

Dear Parents,

Welcome to **Cely's House** Montessori Lunch Bunch.

We are delighted to have your child with us and look forward to working with all of you this school year.

Cely's House AfterSchool Program is beginning its eighth year of operation. The Montessori Lunch Bunch is starting its fourth year. We will again be located in the garage studio at 110 Buena Vista Way with parking and parent pick-up at 115 Dixie Drive.

It is our goal to provide a safe, loving, and creative environment for children, fostering friendships, and bridging the time between school hours and home. We try hard to offer a quality program but realize that there is always room for improvement. We welcome your comments and suggestions at any time as we begin this new year of adventure together.

We are looking forward to a fun and productive year as we get to know your child(ren) personally. Please be a part of our AfterSchool. You are welcome to volunteer or visit any time. If we can help your family in any way, please ask!

May God bless you,

Cely and Bill Chicurel



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Montessori Lunch Bunch Mission and Goals

The **mission** of *Cely's House* Montessori Lunch Bunch is to provide a safe and nurturing environment for preschool children whose parents desire an extended child care program after the morning preschool hours. Our program honors all children and welcomes diversity. We are committed to a rich and unhurried experience where children have time for structured and unstructured play and we will offer opportunities to explore many different creative art forms. We believe that ALL children are gifts from God and are entitled to God's gifts of respect, care, and nurture.

Our **goal** is to provide a safe, loving, and creative environment for children, fostering friendships, and bridging the time between preschool and home.

We believe that each child is an individual equipped with his or her own strengths and gifts. Children will be encouraged to develop their talents and grow in ways that suit them best.

We will celebrate both secular and religious holidays, and thank God for our food before lunch and at each snack time as we recognize our Creator's many blessings.



2011-2012 Cely's House Calendar

This is our schedule for the current school year. It will not include every detail about our field trips, seasonal activities, or special events. Changes and more specifics information will be communicated to parents via a monthly newsletter.

September

Tuesday, September 6 **First day Montessori Day School**
First day Lunch Bunch

Monday, September 26 **Teacher Workday**
No Lunch Bunch

Wednesday, September 28 **Field Trip Maple View Farms**

October

Wednesday, October 19 **Field Trip Pumpkin Patch**

Wednesday, October 26 **Costume Party**

Friday, October 28 **Fall Break**
No Lunch Bunch

Monday, October 31 **Fall Break**
No Lunch Bunch

November

- Friday, Nov. 11 **Veterans Day No School**
No Lunch Bunch
- Tuesday, Nov. 22 **MDS Early Dismissal**
Lunch Bunch Thanksgiving Party
- Wednesday, Nov. 23 - 25 **Thanksgiving Break**
No Lunch Bunch
- Wednesday, Nov. 30 **Field Trip to Planetarium**

December



- Friday, Dec 16 **MDS Early Dismissal**
Lunch Bunch Christmas Party
- Monday, December 19 – Monday, January 2
Winter Break
No Lunch Bunch

January

- Monday, Jan. 2 **Teacher Work Day**
No Lunch Bunch
- Monday, Jan. 16 **No School MLKJ Day**
No Lunch Bunch
- Tuesday, Jan. 17 **No Preschool**
No Lunch Bunch
- Wednesday, Jan. 25 **Field Trip to Animal Shelter**

February

- Wednesday, Feb. 15 **Field Trip to Sugarland**
- Monday, Feb. 20 **President's Day**
No Lunch Bunch
- Tuesday, Feb. 22 **Teacher Workday**
No Lunch Bunch

March

- Wednesday, March 21 **Field Trip MDS Carnival**
- Thursday, March 23 **Teacher Workday**
No Lunch Bunch

April

- Monday, April 2 - Monday, April 9 **Spring Break**
No Lunch Bunch
- Wednesday, April 18 **Field Trip to Kidzu**
- Monday, April 30 **No MDS**
No Lunch Bunch

May

- Wednesday, May 16 **Field Trip to Strawberry Patch**
- Monday, May 30 **Memorial Day**
No Lunch Bunch
- Thursday, May 31 **Last Day of School**



Application and Materials Fees

The **application fee** is \$25.00 and is not refundable. This is due when you turn in your child's application form. If the program is full when you apply, we will place your child on a waiting list. As vacancies come up, we will call you.

Tuition and Scholarships

The schedule of tuition is as follows:
Montessori Day School Lunch Bunch, Art and Play
Cely's House pick-up at the school at 11:45
Parent pick up at Cely's House no later than 2:45

5 days.....\$320/month/child

4 days.....\$320/month/child

3 days.....\$240/month/child

2 days.....\$160/month/child

1 day.....\$80/month/child

There are **nine equal payments** over the course of the year: September, October, November, December, January, February, March, April, and May. Tuition is due the first day of each month and no later than the 15th.

