

First United Methodist Church
Day Tutoring

Kindergarten through 3rd Grade
Orientation: September 1st 7:00 – 8:00 pm
First Day of Instruction: September 8th

First United Methodist Church
1001 5th Avenue
Conway, SC 29526
(843)488-4251
www.fumcconway.org

First United Methodist Church
Day Tutoring Handbook

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Introduction:

At First United Methodist Church, we are happy to provide an opportunity for educational ministry in effort to relieve some of the parental burden of out of classroom instruction for our earliest elementary grades. This program is designed to help children succeed in their digital learning resources that come from Horry County Schools (HCS). Our tutoring program will remain open for as long as there is a need for out of school instruction.

Curriculum:

Curriculum for our tutoring program will utilize the HCS systems distributed digital content for at home instruction. Our teaching staff will help your child complete her/his work and maintain a log of completed assignments. Ultimately the responsibility for completed work lies with any enrolled child and family.

Special Activities:

In addition to HCS resources there will be a schedule of fun interactive assignments, crafts, experiments and projects.

Weather permitting daily outdoor time will be provided. Some outdoor activities will be guided and at other times free play will be encouraged and permitted.

A daily snack and break time will be a part of the daily schedule. Snacks will be provided by First UMC as a preventative measure for all students who may have a food allergy and as a way to mitigate the possibility of the spread of sickness.

Weekly Chapel services will also be a requirement for all students and teaching staff. Chapel will be held each Wednesday in First UMC sanctuary nave.

To help your child receive well rounded instruction in the arts they will have the opportunity to learn some basic music theory and have music instruction. There will be art projects in various mediums. These additional activities will help to stimulate creativity and engage the mind and heart in various ways.

Registration and Tuition:

To register a child(ren) please fill out a complete registration packet attached in Appendix. Tuition will be collected monthly on the 20th of each month except for weekends, in which case tuition will be collected the Friday prior. First month's tuition due upon registration or at orientation. In the event of a mid-month opening of HCS to students all tuition payments will be prorated for First UMC instructional days only.

Monthly Tuition Rates:

\$270 monthly per student

A %15 discount will be offered to all family accounts with multiple children enrolled in our day tutoring program and/or First UMC Preschool.

Supply Fee:

A one-time supply fee of \$250 will be due upon registration. This fee includes all necessary technology costs as well as snacks, paper goods, cleaning and art supplies. Many of the items acquired for your student will be provided back to you at the cessation of our program.

Enrollment Procedures:

First UMC Day Tutoring program will run as long as there is need for supplemental tutoring due to the closing of in person instruction at HCS.

Enrollment will be based on a first come, first serve basis. We will maintain a waiting list based on interest. Each classroom will be limited to six students in our best effort to maintain safe social distances.

To ensure your child an account with First UMC Day Tutoring please fill out all registration information as well as payment of your technology fee. All enrollment packets are to be submitted to First UMC in completion with technology fee to be considered.

For inquiries into availability and waiting list please contact:

Josh Tietje
First United Methodist Church
1001 5th Avenue, Conway SC, 29526
Dir. of Education
(843)488-4251
josh.tietje@fumcconway.org

Enrollment is open now through September 1st. Your child(ren)'s enrollment will be guaranteed through the duration of our program.

In the event that First UMC Day Tutoring is necessary through the Spring Semester re-enrollment will be required. Additional technology fees may apply upon Spring Semester registration.

To unenroll a child from our program you will be expected to give a two-week notice to First UMC Director of Education with the exception of emergency situations which will be determined by First UMC Director of Education.

First UMC reserves the right to suspend our program in completion for a brief time due to necessary in-house health emergencies due to the COVID-19 pandemic.

Safety Precautions:

Whereas First UMC recognizes the severity of global pandemic such as COVID-19 First UMC is resolved to maintain as safe an environment as possible. In every way that applies to our program will follow the *First UMC Reopening Phase ii Nursery Policy*. It shall be a requirement of our students to maintain to their best ability social distance and wear face masks while in close contact with other students and staff.

**First UMC Reopening Phase ii Nursery Policy* can be found in Appendix.

Day Tutoring Procedures:

Access to First UMC Day Tutoring will be permitted no earlier than 8:20 am. Pick up will happen promptly at 11:30 am. All students must be dropped off at the Commons Entrance where children in our preschool or tutoring program will go through a temperature screening test before being released to their classrooms for further details see **First UMC Reopening Phase ii Nursery Policy*.

At pick-up parents or guardians will be asked to wait in the Commons lobby to receive their child.

Appendix:

Highlighted Items Apply to FUMC PRESCHOOL and FUMC DAY TUTORING

First United Methodist Church

Re-opening Phase ii Church Nursery Policy

In compassionate response for the care of all people, especially the care and protection of young children, First UMC Conway shall observe a written and posted policy for care of children during phase ii through phase iv of the corporate worship re-opening efforts during the Covid-19 pandemic. Many of the details listed in this policy may be implemented as safety procedures at all times, especially during seasons of increased frequency of respiratory illness.

Check-In/Check-Out

Parents or guardian who desire to utilize First UMC Nursery for a worship service shall observe the Check-In/Out procedure.

