



2020 – 2021

**504 West Chapel Hill St.
Durham, NC 27701
919-688-5130**

www.dmws.org

Aims and Objectives

Duke Memorial Weekday school welcomes all families from our diverse community in Durham, feeling that the inclusion of a variety of backgrounds provides an enriching experience for our students.

To establish a firm foundation, our emphasis will be on establishing an atmosphere of love, support, and security, and on building self-confidence. This provides the wellspring that slates a child for success as a human being.

A stimulating environment with many and varied activities will encourage hands-on experiences, fostering a desire to think, question and discover. Wide ranges of activities that are vitally important to children's development are lumped together under the word "play". Through play, children learn and polish social, emotional, physical, and mental skills. Play is children's work!

We want the preschool experience to be a positive one with success after success to build on, and we will strive to meet this criterion.

General Information

Regardless of your child's age, we feel it is most important that they be in a program that best suits their maturity and development. Children mature at very different rates. We never want to pressure children to do things they are not ready to do. Due to these facts, we urge parents not to compare children. Each child deserves to be able to feel good about their accomplishments, to work at their own level and yet be challenged. We will work closely with parents to ensure that each child has appropriate class placement.

Orientation: Orientation is via ZOOM in 2020. General rules and policies will be explained. Parents are expected to attend or watch the recorded video.

Parent/School Communication: A class newsletter/calendar of classroom activities will be sent home monthly. "The Parents' Press" is a monthly newsletter that is published and distributed by the Parent's Council. Notices may be posted on an easel near the carpool line. Please share the information with other carpool participants. DMWS also uses the Remind texting service to communicate important information such as school cancellations/weather delays.

*** We will not send home any non-school related flyers**

Messages To and From Teachers: Please send all messages to the teachers in written form as a child may easily forget or confuse the message. Place all messages in your child's folder. All messages sent home will be in written form and placed in the folder too. Remember to check your child's folder daily.

Conferences and Consultations: Parent-teacher conferences will be scheduled for all ages in September and January. Parents of kindergarten students will have additional conferences scheduled in May. We are always available to discuss your concerns at any time. If you wish to have a consultation with your child's teacher, please make an appointment. The time immediately following the school day (12:00 noon -1:00 PM) is usually most convenient. It is suggested that conversations about the child do not take place in the presence of the child either in school, over the phone or at the carpool line.

Temporary Situations: Please notify the school if you will be out of town, if a family member is hospitalized, or if other emergencies occur. This information enables us to effectively help your child since home disruptions may affect behavior at school.

Birthdays and Holiday Parties: In order not to imitate home parties, we have developed ideas for unique school happenings for birthdays and holidays. **We request that parents confer with teachers since there are new protocols due to COVID-19.** Do not send cake or cupcakes. They are not acceptable for snack. Please do not send balloons or favors. Please do not send party invitations to be sent home in bags. If we receive these items, they will be returned to you.

For Show and Share: We would like the children to feel free in making their own selection. They will become more discriminating as the year progresses. To bring a favorite toy or some treasure to show the class seems to be an important link between home and school and helps the child feel that he/she "belongs".

Writing: In writing the child's name, the Weekday School will use manuscript lettering (not all capitals.) Please refer to the letters as upper and lower case, rather than "big" and "little".

Clothing: Please dress your child so he is comfortable for play. Clothes that allow freedom to move about, to climb and jump, and that are easily washed when soiled are most suitable. Slick soled shoes are dangerous on tiled floors inside and on inclined boards on the playground. No flip-flops should be worn to school. Teachers and children appreciate clothes that a child can easily handle during bathroom time. All children's clothes should be clearly marked; jackets and sweaters are often identical.

Tote Bags: A tote bag for delivering the child's "home treasures" to school and for carrying school papers and pictures back home is needed. Please see that your child brings his tote bag each day. A cloth bag approximately 12" x 14" with strap handles (no zippers, flaps or closures) is preferable. The Parent's Council offers school tote bags for sale at a reasonable price. Backpacks can be a problem.

Arrival and Departure Procedure

For the Regular Schedule: We are at curbside from 9:00-9:15 am. After 9:15, the door is locked.

For Parents and Visitors: Due to COVID-19, DMWS is not allowing visitors at this time.

