



Cabot United
Methodist Church

Child Development
Center

Parent Handbook

Revised 2012

Cabot United Methodist Church

CDC Phone: 501-843-9226

www.cabotumc.org

Church Phone: 501-843-3541

2003 South Pine St. (Highway 89 South)

P.O. Box 1118

Cabot, AR 72023

Welcome to the Child Development Center!

The Child Development Center (CDC) Council would like to take this opportunity to tell you how excited we are to have your child enrolled in our center. We hope to plant the seeds of goodness, grace, and Christian discipleship that will last a lifetime.

The CDC council is made up of the CDC director, pastor, church members, church staff, and parents. The goal of the CDC council is to make sure that we are providing a safe, loving, Christian environment. The council is very involved in the decisions made concerning the care your child receives. We discuss daily activities of the center, employee issues, parental concerns, etc.

If you have a concern you would like the council to address, please do not hesitate to contact us. We are here for you and your children. If you have an issue for the council to address, you can write a letter, speaking with a council member, or calling. To contact council you can leave a message in the CDC office (843-9226) or the church office (843-3541). If your concern is one that you do not want the entire council to hear, we do have executive meetings that are kept confidential.

Again, we thank you for allowing our excellent staff of the CDC care for your most precious little ones.

A note from the Director...

We welcome you to the Cabot United Methodist Church Child Development Center (CDC) and to the partnership we will share during these early school years.

The need for good quality early education is great, and CDC strives to meet that need by providing nurturing educational experiences. The CDC has chosen to meet quality standards that are substantially higher than the minimum requirements. Our goal is to help your child explore and begin to understand the world around us and to lay the foundation for future academic pursuits.

This handbook includes program policies and important information you will need as we share this year. We hope you will read the handbook carefully. If you have questions, please call us.

Please talk to us often. Thank you for choosing the Cabot United Methodist Church Child Development Center. We're glad you are here!

Warmly,

Elise Williams
elise@cabotumc.org
501-843-9226

What you need to know before your first day:

Arrival and Departure

The center is open from 6 a.m. to 6 p.m. Each class has a variety of learning activities throughout the day. We strongly encourage you to drop your child off by 9 a.m. in order for your child to gain the maximum benefit of our program.

Your child must be brought into the center, signed in, and presented to the appropriate staff member. At the end of the day, all children must be signed out by a parent or approved designee. Children may not enter or exit the building without a parent or guardian. (See page 7)

Release of Children

No child will be released to persons not authorized by a parent or guardian. (See page 7)

Orientation

New families participate in an orientation meeting or conference with the director. If you have not attended an orientation, contact the center director. (See page 4)

What to wear

Your child should dress for an active day. We suggest comfortable, washable play clothes. Sneakers and socks are best for active play. (See page 10)

What to bring

Your child will need a complete set of spare clothing. If your child is not fully potty trained, you will need to provide diapers/pull-ups, wipes, and diaper cream.

Your child will also need a crib sheet and small blanket for nap time (sheets will be provided in the nursery).

The spare clothes and nap time necessities need to be placed in a backpack that will stay at school during the week. The bag will be sent home on Friday for you to wash the bedding. Please return the bags on Mondays. (See Page 9)

Illness

Children who are ill will not be admitted to the center. (See page 11)

Meals and Snacks

The CDC provides breakfast, lunch, and an afternoon snack for all children. Weekly menus are posted in each classroom. (See page 8-9)

Behavior Guidance

Our program uses a variety of positive guidance techniques to help children learn appropriate behaviors and develop self-control. Physical punishment and threats are not used by our staff. (See page 12)

Toys from Home

Children are encouraged to leave their toys at home. (See page 9)

CUMC CHILD DEVELOPMENT CENTER

Hours of Operation:

6:00 a.m. - 6:00 p.m. Monday thru Friday

Phone:

(501) 843-9226

DIRECTOR: Elise Williams

ASSISTANT DIRECTOR: Jillian Pounders

ADMINISTRATIVE ASSISTANT: Cathy Bissett

CABOT UNITED METHODIST CHURCH

OFFICE HOURS:

8:00 a.m. – 4:30 p.m. Monday through Thursday

8:00 a.m.-12:00 p.m. Friday

Phone:

(501) 843-3541

WEEKLY WORSHIP OPPORTUNITIES

**Schedule will change slightly during the summer. Some groups do not meet in the summer. Please contact the church office for more information.*

Sunday Worship Schedule:

Traditional Worship: 8:30 a.m. and 10:50 a.m.

Contemporary Worship "The River:" 10:50 a.m. (meets in Family Life Center)

Sunday School: 9:30 a.m.

Regular Wednesday Schedule:

CDC Chapel Program: 10:00 a.m.

