

**BENSON MEMORIAL UNITED METHODIST CHURCH
PRESCHOOL and KINDERGARTEN PREP PROGRAMS**

Benson Memorial United Methodist Church Preschool and Kindergarten Prep

4706 Creedmoor Rd.

Raleigh NC 27612

919-781-3310 preschooldirector@bensonmemorialumc.org

2025-2026 REGISTRATION INFORMATION

Included in this packet you will find the registration process, annual tuition information, program options and program policies.

WELCOME to our preschool family! Our preschool is committed to providing an enriching part-day program which considers and provides for the emotional and educational needs of young children. We provide a safe and comforting environment where children are encouraged to be social, independent, and creative. We strive to enhance each child's self-knowledge, self-esteem, and inner discipline through meaningful interactions and loving connections. We recognize that a strong sense of belonging, and a secure sense of self readies the young mind for lifelong success.

Our 2025-2026 school year runs from Tuesday, September 2, 2025, through Wednesday, May 20, 2026. A full school year calendar is included.

2025-2026 Registration

We are still enrolling for Toddlers and Twos

Open House/Tours/Questions

We will offer tours by appointment. Please call to schedule a time for your family to come and tour the campus.

If you have any questions or need further assistance with the registration process, please contact Shannon Luxford, the Preschool Director, at 919-781-3310 during business hours. You may reach Shannon anytime at 919-906-5353.

Email Shannon Luxford at preschooldirector@bensonmemorialumc.org

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2025-2026 Registration Overview

- Using this Brightwheel link , https://schools.mybrightwheel.com/sign-in?redirect_path=forms/81983e90-6c74-4142-a14a-b17e278be72c/self-service
Please complete the annual registration forms.
- Complete the signature sheet on Brightwheel.
- You will receive an email, a text, or a phone call regarding the status of your registration.
- You may call 919-781-3310 (office) or text/call 919-906-5353 (cell) to check the status of your registration by January 22nd.
- Once you are notified a space is available for your child and your application is approved, you will have 3 business days to complete the registration process by submitting the required initial annual tuition installment, also known as the Registration Fee.

Yearly tuition is broken down into 10 payments of:

	2 Day	3 Day	5 Day
Toddler Program Options Ratio 2:8 Age 12 months by 8/31/25 Hours - 9:00am -1:00pm	M/W or T/Th \$265	M/W/F or T/Th/F \$385	M-F \$580
Two-Year-Old Program Options Ratio 2:12 Age 2 Years by 8/31/25 Hours - 9:00am -1:00pm	M/W or T/Th \$255	M/W/F or T/Th/F \$310	M-F \$432

Program Options	2 Day	3 Day	5 Day
	T/Th	M/W/F	M-F
Three-Year-Old Class Ratio 2:12 Age 3 Years by 08/31/25 Hours - 9:00am -12:00pm, with an Extended Day option to 1:00pm	\$232	\$265	\$355
Four-Year-Old Class Ratio 2:14 Age 4 Years by 08/31/25 Hours - 9:00am -12:00pm, with an Extended Day option to 1:00pm	---	\$260	\$315

Extended day option - Three- and Four-year-old classes only

The extended day registration fee is \$35.00.

<i>Three- and four-year-old Preschool Extended Day Program Noon - 1pm</i>	1 Day (Choose a day per week for the month)	2 Day (Choose a combination of 2 days per week for the month)	3 Day (Choose a combination of 3 days per week for the month)	4 Day (Choose a combination of 4 days per week for the month)	5 Day (5 days a week for the month)
Add <i>monthly fee</i> to Preschool tuition	\$20	\$40	\$60	\$80	\$100

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2025-2026 PROGRAMS and ELIGIBILITY

Our Toddlers and Our Twos Attend 9:00am-1:00pm

*Our Threes and our Fours Attend Hours - 9:00am. -12:00pm,
with an extended day option to 1:00pm*

The children are taught in a caring and welcoming environment by a lead teacher and an assistant teacher. Each class follows a daily schedule, providing a predictable routine including guided play, free play, circle time, story time, art time, and music. We foster social and emotional development, encouraging independence, confidence, and communication. The teachers design activities that are meaningful and reflect the interests of the children, therefore inspiring feelings of both success and positive self-esteem. Each teaching team maintains a private Facebook group for videos, pictures, and a look into the classroom. Brightwheel, a communication platform with many other features, is being integrated into our program's daily operation.