When Picking up Your Child: We will begin loading cars at 12:00noon. Every family will be given 2 carpool cards with your family's number on it. Hang this number from your rear view mirror. A staff person will bring the children with the corresponding numbers to curbside. Please allow us to open and close doors unless the door is automatic. If you will be carpooling with another family, it is your responsibility to get their number and coordinate pick up days. If someone other than the usual driver is picking up your child, please notify the school by placing a note in your child's folder, or by telephone/email. We will not let the child leave with someone other than his carpool unless we have received word from you. Please inform your child of any changes in dismissal procedure. If you call the office we will inform your child; this helps keep dismissal time free of confusion.

Sign-in/Sign-out Procedures

For late arrivals and early dismissals: Call the office at 919-688-5130 so someone can meet you on the school porch and complete the health check. If you wish to pick-up your child early, call the office at 919-688-5130 so we can bring your child to the porch for pick-up.

Late Pick-up Policy

Duke Memorial Weekday School operates from 9:00am until 12:50, Monday through Friday. Since staff members have their own duties and schedules, it is essential that all children be picked up on time. Please call the Weekday School if you find that you are going to be unavoidably detained. Late fees will be charged as follows:

- Departure procedures begin for the Weekday School at 11:55am. You will be considered late if you arrive and there are no cars in the carpool line.
- Departure for Kindergarten and Lunch Bunch begins at 12:50pm. You will be considered late if you arrive and there are no cars in the carpool line.

If you arrive late, you will be assessed a \$10.00 late fee. Payment is due the next school day. If a parent is continually late, further action may be taken at the discretion of the Director.

Carpool Procedure

DMWS Carpool Line is a - No Cell Phone Zone!!!!!!

1. If you are coming south on Gregson Street, continue past Memorial Drive and Chapel Hill Street. Turn left on Jackson Street (behind the Police Department), then left onto Duke Street. At the traffic light turn left onto Chapel Hill Street. Make sure that it is safe to turn all the way through this intersection. **Do not block this intersection at any time! Do not block the bike lane.** Turn right into the church parking lot.
2. If you are coming east on Chapel Hill Street, **do not turn left into the church parking lot.** Turn right onto Gregson Street and proceed as above.
3. When entering the Church parking lot from Chapel Hill Street, stay to the **left** as you proceed down the parking lot. This will allow Church staff to enter and exit the lot from Memorial Dr. Stop at the DMWS STOP SIGN, and wait to move forward to load your child. Remember to look left before turning onto Memorial Dr. This parking lot is for Church staff, please be mindful of their parking needs while in our carpool line.
4. After the staff places your child in the car, pull forward as far as possible along the playground fence to fasten seatbelts, so those behind you can pull up and children can continue to be loaded. Do not block the Crosswalk or the Handicap parking space.

5. Do not exit using Gregson Street. Continue on Memorial Dr. and turn left onto Duke Street. This may inconvenience some and require you to go around the block but the safety of your children is our first concern.

* If you do not use the carpool line in the morning or afternoon, please park in the asphalt parking lot, not along the street. Do not pull onto Memorial Drive from Gregson Street. Drive around the block and enter Memorial Drive from Duke Street.

Mornings Walk ups: Walk with your child all the way to the marked waiting spots along the fence, always holding your child's hand. Please wait 6ft apart until the health check can be completed.