1. A parent(s), or guardian(s), will enter First UMC in the same manner as all others. All entrance in and out of the building, other than when an emergency would dictate otherwise, shall be the narthex doors at 5th Ave. Ushers will then direct families to the nursery area. Parents or guardians must observe social distancing measures.
2. At the entrance to the Education Hall parents or guardians are responsible for checking in their child(ren) with a First UMC ministerial or nursery staff person. Check-ins will be monitored digitally through REALM. No parent or guardian will be allowed to enter the education hall to drop off, or pick-up, their child(ren).
3. After check-in the host at the kiosk will perform a sanitary forehead temperature check on each child being admitted to the nursery. Thermometer(s) shall be cleaned between each use. According to John's Hopkins University Medicine a pediatric temperature is calculated at 100.4 degrees Fahrenheit. Any child exhibiting signs of fever will not be admitted to FUMC Nursery.
4. After a normal temperature is established the child(ren) will be released to the kiosk host and delivered to her/his classroom.
5. Parents or guardians must then make their way back to the church Nave for seating.
6. If a parent is needed while in the care of the nursery staff communication will take place vis SMS text messaging.
7. No drop offs will be permitted before 10:10 am and no pick ups will be permitted, unless otherwise necessary, before 11:35.

Handwashing

Thorough handwashing is one of the best ways to prevent the spread of germs at any time. All toddlers attending First UMC nursery will be directed to a handwashing station as soon as they arrive to the classroom. Nursery staff are responsible for ensuring this takes place properly. Handwashing is required

for all children and staff after coughing or sneezing, after toileting, before and after eating and before they are picked up by a parent or guardian, as well as anytime deemed necessary by staff.

Snacks

Snacks will be provided in unopened single serving packaging. Snacking may only be allowed if a child and staff person follows the handwashing procedure. Snack sharing is strictly prohibited.

Classroom Cleanliness and Hygiene

First UMC nursery staff shall be responsible for classroom cleanliness and maintaining hygiene for themselves and those under their care. After every service all shared surfaces must be cleaned thoroughly with provided cleaning supplies. This includes, but is not limited to, all door handles, baby-gates, faucets, toilets, diapering stations, tables, chairs, bookcases, windowsills and any other item in shared space.

Bookcase and storage specific instructions: All toys and books shall be removed from their storage spaces and each item cleaned after use. As bookcases and storage units are empty of toys they shall then be cleaned. A cleaning bucket and supplies will be provided to nursery staff. After bookcases and storage units are cleaned and toys are cleaned all pieces shall be returned to their proper place.

Toys

Toys shall be available for children in the nursery areas. Absolutely not soft or plush toys shall be allowed. Strict cleaning measures shall take place for each toy in each classroom. A limited selection of toys will be available on a rotating basis.

Signage

Detailed signage from DHEC and CDC, as well as, *First United Methodist Church Reopening Phase ii church nursery policy*, will be posted in the Narthex, at educational hall kiosk and in each nursery classroom. It is a shared responsibility between parents or guardians and First UMC staff to ensure that these safety and hygiene policies are strictly followed.

Enrollment Form:

Name of Child: _____

Date of Birth: (mm/dd/yyyy) _____

Name of Parent(s) and or Legal Guardian:

Father: _____ Mother: _____

Home Address: _____

Home Phone: _____ Contact Phone: _____

Email: _____

Please indicate the grade level of your student:

Kindergarten

First Grade

Second Grade

Third Grade

Family Background: Please help us to understand the family dynamic and background information that may be pertinent to discerning the needs of your child. This information will help our staff have better contextual understanding of your child.

Please List Siblings (Names and Ages): _____

Child's parents or guardian (circle one)

Married

Divorced

Separated

Remarried

Never Married

Additional helpful information about your child's family setting: _____

Emergency Form

Name of Child: _____
First Middle Last

Home Address: _____ City _____ Zip _____

Home Phone: _____

Check One: Boy _____ Girl _____

Child's Date of Birth: (mm/dd/yyyy) _____ Current Age: _____

Parent/Guardian: _____ Cell Phone: _____

Place of Employment: _____ Work Phone: _____

Relationship to child: _____ Email: _____

Parent/Guardian: _____ Cell Phone: _____

Place of Employment: _____ Work Phone: _____

Relationship to child: _____ Email: _____

Child's Insurance Information

Carrier/Plan Name: _____

Is the child currently covered under this plan/policy? _____

Name of Insured (on Card): _____ Group # _____

Relationship to Participant: _____

Primary Care Physician's Name: _____ Phone: _____

Dentist's Name: _____ Phone: _____

Medical Report

Name of Child: _____
 First Middle Last

Please list any/all allergies your child has experienced: _____

Please list any/all medications your child takes on a regular basis: _____

Does your child require an Epi-Pen? ____ If so, please list specifics for use: _____

Health Information

Food Allergies: _____

Seasonal Allergies: _____

Physical Limitations: _____

Auditory, Sight, Speech Impairments or Difficulties: _____

Are all of your child's immunizations up to date? _____ Yes _____ No

Any other information about your family or child that you wish us to know: _____

Consent for Medical Care

I understand the staff at First UMC will exercise all reasonable care in supervising the children. However, the staff and First United Methodist Church cannot be held responsible for accidents which may occur. I hereby give permission, should my child need emergency medical care and I cannot be reached, for services to be rendered to my child by a licensed physician and/or hospital. I also authorize my child to be transported by care or emergency vehicle should an emergency situation occur.

Child's Name: _____ Date: _____

Parent / Guardian Signature: _____

Pick Up and Release Form

First UMC has my permission to release my child _____ to the following person(s). In the event of an unplanned event or emergency where someone not listed below needs to pick up my child, I will contact First UMC by written (signed) note or phone call at least 15 minutes prior to the end of the day.

For the safety of your child, please remind persons other than yourself who may be picking up your child (and whom we do not know) that they will be asked for proper identification before your child will be released to them.

Parent / Guardian Signature: _____ Date: _____

Name of other person(s) allowed to pick up child

Contact #

Photo Release Form for Minors

The Frist United Methodist Church has my permission to use my or my child's photograph publicly to promote church activities. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature: _____ Date _____

Parent/Guardian's Name: _____

Child's Name: _____