Things to keep in mind:

Arts & crafts activities can be messy. Therefore, children should wear comfortable play clothes each day that will not be ruined by paint or glue. Outside play is scheduled each day, weather permitting. Please send in LABELED coats, hats, and mittens during chilly weather months. Please avoid sandals and Crocs, opting for socks and shoes instead. Each child will bring his/her lunch each day, including a beverage, napkin, and any utensils he/she may need. **Parents are required to sign-up to assist with providing daily mid-morning snacks.** Please discuss any potty-training concerns with the teachers. They will gladly collaborate with you to support your efforts.

All students participate in weekly music classes. Students in the threes and fours also participate in literacy class, chapel, movement class and STEM class. Parents of children enrolled in the four-year-old program should also expect occasional field trips.

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2025-2026 PROGRAM OPTIONS, ELIGIBILITY, AND FEES

PRESCHOOL PROGRAMS

Curriculum Information

We practice a child-centered emergent curriculum, providing intentional, meaningful learning experiences, with a strong focus on literacy. Our curriculum addresses the following developmental domains; social/emotional development, physical development, cognitive development, language development and communication skills.

We use *Foundations: Early Learning Standards for North Carolina Preschoolers and Strategies for Guiding Their Success* to determine age-appropriate goals and objectives for our students. This publication provides early learning standards and expectations for developmentally appropriate practice. *Foundations* is a guide for teachers, administrators, families, or any adult working with preschool children in North Carolina.

We incorporate strategies from Dr. Becky Bailey's **Conscious Discipline** into our curriculum. **Conscious Discipline** is a comprehensive classroom management program and a social-emotional curriculum. Our staff members receive ongoing **Conscious Discipline** training.

Many of our teachers have also been trained in **Handwriting Without Tears**, which they skillfully integrate into our curriculum. **Handwriting Without Tears** is a developmentally appropriate handwriting program.

We will introduce our students to the **Letterland** characters and provide the ideal foundation for kindergarten and the **Letterland** phonics program offered by the WCPSS.

To prepare the children for kindergarten...

- We engage children in activities for visual learners, auditory learners, and kinesthetic learners.
- We enhance oral language development and phonemic awareness.
- We offer poems, rhymes and alliteration while learning about each letter in the alphabet.
- We experiment with a variety of writing activities and opportunities.
- We use songs, dictations, stories, poems, and finger plays to enhance both oral and receptive language development.
- We use show & tell, webbing and brainstorming to enrich vocabulary.
- We collaborate while problem solving and critically thinking as a team. This allows the children to acquire mathematical concepts while enhancing their communication skills.
- We offer a variety of experiences and activities to encourage familiarity with letter sounds. This includes having a letter of the week in the fours program.
- We incorporate literacy rich experiences in all facets of our program.
- We begin to introduce sight words to our students.

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ENRICHMENT PROGRAMS

To enhance our curriculum, we offer a variety of enrichment programs.

Each Week – All ages

All students attend *Music class*. In music class students are introduced to basic music appreciation involving an understanding of the elements of music, musical forms, musical styles, and the enjoyment of participating in class.

Monthly and Scheduled Programs – Threes and Fours

Students three and older participate in enrichment programs.

STEM Class - This hands-on class covers topics such as sinking and floating, life cycles, static electricity, and others in a small group environment.

Movement Class - This is a gross motor activity class. Students enjoy activities such as parachute games, ribbon stick dances, scarf dances, and obstacle courses, just to name a few.

Chapel - Our senior Pastor and children's Pastor offer chapel opportunities. Chapel is a time to share stories from the Bible that will enrich children from any religious or non-religious background. Our intention is for each of our students to know they are loved by God and Christ without any judgment.

Occasional Programs – Threes and Fours

Letterland/Literacy- Students will participate in a literacy enrichment activity designed to expand the literacy curriculum beyond the classroom.

Field Trips – Fours

Parents of children enrolled in the four-year-old program should expect field trips. Typically, we visit the pumpkin farm in the fall and the strawberry patch in the spring. They are designed to enrich the curriculum and foster a sense of community.