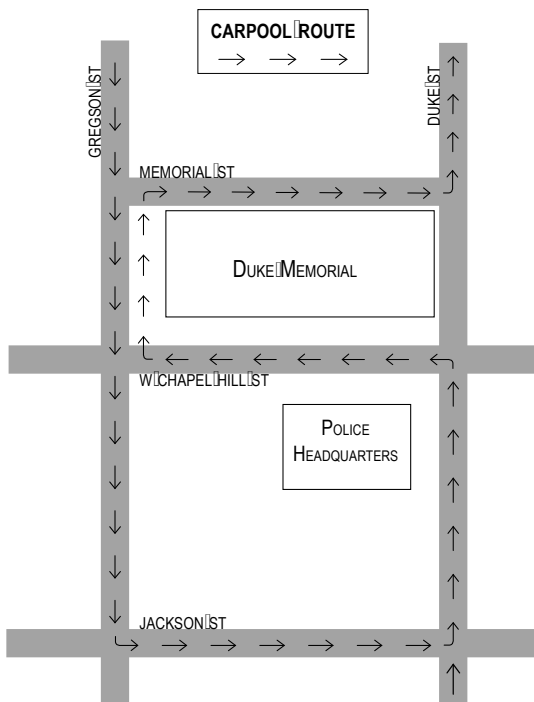
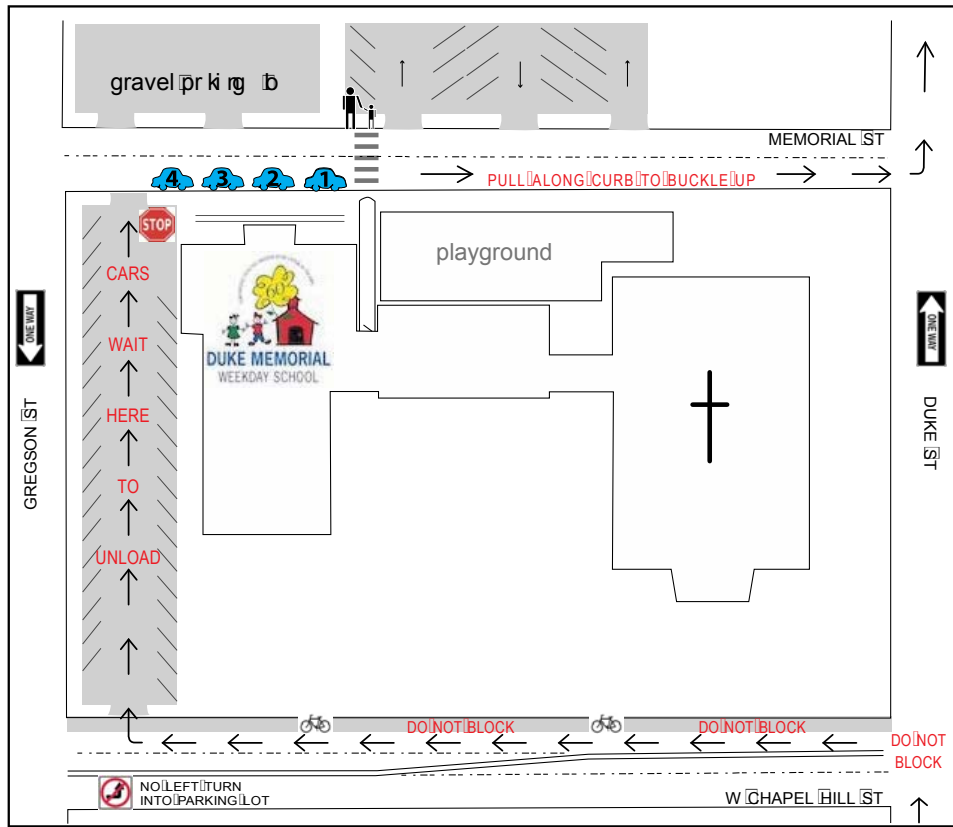
Afternoons Walk-ups: Wait along the sidewalk (socially distanced) with your carpool number, and we will bring your child to you after all cars have exited the carpool line. This cuts down on confusion in the carpool area.

Never cross between cars that are being loaded and unloaded. It is safer to cross using the crosswalk that is provided from the asphalt parking lot to the sidewalk by the playground.

The carpool system has been devised to ensure the optimum safety of your child. With your help and cooperation, our students can be loaded and unloaded in just a few minutes. If you have concerns or questions about the policy, please contact the director. Please inform us of any changes in carpool by sending a note in your child's folder. **Remember, our carpool line is a Cell Phone Free Zone!**

North Carolina law requires any child 8 years old or under 80lbs. to be secured in a child safety seat.

DMWS Carpool Line



CARPOOL LINE IS A CELL-FREE ZONE AT ALL TIMES. STAY FOCUSED AND KEEP OUR CHILDREN SAFE.



Four cars at a time pull along curb for loading.



Wait at stop sign for next turn in loading zone. Please have your carpool number displayed.



There is no left turn into the parking lot. Follow the route around the police station.



Carpool line is not allowed to occupy the bike lane. **Do not block the bike lane on Chapel Hill St.** If the parking lot is full, circle around the block.

11

Parents walking to pickup should line up along the sidewalk with their carpool number in hand.



Use crosswalk at all times. Do not cross between advancing carpool cars.

DMWS Inclement Weather Policy

The Director will determine if Duke Memorial Weekday School should be open, closed, or operate on a delay in the event of inclement weather or extenuating circumstances, using Durham Public Schools as a guideline.

This means we will not always follow Durham Public Schools.

