachers have monthly staff meetings that frequently include training. In addition, the teachers and caregivers are expected to meet Missouri state licensing requirements regarding in-service education, which is 12 –18 hours annually. Our Staff Development Program encourages early childhood college classes at all levels.

Criminal record and child abuse/neglect checks are conducted on all staff and volunteers. Staff training includes information about signs of possible child abuse and the approved procedures for reporting.

MISSOURI STATE LICENSING: Country Club programs are in compliance with the Department of Health Rules for License-Exempt Facilities. You may ask to view inspection papers, and/or a copy of regulations.

In May, 1989, the Preschool was proud to obtain accreditation. Annual reports are required to remain accredited, in addition to a full review every 5 years. Your child will be the beneficiary of the high standards that we maintain.

PARENTS DAY OUT

PHILOSOPHY: The mission of the Parents Day Out Program of Country Club Christian Church is to reach out to the parents of our church and community by providing safe childcare in a loving, Christian environment that encourages the social, physical, intellectual, emotional, and spiritual growth of each child.

OBJECTIVES:

1. The child will experience the love of God through interacting with the school staff and teachers in the church setting.
2. To provide the families with a quality program, enabling them to comfortably entrust their children to us.
3. To build each child's self-esteem and personal security through positive interactions with other children and the teachers.
4. To encourage the development of each child, as an individual, through a variety of age-appropriate experiences such as the arts, language, literature, movement and knowledge of objects.
5. The child will learn to express him/herself through actively working and playing in cooperative situations with peers, adults, and individually.
6. The child will develop decision-making and task-completion abilities through maximum opportunities of choice.

TYPE OF PROGRAM: Our program is planned to meet the needs of your child. Activities are planned for each class that are age-appropriate and offer a variety of art, music, drama, and well-supervised social interaction with other children. The processes of art (gluing, coloring, painting, etc.) are stressed above the finished product to help children gain skills and confidence in their new abilities.

All children will use the outdoor playground as frequently as weather permits. Please dress your child appropriately for outdoor play.

SCHEDULE: Parents Day Out is open Monday through Friday from 8:30 am to 3:00 pm, during the school year. The Summer Program is open on Monday through Friday from 8:30 am to 3:00 pm, during June and July. Children are assigned to classrooms according to their age and remain in that classroom for the entire school year. Classes have approximately a 6-month age span. We strive to maintain the same caregivers in each room throughout the year. We will assign children who are here more than one day per week to the same classroom as much as possible. Since all staff work part-time, children may not always have the same caregiver each day of the week.

NUTRITION POLICY

- * *Breastfeeding*—CCCC is committed to providing a breastfeeding-friendly environment for our enrolled children. We have information available on breastfeeding, including names of area resources, should questions or problems arise.

There is a private breastfeeding space on the 1st floor; mothers are also welcome to breastfeed in the classroom. The classroom refrigerator is available to store expressed breast milk. Mothers should provide their own containers, clearly labeled with name and date.

The center will follow human milk storage guidelines from the American Academy of Pediatrics and the Centers for Disease Control and Prevention to avoid waste and prevent foodborne illness.

- * *Snacks*—CCCC will provide a daily snack for the PDO classes and the Transition program. The menu is posted in each classroom but is subject to change.

The culturally diverse menu items provide for at least 2 different food groups each day. Portions follow the guidelines of the Missouri Eat Smart Program.

When families are providing snacks for a special event such as a birthday or holiday celebration, they should check with their child's teacher (insuring that all special dietary needs are met). A healthy alternative will always be provided in addition to "sweet" treats; only milk and water will be served to drink.

- * *Lunches*—Good nutrition is vital to children's' learning and physical development. Please provide a nutritionally sound lunch for your child; age-appropriate components include: whole grains, meat/meat alternatives, vegetables and fruit. Please note that when fruit juice and "sweet" treats are included in lunches, the teachers will give the children the main course items first before allowing them to have the dessert-type items.

Lunches will be refrigerated when they are sent in a small paper/reusable sacks or small single containers (such as the divided Ziploc containers).

Accommodations for food allergies will be made on a case-by-case basis in each room. Please contact the office if your child has special dietary needs.

CAREGIVER QUALIFICATIONS: Upon hire, all teachers and staff are required to have (or get) a current physical and TB test. A background check is completed through the MO Dept. of Health and Senior Services.

All teachers are required to have experience, knowledge, and love of children. They are encouraged to continue their education at the college level.

Teachers are required to meet licensing requirements of 12 in-service training hours per year. Teachers have planning time built into their schedule to enable them to plan activities for your child that are age-appropriate and fit the needs of individual children in their class.