Please pay tuition in a timely manner.

There will be no refunds for illness, school breaks, inclement weather, or days missed for any other reason (including closings and cancellations). **A late fee of \$25.00 per payment will be assessed to all delinquent accounts.** Chronic late or returned checks constitute grounds for dismissal of your child from the program. You will be asked to reimburse the program for any returned check fees.

Fulltime students will receive a 10% discount for additional siblings. We also offer partial scholarships based upon need. Please ask the director for a scholarship application. Alternate payment methods or schedules should be cleared in advance by the director.

Make checks payable to: Cely's House

Checks may be mailed to the program, given to the director, or placed in the payment envelope. Please do not send checks with children as they may be misplaced or damaged. **Cely's House** mailing address is located on the front cover of this booklet.



Withdrawal

If you need to withdraw your child from the Lunch Bunch, please give at least two weeks notice so the vacancy left by your child can be filled in a timely manner.

Days and Hours of Operation

Cely's House Lunch Bunch Program for MDS begins on **Tuesday, September 5, 2011 and conclude on Thursday, May 31, 2012** the last day of MDS.

Montessori Lunch Bunch begins daily at 11:45 with van pick up at MDS and ends at 2:45 with parent pick up at **Cely's House**.

If you have an emergency and are unable to arrive by pick up time, please call the director's cell or program number as soon as you are able. Both numbers are listed on the front of this booklet.



Transportation and Pickup

Cely's House has two 15 passenger vans that will be used to transport the children every day from MDS to **Cely's House**. The van will have booster seats for all the preschool children.

We will also transport children by van for field trips and other activities. Permission slips must be signed in advance by parents for children to go on our outings.

You may pick up your child at Cely's House anytime before 2:45. Please be prompt! We will need the parking area for our returning vans filled with our older AfterSchool children. For the safety and protection of the children, parents must check out their child every day. A sign out sheet will be available on a clipboard one of our teachers will have. Children will not be allowed to leave with individuals other than those specified on the **Child Pickup Authorization Form** unless parents provide written permission or make verbal arrangements with the Director.

Parent pick up is at the 115 Dixie Drive location Please enter and leave on Dixie Lane (the road leading straight out to Airport Road). The Seawell School bus will be dropping off children at Stateside and Dixie at 2:40 so **PLEASE drive slowly** and carefully through our neighborhood as you leave and watch out for children playing outside.



Emergency Closings

If Montessori Day School is closed due to bad weather, Cely's House will close also.

Tune in to local radio and TV stations for information regarding closings. (WRAL-TV and on 1360 WCHL) Also check the school website at www.mdsch.org Sometimes the schools close early in the day because of an incoming weather system. If this should happen, we will do our best along with the schools to make sure you are informed of the early closing. You will need to make arrangements to pick up your child at school at the earlier closing time. If the children have already been picked up and are here at **Cely's House** and the weather becomes dangerous, please try to pick up your child as soon as you are able, but know that they will be kept safe here until you arrive. If MDS has a delayed opening we will be at the school as usual at 11:45 to pick up the children for Lunch Bunch.

If Montessori Day School has a make-up day Cely's House will offer our Lunch Bunch as usual.

Medical Matters

Each child is required by state law to have a health statement on file which includes the identity of the child's physician or source of medical care and a copy of current immunizations. The **Medical Statement** form issued by the After School Program should be on file in our office by the first day of After School or as soon as possible thereafter.



Cely's House After School Program operates for well children and staff only! For the health of all of us, we ask that you please not send your child if he or she has a bad cold, sore throat, cough, upset stomach, rash, fever, or other symptoms. Children who have had a fever within 24 hours preceding the school day should be kept at home. If a child appears to be ill when we pick them up at school we will call you so you may pick him or her up at **Cely's House**. We will make the ill child comfortable in a separate area until a parent arrives.

If your child will be absent from school due to illness or for any other reason and will not need to be picked up by the van, PLEASE call the director. Your call will save the van driver from having to go into the school office to inquire about a child who does not show up. PLEASE call us about any schedule changes.

The AfterSchool has a First Aid kit available to administer basic first aid. Staff members are CPR/First Aid certified. In the event of a medical emergency during after school hours, we will do our best to contact parents. If the parents are unreachable at that moment, decisions related to medical care will be made by the director. We will apply bandages but unless we have specific, written permission from parents, we cannot administer medication to the children without doctor or parental consent. Please be sure to fill out **both** medical consent forms, one at the end of the **Medical Statement** and the other along with the Photographic Release Statement.

Cely's House will follow the MDS guidelines if head lice are found on a child and will only have a child return that is free of both the lice and the nits.