Mid-Week R&R (Refuel & Renew)

5:30-6:15 p.m. Family Meal

6:00 p.m. Handbells in Sanctuary

6:00 p.m. CUMC Youth in the Refuge

6:15-7:15 p.m. Faith Weaver Friends/Club 56

6:30 p.m. Adult Bible Studies

7-8:30 p.m. Chancel Choir

For more schedule information you may contact:

Darlene Gates- *Director of Children's Ministries*

darlene@cabotumc.org

Shane Staton- *Director of Youth Ministries*

shane@cabotumc.org

THE CHURCH AND THE CHILD DEVELOPMENT CENTER

The Child Development Center (CDC) is a weekday children's ministry of the Cabot United Methodist Church (CUMC). The CUMC-CDC has its roots in a church sponsored "Mother's Day Out" Program which began in the early 1980's. The program grew and in the fall of 1992, the "Child Development Center" was established as a child care center providing both part time and full time care. The CUMC-CDC is an Arkansas state licensed facility and has achieved Quality Accreditation by the State. We welcome you to the CUMC Child Development Center, and invite you to participate in other church ministries.

THE CUMC CHILD DEVELOPMENT CENTER PROGRAM

CUMC CHILD DEVELOPMENT CENTER MISSION STATEMENT

The Purpose of the Cabot United Methodist Church Child Development Center (CUMC CDC) is to be a part of the Cabot United Methodist Church's ministry to children and their families. The CDC'S goal is to provide safe, quality care, and enjoyable, stimulating experiences to the children entrusted to our care. We strive to provide a loving and caring environment, based on Christian values where children may grow emotionally, socially, physically, spiritually, and intellectually. Our goal is for each child to reach his/her own potential, feeling secure and confident about him/herself.

LICENSING

1. The CUMC-CDC is licensed by the Arkansas Department of Human Services (AR-DHS). The Center is routinely inspected by Arkansas Department of Human Services, Arkansas Health Department and the Cabot Fire Department.
2. In the event of a complaint concerning the welfare of a child, Arkansas law mandates that all children are subject to interview by the Child Care Licensing Unit, Special Investigation Unit and/or the Division of Children and Family Services. Child interviews do not require parental notice or consent.

QUALITY ACCREDITATION

The CUMC-CDC has achieved Quality Accreditation by the State of Arkansas. Quality Accredited programs have chosen to meet substantially higher standards than required for minimum childcare licensing. To maintain our accreditation we complete an annual assessment process conducted by the Division of Child Care and Early Childhood Education.

CDC STAFF

The teachers and caregivers on our staff come from varied backgrounds, having previous child care experience and/or varying levels of education up to and including early childhood development degrees. The CDC staff meets all the minimum licensing requirements of the AR-DHS and the Better Beginnings requirements. Twenty-five hours of in-service training or outside workshop training are required annually. Many of our staff members complete more than the required fifteen hours training each year. The CDC meets the State and Quality requirements for CPR training.

CUMC CHILD DEVELOPMENT CENTER COUNCIL

The function of the CDC Council is to act in an advisory capacity along with the administrator in management, planning and coordinating the work of the child development center. The Council will determine policy and discuss all concerns. Members include the CDC Director, CUMC Business Manager, CUMC Director of Children's Ministries, and CUMC Education Chairperson, and nine other church members, including some who are parents of children enrolled in the center. The Chairperson of the CUMC-CDC Council will be responsible for reporting to the CUMC Church Council.

CURRICULUM

Infants, Toddlers, & Two's

Cabot United Methodist CDC begins to build the foundation of early Christian learning with even our youngest children. Children begin to develop early spiritual awareness in an environment with gentle, loving care. This standard of care is provided through continuity of teachers and caregivers and encouraging, positive communication with parents. Bible stories, songs and prayer are a vital part of each day. We currently use The Creative Curriculum for Infants, Toddlers & Twos to address the goals and objectives in all areas of development including social/emotional, physical, cognitive, and language. It acknowledges and emphasizes how the experiences during the first 3 years of life have a powerful influence on how children view the world, how they relate to others and their ability to succeed in learning. There is a focus on developing trust and creating meaningful daily routines and experiences that respond to individual children's strengths and interests.

Preschool and Pre-Kindergarten

Child Development Center is committed to helping the children in our care grow in a faith based environment where the children will develop early spiritual awareness through their daily activities and interactions. Children in the 3 year-old and Pre-K programs attend chapel weekly where they learn a bible story and verse in a fun, interactive environment.

The goal of our curriculum is to provide individualized learning experiences for every child based on his/her own developmental level. The Creative Curriculum for Preschool guides teachers in planning and implementing a content-rich, developmentally appropriate program that supports active learning and promotes children's progress in all development areas. One of the primary goals is to help children become enthusiastic learners which can set the stage for success in a variety of areas throughout their lifetimes. Children are allowed to learn at their own pace and in the ways that are best for them. This gives them increased opportunities to experience success, while providing developmentally appropriate challenges, thereby building self-confidence, pride in achievement and interest in learning more and more each day!