DROP-OFF AND PICK-UP: Take your child directly to the room to which he is assigned. Identification will be requested from those persons with whom we are not acquainted. Please have previously written information or specific directions you want to give the teacher. Do not expect the teacher to remember verbal instructions. If it is important to you or your child, **WRITE IT DOWN.**

NAPS: All children will be given the opportunity to rest after lunch as required by state licensing regulations and the standards set for accreditation. Children are not required to sleep but we find that, because of the extra activity of being with other children and playing outdoors, most children do. **If you do not wish to have your child sleep here, you may pick them up before naptime.**

BIRTHDAYS are great fun for all of us. Can you think of a more fun way to celebrate than planning a party for your child with his/her friends at Parents Day Out? Please discuss your plans with the teacher in advance.

DISCIPLINE: We feel that the most effective discipline occurs in an interesting, active program planned to meet the needs of the individual children served. Caregivers and teachers will try to anticipate potential situations and redirect a child's attention or move a child away from what is dangerous to himself or others. Children will be encouraged to discuss differences of opinion, express their own feelings, and learn to work out problems with their peers. At no time is physical punishment used.

Should continuous unacceptable behavior occur, the problems would be discussed with the parents in the hope that we can work together for the benefit of the child and other children in the room.

Every effort will be made to work with the parents to develop an appropriate response for the child that assures his safety and self-respect, the safety of the other children, and the respect of the staff. If a child is unable to fit into the program, the parents may be asked to remove the child from the program.

If you have concerns about your child's behavior or discipline in his room, please discuss your concerns with the teacher or the Director of Early Childhood Programs.

TRANSPORTATION: Parents Day Out does not include field trips. Transportation would be utilized only by ambulance for an emergency.

CHILD ABUSE AND NEGLECT POLICY: Staff are alert to the physical and emotional state of all children. When any sign of injury/suspected abuse is detected, the center's Director is notified immediately.

Country Club Christian Church staff will not discipline children by use of corporal punishment or failing to provide necessities of care.

SUMMER SCHOOL is offered Monday through Friday from 8:30 am to 3:00 pm during June and July. PDO children are guaranteed their current Spring semester roster spots for the summer session. PS/Pre-K students attend Monday-Thursday for the summer session. All preschool children are invited to attend.

Tuition is payable at enrollment. If you are enrolling your child for more than one day, half payment is due at enrollment with the remaining payment made by May 1.

PARENTS DAY OUT FEES

REGISTRATION FEE: A \$50 fee is assessed for each day of the week a child is enrolled during the school year. This is a **NON-REFUNDABLE FEE**.

LATE PICK-UP FEE: Children must be picked up by 3:00 pm during the school year and during the summer session. If you are late picking up your child, a late fee of \$3.00 will be assessed for the first 5 minutes past pickup time, and \$1.00 per minute thereafter. Following the fourth late pick-up, the fee doubles to \$2.00 per minute, per child.

SEMESTER PAYMENT SCHEDULE: Tuition is due in advance of services. First semester tuition is due before the start of school; second semester tuition is due on or before the day we return from Christmas break in January. If you withdraw your child from the program, you are required to give a two-week notice, and tuition is due for those two weeks whether or not your child attends.

MONTHLY PAYMENT PLANS: If you wish to be on a monthly payment plan, please contact the office. Monthly payments are due on the first business day of the month, in advance of services. If payment is not received by the 5th of the month, it is considered late and a late fee will be assessed on your account. Tuition is due in full by April 1st of the current school year. If you withdraw your child from the program, you are required to give a two-week notice, and tuition is due for those two weeks whether or not your child attends.

LATE PAYMENT FEE—MONTHLY PAYMENTS: A \$25 late payment fee is added to your account when fees have not been paid by the 5th of the month. If payment is not made by the 10th of the month, your child's space will be considered available for replacement by a family on the waitlist. Enrollment fees would need to be paid and the account brought current for the family to continue in the program.

INSUFFICIENT FUND FEES: A \$35 Insufficient fund fee will be added to your account when tuition fees have been returned to CCCC via Tuition Express. Office staff will reach out regarding this matter. You will have 48 hours to pay the tuition a different method.

EXTENDED CLOSURES: If CCCC Early Childhood programs were to close due to safety or health concerns, tuition refunds will not be made, and any remaining tuition will be due per your payment plan.

ENROLLMENT: The Parents' Day Out enrollment process is very similar to the Pre-school Enrollment process listed on page 20. Please contact the office for more information: (816) 333—6311.

PRESCHOOL

PHILOSOPHY: Country Club Christian Church Preschool is an outreach ministry of the church which supports the spiritual, social, emotional, intellectual, and physical growth of the child through a developmentally-based curriculum. A nurturing atmosphere is essential to encourage the child to fully develop the spirit of inquiry and discovery of knowledge. Active exploration, with all the senses, in a variety of experiences is the manner in which children learn best.

