

## How Lunch/Play Bunch Works 2007-2008 Preschool Year

Lunch/Play Bunch may be used by all children in the Preschool on their regular days of preschool. Lunch/Play Bunch is not available for children enrolled in the preschool that do Mom's Morning Out on a non-preschool day. Parent-Toddler children are not enrolled in the preschool and Lunch/Play Bunch is not available.

### Hours

Lunch Bunch hours are 11:30 am to 12:00 pm for all children. Play Bunch will be from 12:00 to 1:00 pm for children not toilet trained and/or under three years of age. Play Bunch for toilet trained children over three years of age is from 12:00 to 2:30 pm.

### Flat Fee

A flat fee of \$6.50 is charged for the first hour of Lunch/Play Bunch. This charge is not prorated if your child is participating in a 12:00 pm After School Class or you pick your child up before 12:30 pm.

### Long Term Commitment

If your child will be doing Lunch/Play Bunch on the same days each week for several months, please fill out a Lunch/Play Bunch Long Term Commitment Form. Forms are available in the preschool office.

### Periodic Use of Lunch/Play Bunch

If your child will only be doing Lunch/Play Bunch on a periodic basis (once or twice a month) you may sign up 24 hours in advance in the Lunch/Play Bunch book, which is kept in the preschool office or by calling the preschool office 24 hours ahead of time to make a reservation.

### Canceling Your Lunch/Play Bunch Reservation

If a parent signs up for Lunch/Play Bunch and Lunch/Play Bunch is not needed, the parent must cancel the reservation 24 hours in advance of said Lunch/Play Bunch day. If not, a \$6.50 fee will be taken off your child's Lunch/Play Bunch account. (Exceptions will be made if a child is sick and does not attend preschool **with notification** by the parent or if a child is sick during the preschool day.)

### The Day of Lunch/Play Bunch

In the morning bring your child's lunch box to your child's classroom with a **cold pack and labeled** with child's name written in permanent marker on the top front portion of the lunch box. Place your child's lunch box in the designated lunch box area in your child's classroom. Sign in on the class Sign-in Sheet for the day, indicating Lunch/Play Bunch and any After School Classes your child may have

and your approximate pick-up time. After 11:30 am you will need to come to the preschool office to sign your child out of school and receive a slip to bring to the Lunch/Play Bunch teacher to pick up your child.

If your child is signed up for Lunch/Play Bunch and you forgot your child's lunch at home, you may do one of the following:

1. Tell Joan in the preschool office that your child will be attending Lunch/Play Bunch and that you will be bringing his/her lunch back to their child's preschool classroom by 11:20 am.
2. You are welcome to make a lunch for your child from the food/snack supplies in the preschool kitchen. Your Lunch/Play Bunch account will be assessed an additional \$6.50 charge to cover the cost of the food used.

### **How Lunch/Play Bunch Works**

Notify the office if there is an unusual telephone number where you can be reached.

Your child will have Lunch/Play Bunch in his/her preschool room with their classroom teachers or a PVUMC staff member.

1. The number of children to teachers in each class will be established by NAEYC guide lines.
2. All the After School Class teachers will be picking up the children from their classrooms.

Your child will have lunch from 11:30 am to 12:00 pm. They will wash their hands and say a blessing before eating begins. They are given any necessary help opening their lunches and drinks. Your child is encouraged to eat his/her "muscle food" (sandwich, yogurt, cheese and crackers) first before dessert is consumed. Any uneaten food (except open containers of yogurt, applesauce, drink boxes, etc.) will be put into the lunch box so you can see what your child has eaten for lunch. **The board of health requires 100% juice or milk to be placed in your child's lunch.** If your child will be drinking water please write a note to be kept on file in the office, otherwise you will receive a note in your child's lunch box. After your child has finished he/she cleans up (throws paper garbage away) and is told where to place the lunch box. Your child is then free to play in the room with available manipulatives and puzzles, look at books, or play in housekeeping (unlike the regular preschool day, there are no specific activities planned for Lunch/Play Bunch). At approximately 12:50 pm clean-up of the room takes place and all children are encouraged to help with this clean-up. At 1:00 pm the children will put their lunch box in the classroom lunch box designated area and line up to go out to the Big Playground to play.

## **Pick Up**

**After 11:30 pm come to the preschool office to sign your child out.** You will receive a release slip. Take it to your child's Lunch/Play Bunch teacher, After School Class teacher, or the Lunch/Play Bunch Coordinator (Erin Glover) on the playground. **No child will be released without a release slip and you will need to return to the office to get a slip if you do not have one.** **When you give your child's release slip to one of the above teachers, you are responsible for your child.** A disparity (5 plus minutes) between the time on your release slip and actual playground pick-up time will result in an additional charge.

**Upon arrival at the playground, immediately give your release slip to the Lunch/Play Bunch Coordinator who will release your child to you.** **Due to liability and teacher-student ratio, we ask that you and your child or younger/older siblings do not remain on the playground continuing to play once you have arrived to pick up your preschooler.** If your child/younger siblings wish to play more, you may continue playing on the small playground with your parental supervision.

## **Late Fee**

Lunch/Play Bunch is over at 2:30 pm each day. There will be an additional \$6.50 charge for every 15 minutes your child remains at Lunch/Play Bunch past 2:30 pm.

## **As During Our Regular Preschool Morning**

1. No child will be released to anyone not on the child's emergency card. Please write a note giving permission for the preschool to release your child to someone that is not on your child's emergency card.
2. You may call at any time to check on your child.
3. You are welcome to stay with your child. However, you will have to sign your child out in the office and pay for Lunch/Play Bunch.
4. If your child becomes ill or is injured you will be called. If we cannot reach you, we will call those listed under "In Case of Emergency Call" on your child's blue emergency card.

## **After School Classes**

Children will be picked up by the After School Class teacher from their own classroom.

Your child will be taken to their After School Class and returned to the Lunch/Play Bunch room. There is **No** Lunch/Play Bunch charge for the time your child is in their After School Class. You **must** sign your child out in the preschool office before picking your child up from a special class or the playground.

## Payment

<u>Cost</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
1 Hour	\$6.50	\$10.80	\$14.00
1 <sup>1</sup> / <sub>2</sub> Hours	\$9.70	\$16.20	\$21.00
2 Hours	\$12.90	\$21.50	\$28.00
2 <sup>1</sup> / <sub>2</sub> Hours	\$16.20	\$26.90	\$35.00
3 Hours	\$19.40	\$32.30	\$42.00

A flat fee of \$6.50 is charged for the first hour of Lunch/Play Bunch. This charge is not prorated if your child is participating in a 12:00 pm After School Class or you pick your child up before 12:30 pm.

If your child is signed up for long term Lunch/Play Bunch, please open a Lunch/Play Bunch account with a deposit of \$75.00 or more. If your child will use Lunch/Play Bunch only periodically you may place money into your child's Lunch/Play Bunch account or pay as you use it. Date, time, activities, and cost of Lunch/Play Bunch will be noted on your child's account sheet with a running total for the amount available for Lunch/Play Bunch.

**We cannot extend credit for Lunch/Play Bunch accounts. If Lunch/Play Bunch owes accrue to \$25.00 or more your child will be unable to stay for Lunch/Play Bunch until the Lunch/Play Bunch account is paid in full.**

Monthly Lunch/Play Bunch statements are available upon request from the preschool office.