We feel music education is an important part of children's lives. We provide a music class weekly to our three year olds and Pre-K classes. A certified music teacher comes to our center and provides developmentally appropriate classes for each age group.

ADMISSION POLICIES

ELIGIBILITY

Enrollment in the center is offered without regard to race, sex, creed, religion, or national origin. Our program is available to individuals with disabilities as long as this can be provided without fundamentally altering the nature of the program, or causing an undue financial or administrative burden.

IMMUNIZATION REQUIREMENTS:

The Arkansas Department of Human Services requires that all children enrolled in CDC maintain an up to date immunization record. A copy of this immunization record must be kept on file. Special waivers from ADHHS must be submitted if a child's immunization records are not current. Please provide a new copy of the immunization record after your child receives any additional immunizations.

AGE REQUIREMENTS

1. Each child will be placed in a group depending on age as of August 1st each year.
2. An infant must be 6 weeks old to enroll
3. Children will be accepted through the 4th grade.
4. A Kindergarten waiver form is required for any child that is of Kindergarten age to remain in the program.

OPENINGS

Registration will be held annually in the spring for the summer and following school term. The Director will notify parents of registration opportunities. Children already enrolled in the CDC will have the first opportunity to register for the following year. Then registration will be opened to those on the waiting list. When contacted about an opening, two days are given to respond to the offer before the next one on the waiting list is called. If the available opening is accepted, it can be only be held for two weeks without payment. For periods longer than two weeks, the weekly fee must be paid to hold the space until the child starts. Following registration of those currently enrolled and those from the waiting list, registration will be open to the public. The Director will advertise if sufficient openings are available.

REQUIREMENTS FOR ENROLLMENT:

1. Payment of a **non-refundable** registration fee and all other applicable fees.
2. Child's completed and signed Registration Form.
3. Child's Current Immunization Records. (Not required for School Age Children) For continuing enrollment, immunizations must be updated as required by the AR-DHS.
4. Copy of birth certificate.
5. Return of all signed Agreement Forms contained within the registration packet.
6. Annually, each parent must sign a CDC Handbook Policy Form for their file before the child begins class.

REGISTRATION FORM UPDATES

Registration forms must be updated as necessary regarding ALL information contained on the form. Any changes in address, telephone numbers, emergency information, authorized pickups or immunizations are the continuing responsibility of the parent.

ORIENTATION

Each fall we will have an open house and parent orientation meeting prior to starting our fall term. This will allow CDC staff to go over important policies and procedures, answer your questions, and allow you and your child to meet the teachers and staff. If a child enrolls during the year, the family will be asked to participate in an orientation conference with the director.

REGISTRATION, FEES AND PAYMENT

REGISTRATION/SUPPLY FEES

Registration/Supply fees are due upon enrollment and annually in August for each child enrolled year round. Children enrolled for the school term only must pay the fall registration by April 30th, in order to secure their position for the next school session.

Children enrolled after December 31st each year will pay their full registration fees upon enrollment; however, they will be charged only 1/2 of the registration fees due for the next school session. Regular registration fees will be due for the following year.

NURSERY/TODDLER/PRESCHOOL/ PART-TIME SCHEDULES/REGISTRATIONS

When registering your child part-time care, you have secured certain days during the week. In order for us to offer these positions to families, we must schedule two part-time positions to ensure the required child/teacher ratio is met Monday through Friday (Example: part-time position Monday/Wednesday/Friday plus part-time position Tuesday/Thursday). To maintain the required ratio, we cannot offer to exchange days during the week due to your child's absences or holiday closings.

PAYMENTS/STATEMENTS

Fees must be paid in advance, and are due the first day your child is scheduled to attend each week. Please make checks payable to the CHILD DEVELOPMENT CENTER (CDC) and place them in the drop box located on the CDC office door or hand deliver them to office personnel. The office will provide a receipt for all cash payments. A \$5.00 late fee will be added to the accounts that have not been prepaid by Wednesday of each week. This fee will be added each week until accounts are current.

Monthly statements will be available at the CDC office, or can be e-mailed if you provide us with your e-mail address.

OTHER FEES

Change of Schedule Fee: Parents may request to change a child's weekly attendance schedule. Notice is required, and request will be granted upon availability. A change of schedule fee is \$5.00.

Drop-In Fees: If your child is registered part-time and you need childcare on a day other than your regularly scheduled days, you may check with the office on available drop-in status and related fees. This fee must be paid when you drop off your child for the day. (See Fee Sheets)

Late Pickup Fees: Late fees are based upon the time shown on the clock above the check in/out table. The late fee is \$5.00 every five minutes until your child is picked up. If you are running late, please notify the office of your expected arrival time. After 6:00 p.m., if we haven't heard from a parent, we will try to contact you or someone on your emergency contact list. If no one can be reached, or arrangements made for your child's pickup by 6:30 p.m., we will call local authorities.

