



# The Village Children's Center

at Riviera United Methodist Church

Love ♥ Play ♥ Connect



Thank you for visiting our preschool! We are excited to begin registration for the 2024-25 school year at The Village Children's Center at Riviera UMC.

As we set about the work of reimagining the preschool, we had the dual goals of developing a model that honors the rich history and purpose of Riviera United Methodist Preschool, while also fully serving the changing needs of our surrounding community. The Village Children's Center meets both of those goals. This is an exciting new chapter for our church preschool and will help ensure that our doors remain open to provide high quality early childhood education and care in a supportive community.

Some highlights of The Village include:

- *Love. Play. Connect.* - The philosophy of The Village can be summed up in those three words. We are committed to growing compassionate hearts in children with a focus on modeling and inspiring compassion. We are a play-based environment using the interests of children to teach the skills and concepts they need to succeed in life. We encourage connection between the adults caring for our children, between the families enrolled in the center, and between the center and the community.
- *Extended Days & Hours* - The Village will be open Monday - Friday from 7:30am-6pm. The preschool curriculum will be offered from 9am-12:30pm, with the option for families to choose extended care hours as needed. Families will also be able to choose from 2, 3, or 5 days per week based on their needs.
- *2 separate classes based on age and staffed by fully credentialed teachers* - Children will be separated into one of two classes depending on their age at the start of the school year. The younger class will serve children under 3 years old (with enrollment beginning at 2 years old) and the older class will serve children 3-5 years old. Both classes will be staffed by a fully credentialed teacher and an aide.
- *Commitment to all Families in our community* -. We are committed to welcoming ALL families regardless of religious practice, ethnic group, sexual orientation, or family makeup.
- *Weekly Chapel* - To connect the Riviera UMC community with The Village community, children will attend weekly chapel in the church. Children will learn about the compassion of Jesus through Bible stories, character development stories, songs and prayer. Families are always welcome to attend chapel, and a chapel summary will be provided to extend learning at home. We understand that some families may not be comfortable with their child attending a chapel service, a teacher supervised option will be available for families who choose to not participate in chapel.

Enclosed you will find a registration agreement and the policies of The Village. Please read them through carefully, sign and/or initial where indicated and return then as soon as possible to secure your child's spot at The Village Children's Center. We also encourage you to visit our website [thevillagerivieraumc.com](http://thevillagerivieraumc.com) or call us at (424) 452-6066 if you have any additional questions.

We are looking forward to this exciting new chapter for the preschool and hope you will be a part of The Village!

375 Palos Verdes Blvd.  
Redondo Beach, CA 90277  
424-452-6066  
Preschool Lic. #191600895

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**Registration Agreement  
2024-2025**

Please read through the following information carefully, check all appropriate places, and sign.

Once the agreement has been completed, please return it to The Village with a nonrefundable \$175 registration fee. Upon receipt of this agreement, The Village will send you additional admission forms which are due along with the first month's tuition August 1st to finalize your child's place in a class. If you register after August 1st, the first month's tuition is due at the time of registration.

Child's Full Name: \_\_\_\_\_

Child's Gender: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Child's Preferred Name: \_\_\_\_\_ Parent/Guardian Names: \_\_\_\_\_

Full Address: \_\_\_\_\_

Primary Contact Number (Home/Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check which applies:

RUMC Member Family       Returning Family       New Family

Please Initial:

\_\_\_\_\_ I have read, and agree to the policies of The Village as stated in the attached document

\_\_\_\_\_ I understand that the \$175 registration fee is nonrefundable once a child is placed in a class, and applies only to the 2024-2025 school year.

\_\_\_\_\_ I understand that should my first choice of class schedule not be available, my child will be placed on a wait list. If no spot becomes available by September 1st, my registration fee will be refunded.

\_\_\_\_\_ I understand that the first month's tuition is due by August 1st, or at the time of registration if I am registering after August 1st, and that my child's place in a class is not finalized until the first month's tuition has been paid.

