

# Cabot United Methodist Church Child Development Center

# Parent Handbook

Revised July 2017

Cabot United Methodist Church

[www.cabotumc.org](http://www.cabotumc.org)

CDC Phone: 501-843-9226      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) 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 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 CDC parents who are CUMC members. 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, speak with a council member, or call. To contact the 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 CDC staff to care for your most precious little ones.

## A note from the Director.....

Welcome! I would like to thank you for choosing Cabot United Methodist Church Child Development Center (CDC) and ensure you that we are commitment in providing the children of CDC with loving care through our faith-based program.

It is our goal to provide a variety of exciting, stimulating activities each day so that your child can develop socially, emotionally, physically and mentally to the very best of his/her ability. We look forward to working as a family to help each child reach goals that are set for them throughout their time at Cabot United Methodist Church Child Development Center.

Many of our policies and procedures explained in this Handbook. By reading this handbook you will feel more confident in your family's adjustment into our program. We suggest that you keep this handbook for reference throughout the year. Whenever you have questions, please feel free to call or stop by the office. My staff and I look forward to working with you and your child.

Warmly,

*Shannon Matchett*

Shannon Matchett  
[cdcdirector@cabotumc.org](mailto:cdcdirector@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 8:30 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. Any person picking up your child should provide a photo ID. (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

Please do not send your child with food or candy unless you bring enough for the class and have cleared it with your child's teacher first. The CDC provides breakfast, lunch, and an afternoon snack for all children. Weekly menus are posted by 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)

## **CUMC CHILD DEVELOPMENT CENTER**

### Hours of Operation:

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

### Phone:

(501) 843-9226

DIRECTOR: Shannon Matchett

STAFF SUPERVISOR: Kristina McCone

OFFICE ADMINISTRATOR: Trish Coszalter

## **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:

8:00 a.m. - Traditional Worship: Sanctuary

9:00 a.m. Contemporary Worship "The River". (Family Life Center)

9:00 a.m. "The Bridge" Fellowship Hour: Wesley Center

9:15 a.m. "W.O.W.!" Fellowship Hour

10:00 a.m. Life Groups/Sunday School

11:00 a.m. Traditional Worship: Sanctuary

### Midweek (Wednesday Evening) Schedule:

5:15-6:15 p.m. R&R (Refuel & Renew) Family Meal

6:00 p.m. Youth Life Group in the Refuge

6:00-7:15 p.m. Kids R.O.C.K./Club 56

6:00 p.m. Adult Life Groups/Bible Studies

7:00 p.m. Youth Worship

7:00 p.m. Chancel Choir Rehearsal: Sanctuary

### CDC Worship (Tuesday Morning) Schedule:

9:00 a.m. Preschool Two and Three Year Old: Sanctuary

9:30 a.m. Preschool Four Year Old: Sanctuary

### CDC Worship (Thursday Morning) Schedule:

9:00 a.m. SAC (summer): Sanctuary

9:30 a.m. Toddler Age Group: Sanctuary

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

# **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 the 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**

CUMC CDC is an Arkansas Better Beginnings Level 3 certified facility. Better Beginnings is a voluntary quality rating improvement system for licensed child care and education facilities in Arkansas. All child care facilities in Arkansas are licensed by the Department of Human Services. Minimum Licensing regulations primarily address health and safety issues. Better Beginnings looks beyond minimum standards, evaluating the elements of high quality child care and early education experiences.

## **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 twenty-five 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 CUMC Administrator in Management to plan and coordinate the work of the Child Development Center. The Council will determine policy and discuss all concerns. Members include the CDC Director, CUMC Director of Children's Ministries, the 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.

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## CURRICULUM

### Infants, Toddlers, & Two's

The 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 Adventures in Learning along with The Creative Curriculum for Infants, Toddlers & Two's to address the goals and objectives in all areas of development including social, emotional, physical, cognitive, and language. Both acknowledge and emphasize 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 Prekindergarten

The 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 PreK 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 3's and 4's will be using a combination of the Adventures in Learning and the Creative Curriculum for Preschool. Both curriculum work together and guide teachers in planning and implementing a content rich, developmentally appropriate program that supports active learning and promotes children's progress in all development areas. The three year old and Pre-K classes will also use the Hand Writing Without Tears format for their handwriting curriculum. As a nation, we place great emphasis on the importance of reading and writing. Yet, when it comes to literacy, handwriting often is left out of the conversation. Researchers have highlighted the relationship between handwriting and composition skills. They are supporting what elementary educators see on a daily basis: good handwriting habits foster student success. Children need explicit instruction to achieve legible and fluent handwriting. 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. We feel that introducing handwriting skills during a child preschool stage of education will help them in future. 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.