Returned Check Fees: There will be a \$25.00 fee for any returned check. This fee, plus the amount of the check, will need to be paid by cash or money order. If more than one check has been returned to our center, your account will be placed on a "cash only" basis.

CHILD WITHDRAWAL/SCHEDULE CHANGE NOTICE

A two week notice is required for your child's withdrawal or when changing from full time enrollment to part time enrollment. Forms are available in the office for this notification.

DELINQUENT PAYMENTS

If your child is absent and/or has fees delinquent for two consecutive weeks, and the Administrative Assistant has not been contacted and proper arrangements made, your child will be dropped from enrollment and his/her place offered to someone on the waiting list.

MULTIPLE CHILD DISCOUNTS

A discount of \$5.00 weekly will be given to a family with two children enrolled full time, Monday through Friday in our center. For a family with three children enrolled full time in our Center, the first two children will be at regular fee, but a discount of 1/2 the regular fee will be given to the third child. (Discount will be applied to the lesser fee.)

There will be no discounts given to children enrolled in our infant classrooms.

WEEKLY TUITION FEES

The CDC budget is based on the regular weekly tuition of each child enrolled in the program. Weekly fees remain the same each week regardless of absences, holidays, or occasional closings due to weather conditions. These fees are revenue to pay the center's monthly expenses, including payroll. We regret that we cannot offer vacation weeks.

OTHER FEES: SCHOOL AGE CHILDREN

There will be a \$5.00 fee for failure to notify CDC of absence of SAC children from van pickup at the schools. Parents must notify the office by 2:30 p.m. on regular school days, 1:30 p.m. on 1-hour early dismissal, and 12:30 p.m. on 2-hour early dismissals.

We cannot assume that your child will not be riding the van in the afternoon when they are absent from the center in the morning. **We must be notified of the afternoon cancellation.**

Three times of failure to inform the center of cancellations may result in the child being dropped from the program for the remainder of the school term. There is an additional charge to the weekly fees for SAC children who reserve full day care during the school session. (Refer to Fee Sheet).

A Full Day Commitment Form will be issued prior to each school semester in order for you to reserve full day care on the days that public schools are closed. The form must be returned by the designated date in order to reserve your child's position and allow us adequate time to plan and staff for those children. Your account will be charged for reserved days in the week in which they occur. You may cancel any reserved date with a ten day notice in order to avoid a full day charge.

For children enrolled in the summer session, a SAC Summer Activity Fee will be charged. This fee covers all field trips and activities during the summer period. No portion of this fee is refundable if your child misses a field trip/activity during their regularly scheduled week.

EXTENDED ABSENCES

Allowances or adjustments to payments may be made in cases of extended absences in which the child must be absent one week due to his/her hospitalization. A 50% payment of your child's weekly fee will hold their spot for a maximum of two weeks. A physician's statement will be required.

In extreme cases, appeal can be made in writing to the CDC Council.

ARRIVAL AND DEPARTURE

Each class has enjoyable learning activities throughout the day. In order for your child to gain the maximum benefit from our program and to adjust to a daily schedule, we strongly encourage parents to bring children in by 9:00. A large portion of the curriculum that will be taught will begin by this time.

When your child arrives at the Center, the child must be brought into the building, signed in, and presented to the appropriate staff member. Children may not enter or exit the building without a parent, guardian or designee in attendance. All children must be signed in and out each day by a parent or approved designee. Parents may visit or pick up their children at any time.

A child will only be released to a parent or listed approved designee unless written permission to do otherwise has been given. Verbal messages from children cannot be accepted. Identification will be required to CDC staff for anyone picking a child up from the Center.

In cases where parents are divorced or involved in any domestic relations disputes, please provide copies of any relevant legal documents related to custody, visitation or contact with a parent or other family members. We cannot deny a legal, custodial parent access to their child without a court order.

SCHEDULES AND PROCEDURES

1. The CDC school year begins and ends on the same dates as Cabot Public Schools. As a general rule, the children remain in the same class for the entire school year. Each child's specific needs will be considered, and classes may be regrouped as necessary to accommodate those needs as well as appropriate teacher-to-child ratios. We will always strive to provide consistency for every child.
2. Daily schedules are posted outside of each classroom.
3. The CDC reserves the right to close early due to church functions or activities (example – Vacation Bible School)

HOLIDAY CLOSINGS

The following holidays will be observed: Labor Day, Thanksgiving (Thursday & Friday), Christmas Eve, Christmas, New Year's Day, Memorial Day, and July 4th. Depending on which day a holiday falls, the center may be closed 2 days; however, advance notice will always be given. If a holiday falls on Saturday, we will close on Friday. If a holiday falls on Sunday, we will close on Monday.