\_\_\_\_\_ I agree to provide the Village with additional admission paperwork and immunization records and understand that my child will not be permitted to begin school until all paperwork has been submitted.

\_\_\_\_\_ I understand that tuition is due on the first of each month and must be paid in full by the fifth of each month. If full tuition payment is not received by the due date, a late payment penalty of \$10/day will be charged.

\_\_\_\_\_ I understand that should I need to withdraw my child from The Village at any point in the school year, I am required to provide 30 days written notice and that no refunds will be made on tuition already paid and tuition cannot be prorated.

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Tuition for the 2024-25 school year is as follows (per month)

non-potty trained

Enrolled Days	Preschool Only 7:30am-12:30pm	Preschool and Extended Care 12:30pm-6pm
2 Days	\$515	\$697
3 Days	\$654	\$956
5 Days	\$999	\$1302

potty trained

Enrolled Days	Preschool Only 7:30am-12:30pm	Preschool and Extended Care 12:30pm-6pm
2 Days	\$467	\$648
3 Days	\$605	\$908
5 Days	\$951	\$1253

- \* 10% discount for families who are members of Riviera United Methodist Church
- \* 10% discount for second child from same family
- \* Refer a friend and when they enroll, receive \$100 toward fees

Please check program desired:

2 days; 7:30am-12:30pm       2 days; 7:30am-6pm  
 3 days; 7:30am-12:30pm       3 days; 7:30am-6pm  
 5 days; 7:30am-12:30pm       5 days; 7:30am-6pm

If choosing a 2 or 3 day option, please circle preferred days:

Mon    Tues    Wed    Thurs    Fri

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed registration form, initialed and signed policies page, and \$175 registration fee to the address listed above. Thank you for choosing The Village Children's Center at Riviera UMC, we are looking forward to a great school year!

For office use only:			
Date rec: _____	Ck #: _____	Ck Amt: _____	Class assign: _____

THE VILLAGE CHILDREN'S CENTER AT RIVIERA UNITED METHODIST CHURCH

POLICIES FOR 2024-2025

LICENSE #191600895

CHILD'S NAME \_\_\_\_\_  
first last

Please read and initial the paragraphs and provide the requested information on the last page.

**REGISTRATION**

**ALL CLASSES-**The registration fee of \$175.00 is required from each student at the time of registration or any time the child is registered during the school year. The registration fee is **non - refundable** and is **not deducted** from the tuition fee. The registration fee cannot be credited for the following school year. The fee is for the year 2024-2025 only. A portion of your registration fee will go towards the Parents Club for classroom teacher's wish lists.

The Village at Riviera United Methodist Church has the right to refuse enrollment.

\_\_\_\_\_ initial

**CLASS CONFIRMATION**

**ALL CLASSES-** A class confirmation assignment letter will be given to the parents or guardians of the child registered at school. Once the first day of school begins in September, if we do not hear from you by the end of the week, we will assume that your child will not be attending our preschool. First day of school will be after Labor Day. We will proceed to enroll another child at that time. Please call The Village Office at 424-452-6066 if you will be on vacation at the beginning of the school year so that your child's place is not filled.

\_\_\_\_\_ initial

**TUITION**

**ALL CLASSES -** The tuition is due the first of each month and must be paid by the fifth of the month to keep your child enrolled in this school, unless other arrangements have been made with the Director. Tuition must be paid each month and cannot be prorated if you are leaving the program. No bill, statement, etc. of any kind will be mailed. You may place your tuition payment in the tuition basket located in the Director's Office. There will be a bank charge for each returned check.

If full tuition payment is not received by the due date, a late payment penalty of \$10/day will be charged.

\_\_\_\_\_ initial

**LATE FEE**

**ALL CLASSES-** There is a late fee (\$1.00 per minute) if your child is not picked up on time. If excessive or repeated late pick up occurs, The Village reserves the right to remove the child from the program. Dismissal Time: 12:30pm for half-day classes, 6 pm for full-day classes.