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## 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 4<sup>th</sup> grade.
4. A Kindergarten Waiver Form is required for any child who 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, 24 hours are given to respond to the offer before the next one on the waiting list is called. If the available opening is accepted, parents will be required to pay the registration fee within 5 business days to commit to the spot. The parent is also responsible for paying tuition starting the week the spot is available. If the parent is unwilling to begin payment, the spot will be given to the next person on the waiting list.

### REQUIREMENTS FOR ENROLLMENT:

1. Payment of a ***nonrefundable*** 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. Return of all signed Agreement Forms contained within the registration packet.

### 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 the start of 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.

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## **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 after December 31<sup>st</sup> through May 31<sup>st</sup> will pay ½ registration fee upon enrollment; however, there will be full registration fees charged for the new school session in August.

Children enrolled for the school term only must pay the fall registration fee by April 30<sup>th</sup> to secure their position for the next school session.

### **NURSERY/TODDLER/PRESCHOOL/ PART TIME SCHEDULES/REGISTRATIONS**

When registering your child for part time care, you have secured certain days during the week. 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) hand deliver them to office personnel or use the Smartcare App. 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 emailed from Smartcare if you provide us with your email 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 for 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.

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## **FEES CONTINUED**

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 CDC Director has not been contacted to make payment arrangement, your child will be dropped from enrollment and his/her place offered to someone on the waiting list.

### 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 & PUBLIC PRE-K CHILDREN

There will be a \$5.00 fee for failure to notify CDC of absence of school age children (SAC) 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 to reserve full day child 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 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 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, on site activities and craft materials, etc. 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.

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## 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 8:30. 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. Children are to be signed in and out of the center by using the time clock located on the wall by the office door. Each family will need a unique 5 digit pin number to clock your child in and out of The CDC. This number needs to be shared with anyone on your authorized pick up list.

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 by CDC staff for anyone picking a child up from the Center. At the time your child has been signed out of the center by you or anyone you have authorized to pick up your child, we are no longer responsible or liable for injury/damages.

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.

Parents may visit or pick up their children at any time.

## **SCHEDULES AND PROCEDURES**

1. The CDC school year begins a week before Cabot Public Schools start and ends on the same dates as the school district. 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).

## CLOSINGS

The following holidays will be observed: Labor Day, Thanksgiving (Thursday & Friday), Christmas Eve, Christmas, New Year's Day, Good Friday, 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. CDC will close the Friday before the fall session begins for a teacher workday and professional development in-service.

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## **SCHEDULES AND PROCEDURES CONTINUED**

### **REST TIME**

According to the DHS Minimum Licensing Guide, there shall be an opportunity for a supervised rest period that is at least one hour, but does not exceed two hours. If a child does not fall asleep, he/she will be allowed to participate in a quiet activity that does not disturb the children who are asleep. Each child will need to bring a crib 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. Your child may bring one small soft cuddly doll or stuffed animal for nap time as long as it doesn't disturb the other 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 the center will close early.
3. If hazardous weather occurs during the day, we would appreciate you picking your child up early 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.

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## 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 signup sheets by each room to indicate how you might help with store purchased 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, lunch, and snack will be served each day to all children enrolled in the center. All meals served will meet the nutritional guidelines of the USDA Special Nutrition Program.
2. Breakfast time for toddlers will begin at 7:45 a.m. and end at 8:15. Breakfast time for preschool children will begin at 8:00 and end at 8:30. School Age children who attend CDC before school will be served breakfast at 6:45. Their breakfast time will end at 7:10 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.
3. DO NOT SEND ANY FOOD WITH YOUR CHILD. Since CDC participates in the Special Nutrition Program, we cannot allow food to be brought into the classroom. The only exception to this rule would be for class parties. We will provide extra snacks for children who arrive at the center early in the mornings or are at the center late in the day.
4. Classrooms will occasionally have parties to celebrate holidays or special occasions. Any food brought in for these events must be store bought and in the original, sealed container.
5. If your child has a food allergy, please provide a doctor's statement, and CDC will provide an acceptable substitute that follows our required meal patterns.

## **SUPPLIES**

### NURSERY

1. As part of the Special Nutrition Program, CDC will provide Parent's Choice formula for infants enrolled in CDC up to the child's first birthday. If parents choose not to accept the provided formula, parents will need to provide formula or breast milk.
2. Parents will provide 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.**

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## **SUPPLIES CONTINUED**

4. Please do not bring any 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 small blanket for cover. 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 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. Your child may bring one small soft cuddly doll or stuffed animal for nap time, but please do not send other toys or personal items. 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 should be 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.