REST TIME

Each child who stays more than 5 hours is required to have a rest time of at least one hour. Children who fall asleep may be allowed to sleep longer than one hour. Each child will need to bring a crib sheet or twin flat sheet and a small cover blanket. Both items need to fit inside a backpack. Backpacks may be brought on Monday and will need to be taken home on Friday for cleaning. A soft toy may be brought to sleep with as long as he/she doesn't disturb the other sleeping children.

Rest time begins at approximately 11:00 a.m. for infants/toddlers and around 12:00 p.m. for preschoolers. Infant/Toddlers rest times will vary and can be accommodated during the daily

schedule. If you want to pick up your child early and do not want to disturb their rest time, you may wait until 2:30 p.m. to pick up him/her.

CONFERENCES

We strongly encourage and support communication between parents, teachers and staff. Please keep in mind that each teacher must supervise their children at all times. If you would like to have a conference with your child's teacher, please make arrangements with the director. Your questions and concerns are important to us and we want to make sure you are given individualized time and attention.

INCLEMENT WEATHER POLICY

1. If there is hazardous weather during the day, the CDC will make every effort to remain open. If the Cabot Public Schools close, the center will close also.
2. If bad weather warnings are forecasted for the day, please leave the best available number to reach a parent in case of early closing of the center.
3. If hazardous weather occurs during the day, we would appreciate you picking your child up early in order for our staff to get home safely.

FIELD TRIPS/ACTIVITIES

1. Only children 3 years and older will go on field trips. A signed permission form is required for each outing. Parents are welcomed and encouraged to participate in field trips.
2. If your child is not regularly scheduled to be at the center on a field trip day, he/she may attend with prior notification if space allows, and the full drop-in fee will be charged. The proper teacher/child ratio must be maintained at all times. If space is not available, you will need to attend with your child and provide your own transportation to these field trips. There is no charge other than the cost of the field trip/activity.
3. During the summer session, children who are enrolled part time may not switch days to attend certain field trips or activities. Activities and field trips are planned in advance according to the number of children and staff scheduled. If space allows, your child may come as a drop-in. All fees will apply.

HOLIDAY/BIRTHDAY PARTIES

1. BIRTHDAYS- Children like to share their birthdays with playmates. If you wish, you may provide special birthday treats. Please give the teacher advance notice. Due to state guidelines, only store purchased refreshments may be provided as treats. For health and safety reasons, balloons are not allowed in the center.
2. HOLIDAYS/SPECIAL OCCASIONS - We do have class parties on holidays and some special occasions. There will be sign-up sheets by each room to indicate how you might help with treats, favors, etc.
3. If your child is not registered on a day a holiday party is scheduled, he/she may attend the party if accompanied by you or another adult chaperone. If the teacher/child ratio allows, your child may drop-in for the day; a drop-in fee will apply.

NUTRITION

1. A nutritious breakfast will be served each morning between 8:00 and 8:30 a.m.
2. Breakfast time for toddlers/preschoolers ends at 8:30 a.m.
3. School Age children who attend before school will be served breakfast at 7:00. Their breakfast time will end at 7:20 a.m. in order for the children to have ample time to be

loaded into vans and delivered to the area schools. During the summer session and when the public schools are closed, school age children will eat breakfast between 8:00 and 8:30 along with the other children in the center.

4. A balanced lunch is provided that meets the nutritional guidelines of the Arkansas Special Nutrition Program.
5. Each child in the center will be served an afternoon snack.
6. Unless your child has special health needs, PLEASE DO NOT SEND ANY FOOD WITH YOUR CHILD. If your child has a food allergy, please provide a doctor's statement.

SUPPLIES

NURSERY

1. As part of the Special Nutrition Program, CDC will provide Parent's Choice Premium formula for infants enrolled in CDC up to the child's first birthday. If you choose not to accept the provided formula, parents will need to provide formula or breast milk.
2. A labeled bag that closes securely and contains disposable diapers, wipes, diaper cream, plastic bottles, adequate changes of clothing, including socks. CDC will provide sippy cups and bibs. **Please label all items.**
3. CDC will provide sheets for the cribs in the infant rooms. Each child in the infant rooms may bring a special blanket and soft cuddly doll or stuffed animal for their rest time. Please ensure that these items are taken home and washed weekly or more often, as needed. **Personal items need to be labeled.**
4. Please, no other personal items or toys. We have a very strict procedure for assuring toys and items that are mouthed or soiled are properly sanitized.