\_\_\_\_\_ initial

### **NO MAKE UP DAY**

**ALL CLASSES-** If your child is not in school due to an illness or a vacation for any duration of time, tuition must still be paid in order to keep your child enrolled in school. Your child can attend **only** on enrolled school days, **no make up day if your child is out sick or out of town.**

\_\_\_\_\_ initial

### **DRESS**

**ALL CLASSES-** Your child needs to be completely dressed for school and to wear tennis shoes. No open toe sandals are allowed for safety reasons. Dresses or skirts need to be above the ankle. No dress up clothing please. Please label all clothes, shoes, and personal items. The Village will not be responsible to lost, stolen, broken, or damage items.

\_\_\_\_\_ initial

### **HOURS**

**ALL CLASSES-** The full day classes will be in a regular session for 10 months (September- June) with a regular payment each month. The tuition must be paid whether the school is closed for holidays or not. Full tuition for the month of September, December and the month of June regardless of the number of days school is in session. Tuition in June is a full month (based on days your child attends) even if you requested in the month of May to switch to lesser days in June. Summer school will be offered in July and August. Registration forms with fee details will be sent home in the Spring.

\_\_\_\_\_ initial

### **HEALTH CONCERNS**

#### **ALL CLASSES-**

We understand that it is difficult for a parent or guardian to leave or miss work, therefore please have alternative arrangements for those occasions when your child must remain at home or be picked up due to an illness.

If your child has any of the following conditions or symptoms, we will contact you to pick up your child from The Village in order to prevent contagion of other children and staff.

- Fever (Temperature of 100 F taken by mouth, 99 F under the arm or 101 F taken by the ear.)
- Any rash suspicious of contagious childhood disease...measles, mumps, etc.
- Vomiting, diarrhea, crankiness, etc.
- Any skin rash, lesion or wound with bleeding or oozing of clear liquid or pus.
- Conjunctivitis, also called "pink eye", with white or yellow discharge.
- Mouth sores.
- Any condition preventing the child from participating in usual program activities.
- Any illness requiring one-on-one care.
- Constant, uncontrolled nasal discharge, green mucus or constant, uncontrolled cough. - Scabies, head lice or other infestations.

After a child has been sent home for any of the above reasons, the child may return to The Village if the following conditions are met:

- A child must be free from a fever, vomiting, diarrhea for a full 24 hours.
- Any child prescribed an antibiotic for a contagious bacterial infection must have a full 24 hours course before returning to school.
- A child must be able to participate comfortably in the usual activities, including outdoor time.
- A child who had lice, scabies or other infestation may return 24 hours after treatment.
- If a child was sent home or stayed at home because of a contagious illness, a doctor's note is necessary prior to readmission.

The final decision whether a child may attend class is made by The Village staff.

\_\_\_\_\_ initial

1. A child with an infectious disease or any of the following may not attend school; vomiting, a cold less than three days old, fever, red throat, earache, swollen glands, unexplained skin rash or skin eruptions, severe cough, tonsillitis, or if the child acts listless, drowsy, head achy, has a loss of appetite or shows any behavior that is out of the ordinary. Children may not be given any medication, except emergency first aid, by the staff.

The Village staff will administer an Epi-pen if authorized by the physician and provided by parents along with the written consent form. The staffs are not allowed to apply sunscreen or any kind of topical medication to the child.

\_\_\_\_\_ initial

2.If there is a head lice outbreak at The Village, your child's hair and scalp will be examined for lice and/or eggs. Parents will be notified in writing. The child may return to school 24 hours after the treatment. If your child had a contagious disease, a doctor's note is needed in order for the child to be readmitted to school.

\_\_\_\_\_ initial

3. To further the interests, safety and/or well-being of the children, and staff, The Village reserves the right to require the parent(s) or guardian(s) to remove the child from the school program, for a period of time or permanently. Such a decision may be based on the child's conduct, a parent's or guardian's conduct, or on any other grounds deemed sufficient by The Village.