Factors considered when assessing whether to close, open on time or on a delay include, but are not limited to: teacher availability to fulfill Safe Sanctuaries requirements, the condition of Memorial Drive/sidewalks along Memorial Drive, and timing of the inclement weather event. Parents should check for cancelations/delay information on WTVD and WRAL. Attempts will be made to notify all families by email and Remind text. The decision as to whether or not Duke Memorial Weekday School opens on a delay will be made with the utmost consideration of safety of all of our families and staff members. Duke Memorial Weekday School will build up to 4 makeup days into the school calendar. Use of these makeup days is at the discretion of the Director.

Policy on Discipline

1. Positive discipline will be emphasized, with redirection and distraction used to encourage appropriate behavior. Clear and consistent enforcement of rules also encourages appropriate behavior.
2. On the rare occasion that a Time Out is needed, it will last one (1) minute per number of years old. The rules will then be reiterated and the child may return to the class activity.
3. If a child becomes physical, he/she is immediately removed from the group. Serious problems should be discussed with the Director. The Director will make suggestions and advise the teacher to document the incidents. If physical behavior persists, the teacher will notify the Director and the parent will be contacted. The Director may join the conference between the parent and teacher.
4. If the Director and teacher feel professional intervention is needed, they will ask the parent for a professional observation / consult. The parent will arrange for the professional observation/consultant and give a full written report to the school with suggestions on how to help the child. We may suggest hearing or speech evaluation if needed.
5. If a child is not adjusting to the school environment and it is recommended by the Director and teacher that the child be dismissed from the school, we will consider such action.

Policy on Sick Children

Parents are requested to call the school office if a child will be absent.

1. Duke Memorial Weekday School is not staffed to stay with a child who has been ill and cannot join the group for outdoor play.
2. Other sick children at home should not be brought to Duke Memorial Weekday School. They could pass the illness on to the well children at school.
3. Parents are asked to notify the teacher of exposure to contagious diseases, signs of a cold, fatigue, recent excitement, or changes in family schedule. If a child has had vomiting, diarrhea, or pinkeye within the past 24 hours parents must keep the child home. Note: children must be free of symptoms without medication for 24 hours to return to school.
4. During a pandemic, DMWS will conduct a daily health screening for all students in compliance with NCDHHS guidelines. Please see 8. below
5. If the Director and teacher feel a child is too sick to remain at school, the parent will be contacted and expected to pick up the child as soon as possible.
If the parents cannot be contacted, the emergency contact will be called and expected to pick the child up as soon as possible.
6. In case of exposure to contagious diseases, please do the following:
 - a. Notify the school office of exposure.
 - b. Once the child has contracted the disease, he should be kept at home for the maximum number of days required; he should return to school only when all contagion is gone.
7. Emergency procedures:
 - a. The school will call (in order listed) Parent 1, Parent 2, and Emergency Contact.
 - b. While the staff contacts the parents and physician, the Director will take the child to the emergency room, if necessary.
8. Daily Health Screening for Child Care Staff and Children for COVID-19

The person conducting screenings should maintain 6 feet distance while asking questions. The person conducting the screening should wear a cloth face covering. Ask these questions to any staff, visitors, or children before entering the facility or transportation vehicle.

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at the child care facility.

QUESTIONS:

1. Have you or any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

Yes – The individual should not be at the child care facility. The individual can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.

No – The individual can be at the child care facility if he or she is not experiencing symptoms.

2. Do you or do any of the children you are dropping off have any of these symptoms?

Fever

Chills

Shortness of breath or difficulty breathing

New cough

New loss of taste or smell

If an individual has any of these symptoms, they should go home, stay away from other people, and the family member should call the child's health care provider.

3. Since they were last at this facility, have you or have any of the children you are dropping off been diagnosed with COVID-19?

Yes

No

Returning to Child Care: If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at the child care facility and should stay at home until they meet the criteria below. An individual can return to the child care facility when they can ensure that they can answer YES to ALL three questions:

Has it been at least 10 days since the person first had symptoms?

Has it been at least 3 days since the person had a fever (without using fever reducing medicine)?

Has it been at least 3 days since the person's symptoms have improved, including cough and shortness of breath? If an individual has had a negative COVID-19 test, they can return to the child care facility once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

All students and staff will be screened visually for signs of infection such as flushed cheeks, fatigue, or extreme fussiness.