TODDLERS/PRESCHOOL/PRE-KINDERGARTEN

1. Children need to bring a labeled backpack that can be securely closed. It should include a change of seasonal clothes, including socks and underwear (if appropriate for your child).
2. Each child will need to bring a standard crib sheet and a blanket to cover with. Small soft toys for rest time can be brought. All of these items will need to fit into the backpack and will be left in the classroom. Backpacks should be taken home by Friday of each week for sheets and blankets to be washed. Please return the backpack on Mondays.
3. You will also need to supply diapers/pull-ups, wipes and diaper cream (if these items are applicable to your child).
4. No other toys or personal items are necessary. Please explain to your child that when personal toys are brought and not shared, it can cause undue stress for your child, the teachers, and other children.

ALL PERSONAL ITEMS (BEDDING, CLOTHING, DIAPERS, WIPES, ETC) NEED TO BE LABELED WITH YOUR CHILD'S NAME.

SCHOOL AGE CHILDREN

1. Provide your child with a seasonal change of clothes in a labeled bag to be held at the center in case of an emergency.
2. Please do not bring toys or other personal items. When toys are lost or not shared, it can cause your child and the teacher distress. It is also difficult for a child to bring an item into the center with the agreement that it will remain in his/her backpack. No electronic devices or toys are allowed in the center.

CLOTHING

Children in our program are active and creative. So that your child can fully participate in all the activities, please consider the follow when dressing your child for school:

1. Clothing is easy for children to manage for toileting: fasten and unfasten buttons, zippers, snaps, buckles
2. Clothing is washable and durable enough to permit vigorous play.
3. Clothing is inexpensive so that soiling, damage, or loss will not cause great concern.
4. Shoes are sturdy and protect the child's feet. Sneakers (with socks) are the best choice. Flip flops, sandals, and open toed shoes can be hazardous.
5. Clothing is appropriate to the weather conditions. Children will spend time outdoors every day. Be sure to send jackets, sweaters, coats, gloves, hats as needed.
6. ALL clothing is labeled with the child's name. The program is not responsible for lost clothing items.

TOILET TRAINING

When your child is ready, the teacher will work with parents to help achieve successful potty training. Each child is unique and will have unique expectations.

Encourage these behaviors in your child when trying to determine if it is time to begin:

1. Uses verbal and non-verbal communication with caregivers about toileting.
2. Can make good attempts at pulling pants up and down.
3. Is indicating a wet or soiled diaper.
4. Is keeping a diaper dry for longer periods of time.

Consistency between home and school schedule is very important for success. Inform the teacher about the frequency of bathroom visits and any other issues that would help achieve the goal. You will need to supply training pants, several complete changes of clothes, including socks and an extra pair of shoes.

Soiled clothing, shoes, etc. will be placed in a plastic bag. Arkansas DHHS policy will not allow us to rinse clothing.

Children that have reached the age of 4 and are not potty trained may not be able to promote to the Pre-K class. It will be at the discretion of the CDC Director.

MEDICATION

1. Medications may only be administered with a completed and signed "Medication Permission Form", which is located at the sign-in table.
2. Prescription medications will be administered to a child only with a written, dated and signed request from a licensed physician or the parent/guardian of a child. All topical creams, ointments and sunscreens also require a signed, dated, "Medication Permission Form".
3. Medications must be sent in the ORIGINAL container, and the container must have the child's name on it. Medications requiring prescriptions may only be administered to the child named on the prescription. You may not remove one child's name from the prescription bottle and replace it with another child's name.
4. Over the counter medications can be administered with a completed medication form. Only the recommended dosage for your child's age can be given without a note from the child's physician.

5. Medications cannot be kept in a child's bag during the day. If medications need to be brought between home and school daily, the classroom teacher will take the medication out of the bag and store it in a secure container out of reach of children. Parents will need to request medication to take home.

SICK CHILD POLICY

1. Many contagious diseases begin like the common cold. You should keep your child home if he/she shows signs of a cold or illness. This is for the protection of your child as well as the protection of others.
2. Keep your child at home if he/she is sick, has fever, a severe cold with runny nose and/or cough, irritated eyes with drainage, nausea, vomiting, diarrhea, sore throat, swollen glands, suspicious rash, head lice, listlessness with drowsiness, or consistently complaining of headaches. If any of these symptoms occur while your child is in our care, you will be called to come for your child immediately. Medication will be given as requested to relieve a child's symptoms; however, the child must still leave the center.
3. Your child will be sent home if he/she has three or more loose stools or is running a fever of 101 degrees. Your child may only return to the center when he/she has been without fever, nausea, or diarrhea for 24 hours without having had medication. The CDC will not continue to medicate a child in order to keep a child's fever down.
4. If your child has a communicable disease such as chicken pox, symptoms of pink eye, influenza, head lice, ring worm, any diagnosed virus, etc. Please consult with your child's doctor to know when your child may return to the center. **VERIFICATION OF TREATMENT MAY BE REQUESTED. PLEASE NOTIFY THE CENTER IF YOUR CHILD HAS A CONTAGIOUS DISEASE SUCH AS THOSE LISTED ABOVE.** Notes can then be posted in order to inform other parents of communicable diseases and the symptoms to be watchful for in their children.
5. First aid is administered to all minor injuries. In case of a more serious injury, parents are notified and immediate steps are taken to obtain medical aid. It is the parent's responsibility to be sure emergency phone numbers are correct and available.