Any emergency medications needed for your child must be labeled and have a prescription attached.

Daily Program

Upon arrival from MDS each afternoon, the children will wash their hands, say a blessing, and eat their lunch together. After lunch there will be a variety of projects for the children to do until all the children finish lunch. From 12:40-1:15 we will have a time of supervised free play outside.

Program activity will take place from 1:15-1:45 followed by a short story time and more free play.

Program activities: Monday – Art
Tuesday – Music
Wednesday – Play Stations
Thursday – Crafts
Friday - Cooking

Children should be picked up outside by 2:45 unless there is bad weather in which case pick up will be at the garage.

We have many animals to engage the children: an older dog named Merlin, an energetic puppy named Arty, a coup full of chickens, 2 guinea pigs, and a fish and tadpoles in our two outside ponds.

Field Trips

On Wednesday we will offer a change in our weekly schedule to include a monthly field trips. Monthly events will be posted and noted in the parent letters. Forms must be signed and returned along with the cost of the trip in order for your child to attend. If your child has a conflict or needs to be picked up early on our field trip day please let us know ahead so we can make time arrangements.



Birthdays

Cely's House will happily recognize all birthdays. Children are welcome to bring a favorite snack to share on their special day. Please tell the staff in advance if you plan to bring or send in a special snack. Cely's House will provide paper products, candles, and a rousing rendition of the birthday song.

Please do not send party invitations with your child to distribute unless all children are to receive one. Children can be very sensitive when another child receives an invitation and they do not.



Lunch Provisions from Parents

Children are expected to bring their own lunch with them each day. We will provide fresh water and cups that will be available at all times. Uneaten food will be given to our chickens or sent home with the children. We encourage but do not force a child to finish their lunch. Please remember to label all lunch boxes and do not send food in glass containers that may be dropped and broken. Also please do not send any extremely messy food like squeeze yogurt.



Conduct

We have high expectations of the behavior of children in our program. We expect them to exhibit tolerance and kindness towards each other and towards the program staff. Good manners work wonders. The goal of the program is to establish an atmosphere where all children feel safe and have fun. If a child's behavior becomes a problem, privileges offered as a matter of course within the program will be taken away. Suspension or expulsion are options if behavior does not improve. Most of the rules exist for the safety of the children. **Please discuss the following After School program rules with your child(ren).**

1. Be respectful when others are speaking
2. Keep hands, feet, and objects to yourself
3. Take care of the Cely's House property
4. Ask before using or borrowing anything
5. Clean up after yourself
6. Shoes must stay on your feet
7. Playground must have adult supervision
8. Keep outside play and noise outside
9. Follow safety rules always!!
10. Have fun!



Discipline

When misbehavior occurs, consequences are as follows:

1. Several verbal warnings are given.
2. The offending child is separated from group and placed in Time Out for a few minutes.
3. Teacher and student have a conference.
4. Teachers, parent(s), and student have a conference.
5. Child is suspended or expelled.

Incident reports will be recorded and parents made aware of any behavior problems if they occur.

Dress Code

The children should feel comfortable enough in the clothes they wear to enjoy themselves without worrying about their outfits. Please let them wear play clothes and closed shoes if possible.

We ask that all children have an extra pair of shoes and socks, as well as a change of clothes and underwear that will stay in their cubby until needed. Outside play and our art projects may be messy and with younger children there may be potty accidents.

Please put all clothing in a large, clear, Ziploc bag(s) with the child's name on the outside of the bag in black, permanent marker pen.

The After School will maintain a Lost & Found bin, but parents should check promptly and report any lost items. Cely's House is not responsible for lost clothes but will help you look.

Parent and Sibling Participation

We strongly encourage and welcome parent and sibling participation in our program. Please try to attend some of the family activities and/or trips we take during the year. For families and children we will have a Costume party in October, a Thanksgiving Lunch in November, a Christmas party in December a Mardi Gras carnival, and a fun family lunch at the end of the school year.

If you have talents, skills, or hobbies, please consider sharing them with the children. Are you good at carpentry? Do you have any special knowledge about birds, insects, or trees? Do you like to grow flower or do vegetable gardening? Are you talented in watercolors, drawing, or crafts? Do you cross stitch, knit, or quilt? You do not need to donate a large chunk of time. One afternoon is all that is needed to inspire a child's interest in an activity you love.

We will be happy to schedule a conference if you would like or need to sit down and talk with us.

We look forward to a safe, fun, and productive year of learning and growth at Cely's House AfterSchool Program. Thank you very much for entrusting your children to our care.