OBJECTIVES:

1. The child will experience the love of God through interacting with the school staff and teachers in the church setting.
2. To provide the families with a quality program, enabling them to comfortably entrust their children to us.
3. To build each child's self-esteem and personal security through positive interactions with other children and the teachers.
4. To encourage the development of each child, as an individual, through a variety of age-appropriate experiences such as the arts, language and literature, movement, and knowledge of objects.
5. The child will learn to express him/herself through actively working and playing in cooperative situations with peers, adults, and individually.
6. The child will develop decision-making and task-completion abilities through maximum opportunities of choice.

CURRICULUM: The High Scope Curriculum (also called Cognitively Oriented Curriculum) is designed to encourage the child's growth by hands-on experience with a variety of materials and resources under the direct supervision and encouragement of a highly qualified teacher. This curriculum encourages personal growth and problem-solving skills. It balances teacher-directed learning and child-initiated activities to encourage a joy of being actively involved in the learning situation. The curriculum is enriched by weekly music classes, Spanish, a creative movement, special events, guests, and field trips.

TEACHER QUALIFICATIONS: Preschool and Pre-K teachers are required to have a degree in Early Childhood Education or a closely related field. Teachers with non-education degrees, who have significant experience, are considered on a case-by-case basis.

In keeping with licensing regulations and standards set forth by MO Accreditation, preschool staff must complete 18 hours of approved training per calendar year.

PROGRAM DESIGN: The Preschool consists of three-year-old classes which meet Tuesday, Wednesday, and Thursday from 8:30 am to 12:00 pm, and pre-Kindergarten classes which meet Monday through Thursday from 8:30 am to 12:00 pm. If you are enrolling your child in a pre-Kindergarten class but do not plan to send him/her to Kindergarten the following year, or if you want to leave open the option of another year of preschool, please notify us so we may work out a program to allow you the most flexibility.

In order for your child to enter the three-year-old preschool program, he/she must be 3 years old and potty-trained by the first day of school. In order to enter the Pre-K program, your child must be 4 years old by November 30th and potty-trained.

EXTENDED SESSION (12:00—3:00 pm) is offered Monday through Thursday and administered by our preschool teachers. The program is more relaxed, but there are always planned activities. Children who stay provide their own sack lunch. The teacher for Extended Session may not always be the same teacher that your child has during regular preschool classes. No Extended Session is held after the Christmas Program in December or the Family Picnic in May.

PRE-SCHOOL CAMP: Camp is available on Mondays and Fridays from 8:30 am to 3:00 pm for 3-year-old preschoolers. Camp is available on Fridays from 8:30 am to 3:00 pm for Pre-K students. **Children must be 3 years old and potty-trained to attend Camp.** You may enroll for an entire year, or on an as-needed basis; however, as-needed care must be scheduled in advance to ensure we maintain our licensing ratio.

CLASSROOM SIZE: Our preschool is small with small classes to allow for maximum learning opportunities. We expect to have about 7-9 children per class in our Threes Classes and 8-10 in our Pre-K classes. If more children are enrolled, an aide will be hired. Classroom sizes and adult/child ratios are important considerations in enrolling children.

NUTRITION POLICY

- * *Snacks*—CCCC will provide a daily snack to the Transition Program. The menu is posted in each classroom and it is subject to change. The culturally diverse menu items provide for at least 2 different food groups each day. Portions follow the guidelines for MO Eat Smart Program.

Preschool children will take turns providing snack for their own class. Families will be provided a list of recommended snack ideas; teachers will work with children to choose items from 2 different food groups each day, when families send a variety of snacks.

Children may drink water or milk with snacks.

- * *Lunches*—Good nutrition is vital to children's' learning and physical development. Please provide a nutritionally sound lunch for your child; age-appropriate components include: whole grains, meat/meat alternatives, vegetables and fruit. Please note that when fruit juice and “sweet” treats are included in lunches, the children will be required to eat some of the healthier options before eating/drinking the treats.

Lunches will be refrigerated when they are sent in a small paper/reusable sack or a small single container (such as a divided Ziploc container). Large padded or hard-surface lunch boxes should contain an ice pack as we have limited refrigerator space.

Accommodations for food allergies will be made on a case-by-case basis in each room. Please contact the office if your child has special dietary needs.

DROP-OFF AND PICK-UP: Parents are expected to bring their children into the classrooms. Parents will be notified at the beginning of the school year where the teachers will bring the children to meet them for pick-up. If a person other than the parent who brings the child is picking up the child, please contact the office and inform the teacher. Identification will be requested if this person is not known to the teacher. Parents must sign their children in and out daily.

SPECIAL EVENTS provide many additional learning experiences. The cost of these is included in the tuition.

FIELD TRIPS are experienced by the Pre-Kindergarten children. These trips are taken in a leased school bus with seat belts, which all children must wear or coordinate with parent transportation.