OUTSIDE PLAY

Outdoor play is not just recess, but is an extension of our indoor learning opportunities. All children will play outdoors every day, weather permitting. Outdoor time is a state requirement. The length of outdoor play times is adjusted according to the weather. Factors such as humidity and wind are considered in determining whether children will be able to play outdoors and how long they will stay out. All children are expected to go outside with their group unless a doctor's note states otherwise. Please dress your child for the weather, especially cool mornings in fall and spring. Sneakers with socks, or other similar shoes, are best for running, climbing, and enjoying the outdoors. Parents may sign a consent form for sunscreen to be used as needed.

CHILD ABUSE/NEGLECT

As child care providers, all employees of the CDC are mandated reporters of abuse and neglect, as required by law, and must report any suspicion of child abuse or neglect to the Child Maltreatment Hotline. 1-800-482-5964

WEATHER DRILLS

Fire and tornado/storm drills are conducted monthly.

BEHAVIOR GUIDANCE

Behavior guidance will be positive, with teachers using calm, quiet voices. Inappropriate behavior is viewed as an opportunity to teach. Children will be directed toward acceptable behavior through verbal interaction. Appropriate behavior will be reinforced. Self control and patience will be encouraged.

Inappropriate behavior includes:

1. Actions that disrupt the group or interfere with classroom activities.
2. Actions that could cause physical or emotional harm to the child, classmates or staff.
3. Non-conformity to classroom or playground rules.
4. Actions that show disrespect for adults, classmates or surroundings.
5. Inappropriate language.

Positive reinforcement and redirection will be used primarily for ongoing misbehavior. A child that is at least two years old may be removed from an activity or given a “time out” away from the group, but facing the group. A maximum limit for time-out will be based on a child’s age (one minute for every year of the child’s age). If inappropriate behavior is repeated, time-out will be carried out in the CDC office. Time out is not a punishment but rather an opportunity to learn and discuss about more appropriate behavior choices.

Inappropriate behavior will be discussed with the parents and will be documented on an incident report for the parent’s signature. The original report is kept in the child’s file in the CDC office. If the inappropriate behavior continues, a behavior plan will be developed by the teacher(s), director and child’s parents in an effort to eliminate the behavior. If the plan is not successful, the child may be suspended or expelled from the center. In extreme cases, immediate suspension or expulsion may be necessary. Expulsion will involve approval by CDC Council.

BITING POLICY

Our program recognizes that biting is commonly and normal developmental phase that most toddlers go through. It is, unfortunately, not unexpected when toddlers are in group care. We also recognize that biting is very upsetting for children and their parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting, but rather on effective techniques that address the specific reason for the biting. When biting occurs, our response is:

1. To care for and help the child who was bitten.
2. To help the child who bit learn more appropriate behavior.
3. To examine the circumstances surrounding the biting in an effort to minimize the likelihood of future incidents.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. We will not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water.

Biting is always documented on an incident report form. It is completed and signed by a teacher and an administrator. It must also be signed by the parent. A copy can be provided to the parents, and the original is kept in the child's file in the CDC office. The name of the child who bit is kept confidential.

When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally that day and given a copy of the incident form. When we experience ongoing biting in a toddler room, we develop a written plan with specific strategies, techniques, and timelines to work on the problem. If a child continues to bite with little or no improvement, we reserve the right to suspend or exclude the child from the center.

As children grow and develop verbal skills, biting behavior should stop. If a child age 3 years or older bites another child or staff member more than once, an intervention plan will be developed by the teachers, director and parents. If the behavior shows little or no signs of improvement in a reasonable period of time, the child may be suspended or permanently excluded from the center.

GENERAL RULES

The following are some basic rules of CDC. If your child is old enough, please review and discuss these expectations with them.

Inside the Church and CDC

1. Treat yourself and others with kindness and respect.
2. Treat your property, other children's property, and the center's property with care.
3. Listen to all staff and be respectful to them.
4. Use quiet voices and walk when inside the building
5. Follow your classroom and safety rules at all times.

On the Playground

1. The rocks on the playground serve as a protection for falls. The rocks are not for throwing.
2. Stay inside the fenced area with your teacher/caregiver.
3. The fence is not for climbing.
4. Wait to leave the area until your teacher/caregiver has gathered the group and has announced it is time to go inside.