\_\_\_\_\_ initial

4. If a parent, guardian or other individual accompanying a child acts in any way contrary to the interests, safety and /or well-being of the children or staff of the school, The Village reserves the right to ask the person to leave the premises immediately.

\_\_\_\_\_ initial4

**LUNCH ALL CLASSES**

You will provide lunches for your child. We do not warm lunches in the microwave and we do not have adequate room to store lunches in the refrigerator. We are a nut free school.

\_\_\_\_\_ initial

**PHOTOS  
ALL CLASSES**

There will be times when your child's picture will be taken by teachers for their end of the year book, and events such as graduation, special programs, etc. At times, parents will be videotaping and taking pictures of events, such as birthday celebrations, Halloween, Thanksgiving, Christmas, etc. Your child's picture may be taken for The Village and/or Riviera UMC website, Facebook, Instagram or newsletters. A consent form will be signed signifying your wishes.

\_\_\_\_\_ initial

**E-MAILS  
ALL CLASSES**

There will be times that your e-mail address will be given to Riviera United Methodist Church and/or to the teacher and Parents Club for church and The Village communications. If you do not wish to give your e-mail address out, please let the Director and your child's teacher know.

A consent form will be signed signifying your wishes.

\_\_\_\_\_ initial

**DOGS  
ALL CLASSES**

Only service animals will be permitted on the premises.

\_\_\_\_\_ initial

**STATEMENT OF DISCIPLINE: LOVE, KINDNESS, RESPECT  
ALL CLASSES**

The staff creates a foundation for guiding children by setting up an appropriate environment for each age group, planning interesting and stimulating activities, and establishing rapport with the parents and/or guardians of the children.

The staff accepts the responsibility for helping children function in a group setting which supports the individual, encourages kindness and respect to the other students, teachers and property. When a child is not functioning well in a group setting, one or more of the following procedures may be used. (Please refer to the Parent's Handbook for all of the details of the Conflict Resolution program.)

1. Children are verbally asked to stop the certain activity and choose another appropriate activity. Staffs assist in redirecting the child.
2. In the event of a conflict, staffs are sensitive to feelings and will talk or describe feelings. They will let the child know they are listening to the individual and acknowledging feelings. Children will be encouraged to calm down, if necessary, and assist the child in describing their feelings.
3. The child or staff will state the problem or concern in their own words. Staff and the child will take turns talking and listening to each other about the feelings involved. Listening and interpreting will take place in non-judgmental ways.
4. The problem or issue will be restated and clarified, rephrasing the child's explanation of the event and feelings. The facts as they were heard will be stated, avoiding any blame.
5. A child's behavior may be discussed with a parent or guardian to get new insight and establish common goals.
6. The Village has the policy of redirection. The child is redirected to another activity where they will have a better opportunity to exercise more appropriate social skills. Should the child continue to have difficulty moving on to another activity after several tries, the Director will be asked to assist.
7. A child with special needs may benefit from the consideration for a shadow, which will be the responsibility of the parent or guardian.



8. The staff may discuss a child's behavior with the child (and others in the group or the entire group, if appropriate) and establish better ways to work and play.

9. To further the safety and/or well being of the child or other children enrolled in The Village, the parent or guardian may be asked to remove the child from the program for a period of time or permanently.

**Corporal punishment is not used at any time.**

\_\_\_\_\_ initial

**MISSION STATEMENT:** Our mission is to provide an enriching, supportive, and professional children's center for preschoolers, ages 2-5. The Village Children's Center is a developmental preschool where children learn through play and experience the love taught by Christ. Children will learn compassion for one another, as well as for the world around them. Through personal, local and global projects, our mission is to help parents raise children who use empathy and love towards all.

I have read and understand and initialed the policies that pertain to my child's enrollment at The Village Children's Center at Riviera United Methodist Church and agree to abide by them.

\_\_\_\_\_ initial

PRINT \_\_\_\_\_

First Name

Last Name

SIGNATURE \_\_\_\_\_

Circle: Parent Guardian

DATE \_\_\_\_\_