After screening questions, temperatures will be taken and it will be noted in writing that screening has been passed or not. DMWS will use 100 degrees F as the cut-off for fever. Note that sitting in a hot vehicle or in the sun for prolonged periods can result in an elevated temperature as measured by infrared thermometers.

DMWS will follow guidance from NCDHHS. As guidance changes, we will adapt our policies as needed. Information can be found at <https://covid19.ncdhhs.gov/>

Policy on Religion

Duke Memorial Weekday School is sponsored by Duke Memorial United Methodist Church and is therefore distinctly Christian. Even though we are Christian based we do not follow a Christian curriculum. At times during the year and at certain holidays the children will be taught about the religious significance of various holidays. We believe that teaching about different religions will promote social diversity and tolerance of our differences.

Litigation

On counsel of the Duke Memorial Weekday School Board, we cannot get involved in any litigation for either parent. It is essential that we remain neutral to create the best environment for the child.

DMWS Potty Training Policy

DMWS teachers are happy to help with your child's transition from diapers to using the toilet. Children need to wear diapers to school until they have used the toilet successfully (pee and poop) for one full week (excluding night time) at home. We are happy to remind your child to use the bathroom throughout the school day. Remember that toilet training is a transition to independence.

Please help your child be as independent as possible by dressing him/her in "user friendly" clothing (simple, elastic waist, not tight). Since we want your child to be successful when using the school toilets, please avoid

- Onesies
- Belts
- Overalls
- Buttons/snaps
- Very tight leggings

A potty-trained child should be able to perform the following tasks at school:

- Able to indicate the need to use the restroom
- Pull down/up pants and underwear by themselves
- Able to physically get to the potty and sit on it without help
- Boys (whether sitting or standing) need to be able to "hit the water" in the toilet
- Attend to own hygiene (wiping). This is to protect all concerned.
- Flush a toilet

For hygiene reasons, you may not bring in your own potty, nor may your child use cloth diapers at school. If your child is potty trained, he/she needs to wear underwear to school. There are thick, absorbent cotton training pants on the market that are useful during potty training. Boxers are not appropriate for boys and pull-ups without Velcro are not permissible. For sanitation reasons, we reserve the right to require diapers on your child if he/she continuously has accidents at school.

We are always happy to have a conference once your child has entered training.

Children with Special Needs

Duke Memorial Weekday School has a limited capacity to serve children with disabilities, including physical, mental, behavioral, or learning disabilities. In cases where a student enters the school with a pre-diagnosed disability, or where such a disability is identified after enrollment, the director will assess the suitability of the program to the child's needs. If the director feels that the school is unable to meet the needs of the child appropriately, the child may be asked to withdraw from the program. Parents who are aware that their child has special needs should discuss those needs with the director in advance of enrollment. All discussions with the Director/Teachers regarding the special needs of a child will remain confidential.

DMWS wants to work with parents in providing or helping to find the most appropriate preschool experience for their child. From time to time, it is necessary to have a child evaluated by a trained professional to determine if additional outside help is needed. In such cases, DMWS reserves the right to refer the child for evaluation to the proper agency. This step only enhances the quality of life of the child in question. Parents are asked to share the results of all evaluations with the school in order for DMWS to properly assist the child. If it is determined that a child requires extra help that DMWS is not equipped to handle, we require the following signed agreement.

Parents are responsible for compensation of an hourly basis for their child's teacher(s) for time spent meeting with persons working with the child outside of our school such as attending Individual Education Planning (IEP) meetings, Individualized Family Service Plan (IFSP) meetings, or other conferences. In some instances, it may be determined that special classroom assistance is needed in order for a child to attend our program. If this is the case, the parents are responsible for working with the director and teacher(s) in hiring an aid to attend to the child, and for compensation for the aid. This makes it a "win-win" situation for everyone, especially the child.

Policy on Allergies and Medications

1. Allergies: DMWS will make reasonable accommodations for children with food and other allergies. However, DMWS is unable to administer any medication to children except in emergency situations (e.g., Epi pens, etc.). It is the responsibility of the family of the enrolled child to provide and maintain such emergency medication. It is also the responsibility of the family to provide written instructions and training to DMWS staff regarding emergency medication's proper administration.