While on the van

1. Seat belts must be fastened and not removed until the van is turned off.
2. Use quiet voices.
3. Keep personal belongings inside backpack.
4. Backpacks must be kept in designated areas.
5. Candy, gum, food or drinks are not allowed on vans.

ADJUSTING TO THE CUMC-CDC

Teachers and parents must work together to meet each child's individual needs. First experiences away from parents are frightening for some children. If your child seems to have some separation difficulties, we suggest you bring your child into the room and stay a few minutes. Try to interest your child in a toy or activity. Give kisses and hugs and assure your child that you will be back. Then say goodbye and leave. Every effort will be made to console your child and to help your child feel comfortable. If your child continues to be unhappy, you will be notified.

You are welcome to visit the center at any time. If something at home, at the center, or at school is upsetting your child, please let us know. Should you have any question regarding CDC policies or your child's care, please discuss them with your child's teacher and/or the CDC administrative staff. We want to address all concerns immediately. Open communication will help us provide the best care for your child.

Thank you for sharing your child with us!

NURSERY/TODDLER/PRE-SCHOOL/PRE-KINDERGARTEN FEE SUMMARY
(Effective August 2010)*

*Rates are based on ages at the beginning of the CDC School year.

ANNUAL REGISTRATION/SUPPLY FEES FOR ALL CHILDREN ENROLLED - \$75.00

NURSERY (6 WEEKS – 6 MONTHS)

Tues./Thurs. - \$65.00***
Mon./Wed./Fri. - \$85.00***
5 Days - \$135.00

NURSERY (6 MONTHS – 1 YEAR)

Tues./Thurs. - \$65.00***
Mon./Wed./Fri. - \$85.00***
5 Days - \$130.00

TODDLER (1 YEAR – 2 YEARS)

Tues./Thurs. - \$65.00***
Mon./Wed./Fri. - \$85.00***
5 Days - \$125.00

2 YEARS OLD

Tues./Thurs. - \$65.00***
Mon./Wed./Fri. - \$85.00***
5 Days - \$120.00

PRE-SCHOOL (3-4 YEAR OLDS)

Tues/Thurs - \$60.00***
Mon/Wed/Fri - \$80.00***
5 days - \$115.00

PRE-KINDERGARTEN (4-5 YEAR

Tues./Thurs. - \$60.00***
Mon./Wed./Fri. - \$80.00***
5 Days - \$115.00

***Availability will be limited to these days only. Check with office for more information.

FEES

Weekly fees must be prepaid by Wednesday of each week. Please remember that your child's fees are due whether or not the child is in attendance in our Center. There is no adjustment to regular weekly fees for holiday closings, vacations, etc.

DISCOUNTS

A discount of \$5.00 will be given to a family with 2 children enrolled in full time care in our center. For a family with 3 children enrolled full time, the third child will be given a discount of ½ the regular fee.

OTHER FEES

(Refer to handbook for additional information)

INFANT/TODDLER/PRESCHOOL DROP IN:

\$30.00 PER DAY (Availability to drop-in is based on space availability. The fee is due the day of drop in.)

LATE PICK UP FEES (per child): \$5.00 for every 5 minutes late, per child

LATE PAYMENT FEE: \$5.00 per week

RETURNED CHECK FEE: \$25.00

SCHOOL AGE FEE SUMMARY:
(Effective August 2010)*

*Rates are based on ages at the beginning of the CDC School year.

ANNUAL REGISTRATION/SUPPLY FEES FOR ALL CHILDREN ENROLLED - \$75.00

2010-2011 SCHOOL YEAR:

Before and after school - \$70.00 PER WEEK

Before school only - \$35.00 PER WEEK

After school only - \$50.00 PER WEEK

SUMMER TERM 2011 - \$100.00 PER WEEK

FEES

Weekly fees must be prepaid by Wednesday of each week. Please remember that your child's fees are due whether or not the child is in attendance in our Center. There is no adjustment to regular weekly fees for holiday closings, vacations, etc.

DISCOUNTS

A discount of \$5.00 will be given to a family with 2 children enrolled in full time care in our center. For a family with 3 children enrolled full time, the third child will be given a discount of ½ the regular fee.

HALF DAY (NOON DISMISSALS) & FULL DAY FEES:

\$10.00 per day; Maximum charge of \$70.00 PER WEEK

OTHER FEES

SUMMER ACIVITY FEE - \$75.00 – Due by May 15.

DROP IN FEES: Based on availability; must be registered; fee due the day of drop in.

Before school: \$13.00

After school: \$13.00

FAILURE TO NOTIFY CDC OF VAN PICKUP AT SCHOOLS: \$5.00 (per child)

LATE PAYMENT: \$5.00 per week, per child

LATE PICK UP: \$5.00 for every 5 minutes, per child

RETURNED CHECK FEE: \$25.00