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Discipline Policy – please retain this copy for your records

When it comes to discipline, the American Academy of Pediatrics recommends establishing a positive, supportive, and loving relationship with your child. Without this foundation, a child has no reason, other than fear, to demonstrate good behavior. They also recommend the use of positive reinforcement to encourage the behavior you want from your child.

(The above script is part of the American Academy of Pediatrics (AAP) radio series 'A Minute for Kids,' which airs weekdays on WBBM-AM in Chicago, IL.)

NAEYC, the National Association for the Education of Young Children, promotes positive guidance. Positive guidance focuses on helping children learn the expectations for behavior as well as what it means to be a member of a community. It means helping children learn from their mistakes and make positive choices.

Keeping the above in mind, our staff incorporates Dr. Becky Bailey's Conscious Discipline into our curriculum. Conscious Discipline is a proven, comprehensive approach that empowers adults with the skills to create a safe, connected, problem-solving classroom environment. Conscious Discipline also equips teachers with skills to integrate social-emotional learning, discipline, and self-regulation, thus reducing time spent policing behavior and increasing time teaching vital skills.

Policy

We will provide appropriate discipline using positive reinforcement and logical consequences to encourage competence, self-control, self-direction, and caring for others. Staff will maintain open communication with parents regarding behavior management and effective discipline.

The Staff and Board at Benson Memorial UMC Preschool Programs have outlined the following strategies for appropriate and effective discipline using the training we have received in Conscious Discipline.

Here are some strategies for strengthening positive, appropriate behavior:

- Maintain a safe emotional atmosphere where children feel warmth and affection, and where trusting relationships are built on positive, supportive interactions.
- Provide a consistent routine in the form of scheduling daily activities.
- Develop a predictable classroom environment.
- Have developmentally appropriate expectations.
- Define and teach expectations.
- Model appropriate classroom behaviors.
- Acknowledge appropriate behavior and respond consistently to challenging behavior.
- Provide positive reinforcement for positive behavior.
- Provide support for undesired behaviors. Listening to and talking with children about what we see and strategizing how to better solve problems or tackle challenges.
- Respond consistently to similar situations and behaviors so that expectations are clear.
- Encourage children to recognize their own behaviors and the behaviors of others, while learning what emotions may be causing these behaviors. We also encourage the children to use words to express their emotions.

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PLEASE KEEP THESE POLICIES AS A REFERENCE

EXTENDED DAY OPTION POLICIES

2025-2026

Three-and Four-year-old classes only

The Extended Day program is intended to provide parents with an additional hour of free time and children with an additional hour of social interaction. Half of the hour will be spent on the playground and the other half will be spent at lunch. If the weather is such that the children cannot go outside during this time frame, the children may watch a video.

- **The Extended Day program begins the first day of school and ends Tuesday, May 19, 2025.**
- Two classes may combine on some days. If this is the case, one teacher from each class will stay with the group. All children will be picked up from either their classroom or a classroom located in the same building. Pick up time is 1:00pm. If someone other than yourself is picking up your child, please inform the Director and your child's teacher as soon as possible.
- Each child will bring his/her lunch, including beverage, napkin, and any utensils he/she may need.

FEES:

- **WHERE EXTENDED DAY APPLIES** (For children enrolled in the 3's and 4's classes only.) You may register for the Extended Day Program at the same time you register for the regular program. The extended day program has a \$35.00 NON-REFUNDABLE registration fee. The Extended Day Program registration fee is \$35.00, regardless of the number of days per week you choose.
- **Monthly charges** - It costs \$20.00 a month for 1 day a week in the Extended Day Program. (2 days - \$40.00, etc.) **You will be paying for days your child is absent.**
- If you decide to withdraw your child from the program, you will be reimbursed for any **full** month's payments that have been paid in advance, but the registration fee is non-refundable.
- The fee for Extended Day tuition should be paid with your child's monthly tuition.

<i>Three-and four-year-old Preschool Extended Day Program Noon - 1pm</i>	1 Day (Choose a day per week for the month)	2 Day (Choose a combination of 2 days per week for the month)	3 Day (Choose a combination of 3 days per week for the month)	4 Day (Choose a combination of 4 days per week for the month)	5 Day (5 days a week for the month)
Add <i>monthly fee</i> to Preschool tuition	\$20	\$40	\$60	\$80	\$100

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- **By signing the annual registration application,** you are indicating that you understand and agree with the school policies, as well as agreeing to the following:
 - a. permission for your child to participate in the field trips planned by the Director.
 - b. not to hold the school, its Staff or Board, or Benson Memorial Church responsible for any mishap or injury your child may incur in the building, on school grounds or during field trips.