2. Medical equipment and supplies: DMWS will make reasonable accommodations for children with chronic non-communicable illness (e.g. diabetes) or physical disabilities (e.g., prosthetic, hearing aids, etc.). However, DMWS is unable to administer any medication or perform diagnostic testing. It is the responsibility of the family of the enrolled child to provide and maintain any medical equipment, supplies, etc. It is also the responsibility of the family to provide written instructions and training to DMWS staff as to proper care and use of any medical equipment, supplies, etc. DMWS is not financially responsible for any loss or damage to any medical equipment or supplies that occurs at school. Therefore, it is highly recommended that families properly insure medical equipment and supplies against such potential loss or damage.
3. Only the preschool Director has the discretion to determine whether reasonable accommodation for a child's allergy, mental or physical disability can be made. If such accommodations cannot be made or cannot continue to be made, a family may be requested to withdraw a child's enrollment. The enrollment deposit may or may not be returned, as determined by the preschool Director.

Allergies

Please alert the teachers if your child has any food or environmental allergies. It may be necessary to have a medical plan in our files to protect your child in the event they are exposed to anything to which they are allergic. Teachers are not allowed to administer any medication to children during school. In life-threatening circumstances including but not limited to asthma attacks and allergic reactions, we realize a child may need to use an inhaler or must have an "epipen" available. We will work with these situations, but must have a doctor's signed statement requesting these types of emergency supplies. A copy of the doctor's statement will be kept on file in the office of the director. If there is a possible medical need, the child's parents must meet with the teachers involved prior to the opening of school.

DMWS is peanut-free. No peanuts or peanut butter will be allowed in our classrooms. Children who bring lunches to school for Lunch Bunch or Kindergarten may use other nut butters (cashew butter, almond butter, sunflower butter, etc.)

Field Trip & Car Seat Policy- NO FIELD TRIPS UNTIL FURTHER NOTICE

All children age 8 years old or less than 80lbs. must be in a child's safety seat on all school-sanctioned field trips. All children must ride in the back seat of a vehicle on all school-sanctioned field trips. The school has a limited number of seats available that may be borrowed for the field trips.

A field trip is a very exciting event for your child; please help us make the experience more special by making other arrangements for their siblings.

Enrichment Classes



Fitness Program



The Duke Memorial Weekday School Fitness program provides students with an opportunity to learn about healthy living and to develop gross motor skills in an atmosphere of cooperation and teamwork. Students develop through activities involving music, cooperative games, skill building, and creative movement. Students participate in fitness class one day a week and integrate their learning in the classroom environment on a daily basis. Please have your child dress in pants or shorts and tennis shoes on Fitness class day.



Music Program



Students of DMWS will have varied musical experiences throughout the school year, on Wednesdays and Thursdays. All students will participate in musical activities within their classroom. Student's ages 2 and older enjoy Orff-based music classes. The Orff curriculum incorporates singing, movement, pitched/non-pitched instruments, and drama into music exploration. If you have, questions contact the school office.

Lunch Bunch

DMWS offers after-school care from 12:00 to 12:50 on Tuesday, Wednesday, Thursday, and Friday. The children do enjoy the "lunch bunch" and we encourage you to take advantage of this extra time for yourself. Availability is limited. Spaces are filled on a first come, first served basis. If you are interested in a permanent lunch bunch space, please call the office to check on space availability. If you are interested in an occasional lunch bunch day, call the office after 8:30am and we will check to see if there is a space for a particular day. **DMWS is peanut free!**

Guidelines are as follows:

1. Yearlong lunch bunch spots may be requested using our on-line reservation link. For occasional spots, you may make reservations by calling the school at 919-688-5130. Availability is limited. Please do not call us at home.
2. There will be two adults with each group, not always your child's teacher, or classroom. Your child will not be mixed with children from other classes.
3. Lunch bunch is sometimes a hard adjustment for two year olds because the child may change classrooms and teachers for the one hour of lunch bunch. If you choose to send your two year old to lunch bunch and after four weeks they have not adjusted, they will be asked to discontinue lunch bunch.
4. Please notify your child's teacher in writing when your child is staying for lunch bunch as a drop-in.
5. If you reserved a **permanent lunch bunch space** and are **not** attending that day please call the office by 8:30am to let the office know so that there will not be any confusion at dismissal time.
6. The fee is **\$8.00** per child. **If you have reserved a permanent lunch bunch space you are required to pay for that lunch bunch space whether your child attends or not.**
7. If you drop in for an occasional lunch bunch payment is due that day.
8. If you have a permanent lunch bunch space, payment is due along with your tuition payment. Do not include it in your tuition payment. **Please make a separate Lunch Bunch payment.**
9. Pick-up for Lunch Bunch begins at 12:50pm. You will be considered late for pick-up if you arrive and there are no cars in the carpool line. The "Orange Cone" will be placed in the pick-up area and you will be charged a \$10.00 late pick-up fee. Payment is due the next school day. If a parent is continually late, further action may be taken at the discretion of the Director.
10. Each child must bring his own lunch and beverage. No other food provision will be available. Remember, our school is peanut/peanut butter free.
11. No nap facilities will be available.
12. If your child is in diapers, an adequate supply of diapers and wipes will be needed.
13. **Leave phone numbers where you/ a friend can be reached in an emergency. This information should be taped inside of the lunch box.**