Who we are

Cely Chicurel is a native of Chapel Hill and her parents encouraged her early on to pursue a career in teaching and the arts. She spent many hours in the family kitchen working with clay. Her formal education includes art and design at Virginia Commonwealth University and University of North Carolina at Chapel Hill. Cely holds a Bachelor of Science degree from East Tennessee State University with a major in pottery and weaving. She has done further study at Penland and Arrowmont schools of arts and crafts. As a Y.M.C.A. and Christian Service camp art director, Cely has had much experience in teaching and working with children and adults of all ages. She has held her own Summer Arts Experience Day Camps for over 20 years, creating a large following of students and parents, many of whom she helped and encouraged along artistic paths. She also offers weekend birthday parties and children and adult pottery classes.

Cely's love of nature and the created world is joined with an interest in using art and imagination to create fun, new worlds. For more than 30 years, she made and sold pottery animals, castles, and fantasy creatures. Although production pottery is no longer part of her activities, Cely still has a passion for teaching and sharing her love of pottery and the arts as a means of self-expression.

In 2001, Cely received a Master of Christian Ministry from Duke Divinity School and has added spiritual retreats to her list of offerings. In 2004 Cely's House Afterschool was launched to provide a safe and creative place for children during the after school hours. From 2007-2009 Cely also directed Trinity Neighborhood, a new after school program at Trinity School. Now she is excited to be able to offer the Lunch Bunch program to your children.

Bill Chicurel was born in Philadelphia, but grew up in Asheville, N.C. He became involved in music and art at an early age, studying piano, violin, and viola. He ran his own music studio while still in high school. Coming to the University of North Carolina at Chapel Hill in 1972, Bill majored in Zoology as a pre-med student.

In 1974 he chose to double major in Music with an emphasis in music theory, composition, and pedagogy. He completed a Master of Music degree at U.N.C. in 1979 and continued further doctoral study at the University of Colorado at Boulder.

Returning to North Carolina in 1981, Bill taught at the North Carolina Governor's School and the University of North Carolina at Chapel Hill before giving 18 years of service to the United States Postal Service. In 2003 he was forced to retire early due to serious health conditions.

Bill saw this as yet another opportunity to teach and work closely with children and adults. This fall marks his eighth year as a music teacher and co-director of Cely's House. Bill has over 50 students in his piano studio. He also served as the music and choir director of Orange United Methodist Church for 18 years and has continued to lead and teach adult Bible Studies at church.

When he is not teaching Bill loves to read and sell his books on the internet. Bill is the van driver for school pick-up, business manager, and bookkeeper for **Cely's House**.

Sharon Cook holds a B.A. in Journalism from the University of Hawaii at Manoa. Over the past 20 years she has worked with children of all ages both in the classroom and other group settings.

Sharon's experience includes preschool and elementary school classes, boys and girls Scouting clubs, and children's church programs. She served as Children's Ministry Coordinator at Orange United Methodist Church for three years. She is a trained Augustine Reading Tutor, and has worked with Karen refugee students for over three years. As a hands-on learner herself, Sharon has a passion for learning by doing. She loves children's music and reading and will be leading our Lunch Bunch music each week.

She and her husband Bill are the parents of a high school aged son, John, a college-aged daughter Marianne, who attends Salem College in Winston-Salem, and a recent UNC graduate, Cari, who is now one of the teachers at Cely's House Afterschool.

Sara Kennedy moved to North Carolina 25 years ago from her home state of Michigan following the completion of a Master of Science degree from Penn State. Soon after the birth of her son, she made the decision to leave her corporate job and become a full-time homemaker.

Her love of children has taken her down many different paths. She has held a variety of volunteer positions including head of Orange Church Children's Ministry, Sunday School teacher and Coordinator for Project Homestart (the local women's shelter). She has held teaching positions for CHCS's, worked at Orange United Methodist preschool, and presently does private tutoring for children with dyslexia and other reading difficulties.

Sara lives in Carrboro with her husband Jim. Her son Keegan attends the school of Visual Arts in NYC and her daughter Sofie attends Temple University in Philly.

Frances Gravitt was born in Goldsboro, but grew up in Mebane, so considers herself to be a Triangle native. She attended Women's College in Greensboro (now UNC-G) studying elementary education. She met her husband, Tommy, on a blind date and they married the next year.

Settling in Chapel Hill, they raised three children and attended Orange United Methodist Church for over 40 years. She worked in the business office at Basnight Hardware in Chapel Hill for many years. Frances worked at UNC Memorial Hospital, volunteered at the Red Cross, taught Sunday School and Bible School, and has taught crafts at local nursing homes. She enjoys cooking, sewing, gardening, and raising chickens (all who have names and come when they are called!). Last year in November her husband Tommy passed away but his love and presence will always be with us. Miss Frances has been with Cely's House since it began in 2004.