- **Program Hours:**

The Early Years Preschool Program hours:
Age Two Years and Under- 9:00am – 1:00pm, *however the program hours will be 9:00am-12:00pm on the last day of school.*

The Preschool Program hours:
Threes and Fours - 9:00am – 12:00pm. If your child is enrolled in the Extended Day program, your child will attend until 1:00pm, except on the last day of school.

- **Tuition:** The yearly tuition is divided into ten (10) equal payments. **The first tuition payment (Registration Fee)** is due within 3 business days of your applications approval. **This first tuition payment (Registration Fee) is non-refundable** if we have a spot for your student. **The second payment is due May 1, 2025,** and your May 2025 tuition is paid in advance. **The eight remaining payments are due on the 1st of each month, SEPTEMBER through APRIL.** Tuition payments will be considered late after the 8th of each month. Please include a \$5.00 late fee with all payments made after the 8th. Failure to pay a late tuition payment by the 8th of the following month may cause the automatic dismissal of the child from the school. Accounts not in good standing will be given to the Preschool Board. If necessary, legal measures will be taken to collect any outstanding balance. The school will retain the May tuition, as well as the registration fee. You are responsible for the entire year's tuition even though your child may be absent some days during the school year. In case of an extended absence, tuition must be paid if the child's place is to be held.
 - **Payment due with registration:** **The first tuition payment (Registration Fee)** is due within 3 business days of you applications acceptance to secure a spot. If you register your child for the Extended Day program, you will pay a \$35 registration fee as well. Anyone registering for classes after **December 2025** will pay half of this fee.
 - **May tuition paid in advance:** **The second tuition payment is due May 1, 2025.** Preschool Program policies require that May's tuition be paid in advance. It is refundable if unused, with adequate notice of withdrawal.
 - **Monthly tuition payments:** **The eight remaining payments** are due on the 1st of each month, **SEPTEMBER through APRIL.**

- **Payment Options:** Payment can be made by personal check or through your bank's online bill payment. Checks should be made payable to Benson Memorial UMC Preschool. You can also pay through Brightwheel, our communication platform.

- **Returned Checks:** If a check is returned, the amount due plus a \$35.00 bank fee must be paid in cash.

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- **Late Pick-Up Fees:** Children who remain in the custody of a teacher past the stated pick-up time will be assessed a late fee of \$1.00 for every minute that the parent or caregiver is late.
- **Withdrawals:** If a child's enrollment is terminated by the Director at any time during the year, when such action is deemed in the best interest of the child and/or the school, the May tuition paid in advance will be refunded but the first tuition payment/registration fee paid with registration will be retained. If you withdraw your child from the program during the school year, 30 days written notice must be given to avoid financial responsibility for the next month's tuition. If 30 days written notice is not given, May tuition, which was paid in advance, will be used toward the next month's tuition.
- **Discipline policy:** Attached you will find a copy of the discipline policy. Please retain the policy for reference. Sign on the signature page acknowledging your understanding and agreement.
- **Staff Training:** We are committed to providing a safe and secure environment for your children. Our staff members receive Safe Sanctuaries training, CPR training and continuing education.
- **Photo Release:** On the signature page you can indicate your preference regarding the use of images of your child.
- **Toilet Trained Policy:** Children entering the 3- and 4-year-old programs must be toilet trained. Our definition of "potty trained" means that the children are able to use the bathroom independently. They are able to pull their pants up and down, as well as wipe themselves. Children should also be able to change their clothes with minimal assistance, should the need arise.
- **Accident Insurance:** The school does provide an accident insurance policy for school hours only. If your child should require immediate medical attention, the parent agrees to reimburse the school for any costs or fees incurred. Please see the signature page for more details.
- **Sick Policy:** If your child has a fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, a headache, a new loss of taste or smell, a sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, keep your child at home. Children may return to school when they are symptom free for 24 hours without the use of medication to alleviate symptoms.