14. Please send a note to indicate when the child will be going home with someone other than the parent. Also make sure the person picking up has your carpool card.

15. If the school is cancelled or closed for any reason, there will be NO CHARGE for lunch bunch and a refund or credit will be offered to those who had prepaid.

Admission Policy

Admission to Duke Memorial Weekday School is open to anyone regardless of race, gender, or religious affiliation, and to students who will broaden the socioeconomic, racial, cultural, and religious diversity of the school. Limited tuition assistance is available. There is an open enrollment period as set by the Director. However due to the limitation of classroom size, all classes will enroll on the following basis:

Priority for admission:

1. Current students
2. Siblings of current students
3. Children of church members and ministerial staff
4. Children and grandchildren of faculty and staff of the Weekday School
5. Siblings of former students of the Weekday School
6. Children and Grandchildren of alumni of the Weekday School
7. Children of current PMO teachers and DMUMC support staff
8. General Public

If enrollment requests exceed available space within any of the above categories, a lottery will be held within that category, among all applications received by the submission deadline, to determine enrollment and waiting list order. For example: if there are four spots remaining to fill after enrolling all current student and siblings of current students requests, and there are six applications from church members, a lottery will be held among only the six church members' applications to determine the four remaining spots and the first and second spots on the waiting list. The remaining applications (in this example categories 4-7) would also be handled in a lottery fashion, category by category, to determine waiting list order. The Director and a current DMWS board member will supervise all lottery procedures. Revised May 2014

Registration Policy

Registration occurs annually in January or February for the following school year. Fees collected upon registration include: registration fee, facilities fee, and one month's tuition (to be applied toward May's tuition for the following school year). These fees are collected for each child registered and are **non-refundable**. Registration fees must be submitted in full with completed registration forms by the stated deadline.

Withdrawal Policy

A withdrawal occurs when a child will no longer attend DMWS between date of registration to the last day of school. If it becomes necessary to withdraw a child for any reason before the end of the school year, tuition will be charged on a pro-rated basis to the day of the withdrawal. The day of withdrawal is determined four weeks from the date of your written notice. If you withdraw without written notice you will be billed for a total of four weeks. This payment will be billed upon withdrawal and at no time will refunds be given on fees collected at registration.

Late Payment Fee

If tuition payments are not paid by the tenth* of the month, a late payment fee of \$20 will be charged to your account. You will receive notice of the late fee.

Hardship arrangements must be made before the 10th of the month with the Director. If at the end of 30 days, payment is still overdue, or alternate arrangements have not been made with the Director, you may be asked to withdraw your child from the program.

Returned Check Fee

Duke Memorial Weekday School will charge a \$20 fee for all returned checks. You may be required to pay future tuition payments in cash.

Scholarships

A limited number of scholarships may be available if needed during the school year. Contact the office for information about applying for a scholarship. All applications are confidential Because of the limited number of scholarships available, the maximum that a family can receive tuition assistance is two years. Families receiving tuition assistance must agree to volunteer 4 hours per month at DMWS.

Tuition Payments

Tuition may be paid for the year in one payment, or by the semester, or monthly. All payments are due by the tenth day of the month. If a student enrolls after the school year has started, enrollment fees and payment for the

first and last (non- refundable) month will be due on the tenth day of the first month enrolled.

You may mail your tuition payments or place a check your child's folder in a well-marked envelope with your child's name, and the teacher will turn it into the office, use ACH payment or use our Credit Card Payment System. You may also include your lunch bunch payment in the envelope just remember to write a separate check.

DMWS offers a 10% sibling discount for the younger sibling.

