

## FEE SCHEDULE

### REGISTRATION

Per Child \$ 25.00  
*Non-refundable*

### INFANTS/TODDLERS

*(6 weeks—Potty Trained)*

Full Time (5 days per week) \$ 150.00  
 Part Time Daily Rate \$ 35.00  
 1/2 Day \$ 20.00  
 Parent provides infant formula (up to 12 months)  
 CDC provides meal/snack after 12 months

### PRE-SCHOOL

*(2 1/2—Pre Kindergarten)*

Full Time (5 days per week) \$ 125.00  
 Part Time (Daily Rate) \$ 30.00  
 1/2 Day \$ 15.00  
 CDC provides meal/snack

### DK/KINDERGARTEN

*(Morning or Afternoon)*

Full Time (5 days per week) \$ 100.00  
 Part Time (Daily Rate) \$ 25.00  
 CDC provides meal/snack

### SCHOOL AGE (Summer Rates)

*(1st—5th Grades)*

Full Time (5 days per week) \$ 125.00  
 Part Time (Daily Rate) \$ 30.00  
 1/2 Day \$ 15.00  
 CDC provides meal/snack

### BEFORE SCHOOL

*(1st—5th Grades)*

Per Child Per Day \$ 5.00  
 CDC provides breakfast

### AFTER SCHOOL

*(1st—5th Grades)*

Per Child Per Day \$ 5.00  
 CDC provides snack

## STATEMENT OF BELIEFS

### WE BELIEVE

In one God who has expressed Himself in personal ways. We know God's personality as Father, Son and Holy Spirit.

### WE BELIEVE

The Bible communicates God's saving message and is our reliable authority in all matters related to faith and Christian living.

### WE BELIEVE

That all humankind struggles with a downward pull toward sin.

### WE BELIEVE

That unless we experience God's help and salvation through a faith commitment to Jesus Christ, our future is one of eternal separation from God and all that is good.

### WE BELIEVE

The love and grace of God is extended to every person in the provision Jesus Christ made through His death and resurrection. By turning from our own selfishness and by trusting Jesus Christ, we experience a new life, being freed from the old patterns of self-destructive acts called sin.

### WE BELIEVE

Our new life in Jesus Christ is the gateway to transformation. Following our moment of faith in Jesus, we believe there is another moment in which we present our life completely to Christ in order to live under His authority and to experience His transforming power.

### WE BELIEVE

That Christian experience is more than a change of mind. It is accompanied by assurance that is grounded in both the Scriptures as well as the inner and outer witness of God's Spirit.

### WE BELIEVE

That all who live for Jesus Christ have an eternal future in heaven. Our belief in such a future includes both the fulfillment of God's creative purpose as well as the accountability of all persons endowed with the power of choice.

## PORTLAND

Church of the Nazarene

# Child Development Center

*A New Alternative*

*Director*

Lisa Hartwick  
517.526.1524

*Office*

517.647.6578

*Family Life Center*

9466 Cutler Road

Between Charlotte Hwy and Grand River Ave

portlandnazarene@sbcglobal.net

www.portlandnazarene.org



## POLICIES

### ADMISSION

Admission is on a first come first serve basis. According to Federal law, we are prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Portland Church of the Nazarene (PCN) Child Development Center (CDC) is licensed by the State of Michigan Independence Agency.

### PAY SCHEDULE

The registration fee and tuition will be due on the first day that the child enrolls. Tuition shall always be paid one week in advance. Checks returned for insufficient funds will be assessed a \$25.00 fee payable before the child(ren) may return to the Portland Church of the Nazarene (PCN) Child Development Center (CDC).

### ILLNESS

Please do not bring your child to the CDC if they are sick. If your child has a fever of 100 degrees or above, is coughing, has nasal drainage, is vomiting or has diarrhea, they need to stay home.

### WELLNESS

If your child comes to the CDC with any of the aforementioned symptoms, you will be notified to pick up your child. They may not return to the CDC within a 24-hour period or until all symptoms have disappeared.

### LICE

Children with lice may not return until they are free from nits.

### HOURS OF OPERATION

The PCN CDC is open from 6:00 am until 6:00 pm Monday through Friday year round. See FEE SCHEDULE for ages available for Child Care / Pre-School / Before & After Program.



## GENERAL INFORMATION

### HOLIDAYS

The PCN CDC will be closed during the following holidays if they fall on a weekday: New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas.

### LATE PICK UP

The PCN CDC closes at 6:00 pm Monday through Friday. Parents will be billed \$1.00 per minute/per child after 6:00 pm payable on the first day of the child(ren)'s return.

### CURRICULUM

During the months of September through May, each class follows a learning activity schedule that has been designed to teach the children the alphabet, numbers, shapes, colors and more. Each classroom also learns Bible verses based on different themes each month (ie. God's love, loving each other, creation, and more). All learning is child directed. The children are not forced to learn; rather the material is presented in a fun and exciting way and is a normal part of their learning at the CDC.

### FACULTY REQUIREMENTS

All teachers are required to have twelve hours of continuing education per year in order to maintain employment by the PCN CDC.

### STAFF REQUIREMENTS

All teachers and staff are required by the State of Michigan to have annual certification for CPR and First Aid.

### SPECIAL EVENTS

The PCN CDC presents a Christmas program and Easter program annually for parents and friends. Plan to enjoy a fun-filled event!



## STAFF

### PROGRAM DIRECTOR

Lisa Hartwick

### INFANT/TODDLER FACULTY

Amy Radabaugh

### AGE 2 1/2-K FACULTY

Tonya Johnson

### GRADES 1-5 FACULTY

Lisa Hartwick

### AFTER SCHOOL STAFF

Jenna Hartwick

Lindsay Johnson

### FOOD SERVICE STAFF

Trish Hoorman

### BOARD OF DIRECTORS

**Rev. Daniel L. Stemen**

PCN Lead Pastor/Ex Officio Member

**Deborah Gould**

PCN Board Rep

**Lisa Hartwick**

CDC Program Director

**Sandy Blair**

Early Childhood Educator

**Mandy Johnston**

Taggart's Playground Director

**Nikki Brownell**

Parent Representative

**Katie Edick**

Parent Representative

**Dawn Stemen**

PCN Christian Life Director