We will send children home if they: Are lethargic and lack the energy to participate in activities. Are weepy, clingy, and unable to function independently in the classroom. Have a fever 100.4 °F or greater or chills Have a constant cough Have shortness of breath or difficulty breathing Are fatigued Have muscle or body aches Headache Have a new loss of taste or smell Have a sore throat Have congestion or a runny nose that needs constant management Have nausea or vomiting Have diarrhea.

Note - We will not administer medications at school, with the exception of life saving/emergency medications such as an EpiPen®.

- **Medications/Asthma and Allergy/EpiPen®:** If your child has a prescription medication required for asthma, allergies, diabetes, or any other health related issue, we will need to have an action plan on site. If your child has an EpiPen®, we require 2 EpiPens® to be onsite with your child at all times. One EpiPen® will be kept in the office and one EpiPen® will be kept with your child.

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- **Snack Sign-up:** Parents are required to sign-up monthly to assist with providing mid-morning snacks. Your child's teacher will provide details.
- **Peanut Butter Free:** Our campus is peanut butter free when necessary. Each fall we inform families of our status.
- **Inclement Weather:** If Wake County schools are closed, we will also be closed. If they have a 1-hour, a 2-hour delay or a 3-hour delay, we will begin school at 10:00am. Please listen to the local radio and television stations for announcements concerning the delays and closings of Wake County schools.

NOTE: Tuition will not be refunded for days missed due to inclement weather or any other unforeseen circumstance.

- **Make-Up Policy:** Should we miss school due to inclement weather or any unforeseen circumstance; every attempt will be made to make-up days under the following circumstances. *
2 DAY PROGRAM - We will make up a day if this program misses more than 2 days per school year.
3 DAY PROGRAM - We will make up a day if this program misses more than 3 days per school year.
5 DAY PROGRAM - We will make up a day if this program misses more than 5 days. However, at the discretion of the Director, and when it is deemed appropriate, the five-day classes may make up a day or days at the same time a 2-day class or 3-day class makes up a day or days.

Every attempt will be made to make-up day/s based on the day/s missed. For instance, if we miss a Tuesday, it may be made up on a Tuesday or a Thursday. If we miss a Friday, it may be made up on a Monday, Wednesday, or a Friday. However, this is not always possible.

*All make-up days will be chosen and scheduled at the discretion of the Preschool Board and the Director. Under certain circumstances, make-up days may not be offered.

- **Cell Phone Use:** Please refrain from texting or talking on your cell phone while dropping off and picking up your child from preschool. We appreciate your full attention and so does your child.
- **Smoking:** Our campus is a smoke-free environment. Smoking is not permitted anywhere on the Church property, including the parking area and outside surroundings.
- **Fundraising and Advertising:** Fundraising at our preschool is strictly limited and monitored to abide by the policies of the Church. Parents and other third parties are NOT permitted to solicit other parents at the school via flyers or other verbal or non-verbal communication.
- **Field Trips:** Parents of children enrolled in the four-year-old program should expect field trips. Teachers will advise parents in advance of any planned trip. Children not attending field trips will need to stay home or have other care arrangements on the day of the field trip. Parents are responsible for transporting their child to and from the field trip or finding another adult/caregiver to do so for them. Parents are also responsible for assisting the teachers in supervising their child during the field trip or finding another adult/caregiver to do so for them. Teachers are not authorized to transport children to and from field trips unless they are directly related to the student. Parents must sign the field trip agreement if their children are going to attend any field trips. See the signature page for more information.

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2025- 2026 CALENDAR

LATE AUGUST	Meet the Teachers - you will receive a Brightwheel message with your date and time.
SEPTEMBER 2	FIRST DAY OF SCHOOL for T/TH students & M-F students
SEPTEMBER 3	FIRST DAY OF SCHOOL for M/W, M/W/F
NOVEMBER 11	HOLIDAY - Veterans Day
NOVEMBER 26-28	HOLIDAY - Thanksgiving
DECEMBER 22 - JANUARY 2	WINTER BREAK
JANUARY 19-20	HOLIDAY - MLK Holiday
FEBRUARY 16-17	HOLIDAY - Presidents' Days
MARCH 30- April 6	SPRING BREAK
MAY 20	LAST DAY OF SCHOOL – campus closes at 12:00pm

Note – Though our calendar may share some similarities, we do not follow the WCPSS Calendar.