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## 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 nonverbal 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 DHS 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 in the CDC office. If the Medication Permission Form is not signed the medication will not be administered.
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 administered with a note from the child's physician. Example of medication: Tylenol, Motrin, cold and cough medication.
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 parent will need to fill out a new medication form every time the medication is brought back in to the center. The medication and permission form will be logged and locked in the Medication Cabinet in the office. Parents will need to request medication to take home.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

## **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. If your child has a communicable disease such as chicken pox, symptoms of pink eye, influenza, head lice, ringworm, 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 to inform other parents of communicable diseases and the symptoms to be watched for in their children.
3. Your child will be sent home if he/she has three or more loose stools or is running a fever of 101 degrees. Once a parent or guardian is contacted, the sick child must be picked up from CDC within the hour. 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. 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. 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.

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Matthew 19:14



## 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. Nonconformity to classroom or playground rules.
4. Actions that show disrespect for adults, classmates or surroundings.
5. Inappropriate language.

### **Positive Reinforcement:**

- The staff at CDC practices the use of Conscious Discipline. Conscious Discipline focuses on the social emotional learning of the child. For more information regarding Conscious Discipline please go to [www.consciousdiscipline.com](http://www.consciousdiscipline.com)
- 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 more appropriate behavior choices.

### **4-Step Action Plan**

- The staff at CDC will also practice the 4-Step Action Plan method when documenting inappropriate behavioral issues. Staff should not physically handle a child while disruptive behavior is in progress. Staff should call the CDC office for office staff to handle all disruptive behavior to remove a child from the situation. Only when a child causes extreme harm to him/herself should the staff intervene and then call the office for assistance.

#### **Step 1**

- 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.

#### **Step 2**

- 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.

#### **Step 3**

- If the plan is not successful, the child may be suspended from the center for two consecutive days. The suspension will be determined by the CDC Director, CUMC Business Manager and a CDC Council Member.

#### **Step 4**

- In extreme cases, immediate suspension may be necessary. A conference with CDC Director, CUMC Business Manager and CDC Council will determine if expulsion from CDC is necessary.

## BITING POLICY

Our program recognizes that biting is a common 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.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

### **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/PRESCHOOL/PRE-KINDERGARTEN FEE SUMMARY**  
(Effective August 2019)\*

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

ANNUAL REGISTRATION/SUPPLY FEES FOR ALL CHILDREN ENROLLED –  
**INFANTS: \$150    TODDLER/ PRESCHOOL: \$100**

**WEEKLY FEES FOR PART TIME AND FULL TIME**

**NURSERY (6 WEEKS – 12 MONTHS)**

Tues/Thurs - \$80.00\*\*\*  
Mon/Wed/Fri - \$100.00\*\*\*  
5 Days - \$145.00

**TODDLER I (12-18 MONTHS)**

Tues/Thurs - \$80.00\*\*\*  
Mon/Wed/Fri - \$100.00\*\*\*  
5 Days - \$145.00

**TODDLER II (18-24 MONTHS)**

Tues/Thurs - \$75.00\*\*\*  
Mon/Wed/Fri - \$95.00\*\*\*  
5 Days - \$140.00

**2 YEARS OLD**

Tues/Thurs - \$70.00\*\*\*  
Mon/Wed/Fri - \$90.00\*\*\*  
5 Days - \$130.00

**PRESCHOOL (3-4 YEAR OLDS)**

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

**PRE-KINDERGARTEN (4-5 YEAR OLDS)**

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

\*\*\*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 at our Center. There is no adjustment to regular weekly fees for holiday closings, vacations, etc.

**OTHER FEES**

(Refer to handbook for additional information)

**INFANT/TODDLER/PRESCHOOL DROP IN:**

\$35.00 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

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**SCHOOL AGE FEE SUMMARY:**  
(Effective August 2019)\*

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

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

**WEEKLY FEES FOR PART TIME AND FULL TIME**

**SCHOOL YEAR:**

Before and after school - \$80.00

Before school only - \$45.00

After school only - \$60.00

**SUMMER TERM**

Tues/Thurs - \$65.00\*\*\*

Mon/Wed/Fri - \$85.00\*\*\*

5 days - \$125.00

\*\*\*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.

**HALF DAY (NOON DISMISSALS) & FULL DAY FEES:**

\$15.00 add per day for days in attendance; Maximum charge of \$125.00 PER WEEK

**OTHER FEES**

**SUMMER ACIVITY FEE** - \$100.00 – Due by May 15.

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

Before school: \$15.00

After school: \$15.00

Summer: \$35.00

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

**LATE PAYMENT:** \$5.00 per week

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

**RETURNED CHECK FEE:** \$25.00

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