A **LIBRARY**, maintained by church volunteers, is available to parents and children in the Early Childhood Programs. Preschool classes visit the library weekly and may check out books, with the approval of the teacher and parent. A child who does not return his library book on the appointed day his class goes to the library will not be able to check out another book until his previously checked-out book is returned. Parents will want to avail themselves of the excellent books on parenting. Parents are responsible for replacing, or paying for, any lost books.

OPTIONAL SCREENINGS for sensory-motor perception and for speech and language development are available for a fee.

CONFERENCES are offered annually or as requested. The teachers and the Director are always available to resolve problems with you. We want to make this preschool experience a positive one for you and your child. Please allow us the opportunity to work with you if issues arise.

CHILD ABUSE AND NEGLECT POLICY: Staff are alert to the physical and emotional state of all children. When any sign of injury/suspected abuse is detected, the center's Director is notified immediately.

Country Club Christian Church staff will not discipline children by use of corporal punishment or failing to provide necessities of care.

SUMMER SCHOOL is offered Monday through Thursday from 8:30 am to 3:00 pm during June and July. PDO children are guaranteed their current Spring semester roster spots for the summer session. PS/Pre-K students attend Monday-Thursday for the summer session. All preschool children are invited to attend.

Tuition is payable at enrollment. If you are enrolling your child for more than one day, half payment is due at enrollment with the remaining payment made by May 1.

PRESCHOOL FEES

REGISTRATION FEES: A **NON-REFUNDABLE** fee of \$200 is required at registration.

The **non-refundable** registration fee of \$20 per day is assessed for each day of Extended session your child attends. A registration fee of \$25 is due for Preschool Camp. This fee is also **NON-REFUNDABLE**.

LATE PICK-UP FEE: Children must be picked up by 3:00 pm during the school year and during the summer session. If you are late picking up your child, a late pick-up fee of \$3.00 will be assessed for the first 5 minutes past pickup time, and \$1.00 per minute thereafter. Following the fourth late pick-up, the fee doubles to \$2.00 per minute, per child.

SEMESTER PAYMENT SCHEDULE: Tuition is due in advance of services. First semester, the tuition payment is due before the start of school; second semester tuition is due on or before the day we return from Christmas break in January. If you withdraw your child from the program, you are required to provide two weeks' notice, and your tuition is due for those two weeks whether or not your child attends.

MONTHLY PAYMENT PLANS: if you wish to be on a monthly payment plan, please contact the office. Monthly payments are due the first business day of the month, in advance of services. If payment is not received by the 5th of the month, it is considered late and a late fee will be assessed to your account. Tuition is due in full by April 1st of the current school year. If you withdraw your child from the program, you are required to provide two weeks' notice, and your tuition is due for those two weeks whether or not your child attends.

LATE PAYMENT FEE: A \$25 late payment fee is added to your account when fees have not been paid by the 5th of the month. If payment is not received by the 10th of the month, your child's space will be considered available for replacement by a family on the waitlist. Enrollment fees would need to be paid and the account brought current for the family to continue in the program.

INSUFFICIENT FUND FEES: A \$35 Insufficient fund fees will be added to your account when tuition fees have been returned to CCCC via Tuition Express. Office staff will reach out regarding this matter. You will have 48 hours to pay the tuition a different method.

EXTENDED CLOSURES: If CCCC Early Childhood programs were to close due to safety or health concerns, tuition refunds will not be made, and any remaining tuition will be due per your payment plan.

It is CCCC's intent to do what is necessary to make fiscally responsible decisions during this time. If, for any reason, your family has been put in financial hardship, such as losing a job or reduced hours/pay, CCCC may, in its discretion, take into consideration such hardships in determining your ability and eligibility to stay enrolled on a case-by-

ENROLLMENT PROCEDURES—PRESCHOOL AND PDO

1. Call us at 816-333-6311 to schedule an appointment for a tour of our program and facility. Although you are always welcome to stop by at any time, we recommend an appointment so that we may spend as much time with you, answering any questions you may have.
2. Complete the enrollment form and return it with the **NON-REFUNDABLE** application fee; enrollment is not guaranteed until the form and fees are received.
3. Complete and return all required paperwork (available in the school office) and make the tuition payment.
4. Attend the “Meet the Teacher” event before school starts in the fall. Families who enroll mid-year will have an opportunity to meet the teachers and see the classroom before their first day.

ALL PAPERWORK IS DUE, WITH THE FIRST TUITION PAYMENT, BEFORE YOUR CHILD CAN ATTEND THE PROGRAM.

We look forward to making your experience at Country Club Christian Church Early Childhood Programs an exceptional one! We strive for excellence in all of our programs. We recognize that working creatively and conscientiously with parents is essential to a quality program; we, therefore, invite you to express your feelings, comments and concerns to us at any time.