Tuitions are listed below:

2 day- **two year olds**: \$212.00 month, \$954.00 semester, \$1908.00 year
3 day- **two year olds**: \$250.00 month, \$1125.00 semester, \$2250.00 year
3 day- **three year olds**: \$275.00 month, \$1237.50 semester, \$2475.00 year
4 day- **three year olds**: \$310.00 month, \$1395.00 semester, \$2790.00 year
5 day- **three year olds**: \$345.00 month, \$1552.50 semester, \$3105.00 year
4 day- **pre-k** : \$320.00 month, \$1440.00 semester, \$2880.00 year
5 day- **pre-k** : \$355.00 month, \$1597.50 semester, \$3195.00 year
Kindergarten: \$395.00 month, \$1777.50 semester, \$3555.00 year

Duke Memorial Weekday School Board of Directors

The DMWS Board of Directors is composed of DMWS parents (or past parents) and DMUMC members. The Board of Directors works directly with the school's director and the church on decisions involving the school's policies and bylaws, maintenance of the facilities, balancing the school budget (which includes deciding on appropriate tuition increases or decreases), and evaluating the performance of the director. The board also processes and approves tuition assistance request forms, provides refreshments for Parent Orientation and coordinates the end of the year teacher luncheon. Meetings are currently the third Friday of every month at 9:15am. New members are nominated and elected every May by the existing members. Please do not hesitate to let a board member know if you are interested in joining, or if you have any questions.

DMWS Board Chairperson - John Tassa
dmwsboardofdirectors@gmail.com

Duke Memorial Weekday School Parents' Council

What is the Parents' Council?

The Parents Council is an organization of parents that supports Duke Memorial Weekday School. Its primary functions are promoting family involvement in the school and to raise funds for the school.

What does Parents' Council do?

We hold Parents' Council Meetings on the first Wednesday of every month at 9:20am. Meetings are open to all DMWS families. Children are always welcome.

We publish a monthly newsletter called The Parents' Press, which is distributed to all the parents. The Parents' Press has updates and articles on what is happening school-wide.

Parents' Council has fundraisers throughout the year with monies raised used to support tuition assistance, purchase equipment and supplies for the school, and any classroom enhancements requested by the teachers.

The Parents' Council's largest fundraiser is the DMWS Carnival and Silent Auction. This is usually held on a Saturday in early spring and involves the whole school. It is held indoors with game booths in all the classrooms. The Silent Auction is held upstairs in Whitford Hall.

Who composes the Parents' Council?

Officers: President, Vice President, Secretary, and Treasurer

Committee Chairs: Hospitality, T-shirts and Tote Bags, Fall Gathering, Book Fair, Carnival, Silent Auction, Dining Out, and Parents' Press.

A representative from each class.

Parents' Council Presidents for 2020/2021 –Heather Couture

hrm.jrc.1012@gmail.com Ashley Wojnarski ashleywojnarski@gmail.com

How can I get involved with Parents' Council? You can sign up as a classroom representative and attend our monthly meetings. You can sign up as a carnival or silent auction representative for your classroom. You can also volunteer to serve on any of the following committees: T-shirts & Totes, Book Fair, Fall Gathering, Carnival, Silent Auction, Parents' Press, & Hospitality. Look for volunteer opportunities throughout the year in Parents' Press, classroom sign-up sheets, and flyer.

Duke Memorial Weekday School

2020 -2021 Calendar

Aug. 31 st	M	Staff Retreat
Sept. 1 st - 3 rd	T,W & Th	Teacher Workdays
Sept. 7 th	M	Labor Day
Sept. 8 th	T	Teacher Workday
Sept. 9 th	W	First Day of School
Oct. 15 th & 16 th	Th & Fri	Teacher Workdays
Nov. 11 th	W	Veteran's Day Holiday
Nov. 25 th - 27 th	W-F	Thanksgiving Holiday
Dec. 21 st - Jan. 1 st	M-F	Christmas Vacation
Jan. 18 th	M*	Martin Luther King, Jr. Day Holiday
Jan. 25 th & 26 th	M & T	Parent Conferences
Jan. 27 th	W	Registration for 2021-2022 Opens
Feb 4 th	Th	Initial Registration Deadline
Mar. 1 st & 2 nd	M & T*	Teacher Workdays
Mar. 29- Apr. 2 nd	M- F	Spring Break
May 26 th	W	Last day of school
May 27 th & 28 th	Th* & F*	Teacher Workdays/Snow Make Up Days
June 1 st & 2 nd needed)	T & W	Teacher Workdays (if

* This day may be used as a snow make up day at the discretion of the director.

