

Jacksonville First United Methodist Church
Christian Childcare Center

Parent Handbook



Goals for your child

The following are the goals for the Jacksonville First United Methodist Church Christian Childcare Center (JFUMC CCC) and are here presented so that you, the parent or guardian, can clearly see our goals for your child.

1. Make the adjustment to childcare a pleasant and helpful experience.
2. Develop a feeling of security and responsibility as a member of a group.
3. Become aware of and interested in the world about him/her as much as possible.
4. Learn how to play, think, reason, and increase his/her power of observation.
5. Enrich and increase the child's vocabulary and express his/her ideas in sentence form.
6. Develop interest and skill in the use of equipment and materials.
7. Develop his/her power of concentration and increase his/her attention span.
8. Learn to listen and follow simple instructions.
9. Establish and develop habits of cooperation, fair play, and sportsmanship.
10. Establish emphasis on growth and development of Christian character.
11. Help meet the needs of every child's personality and character.
12. Develop a standard of discipline that is complementary to the child and his parents as well as cultivate qualities of consistency.

Admission

I. Statement of Admission Policy

It is the policy and practice of Jacksonville First United Methodist Church Christian Childcare Center in the admission of students not to discriminate based on the applicant's race, gender, national or ethnic origin, creed, or religion. Our programs, facilities, services and methods of communication are accessible to individuals with disabilities insofar as we are able to care properly for the child.

II. Procedure

A. New Students

1. Satisfactory completion of all application forms and fees paid.
2. An up-to-date certificate of immunizations.

B. Returning Students

1. Complete a new application and pay registration fee
2. All financial obligations must be current
3. Up-to-date certificate of immunizations

C. General policies governing all admissions

1. Final acceptance of students will be determined by the Director and/or the JFUMC CCC Board.
2. The Center reserves the right to refuse admission or readmission to any student that is deemed detrimental to the overall program, or who will not profit by the program or whose financial account is not paid in full.
3. All students applying for admission must pay the registration fee at the time of enrollment into the school year. All registration fees **are non-refundable**.
4. Any student withdrawing from the JFUMC CCC and returning in the same school year will be required to pay an additional registration fee at the time of re-enrollment. The school will not accept re-enrollment forms from students who are behind in their tuition payments.

D. Health Records

1. Immunization records are required as part of the admissions process and are required by the State of Arkansas. Within 15 days of enrollment of a child, JFUMC CCC shall verify that the child has been immunized as required by the Arkansas Department of Health

and Human services or the child cannot remain in our care.
(Arkansas code 20-78-206 as amended by Act 870 of 1997) No student will be admitted without current shot record.

Enrollment forms must be updated as necessary regarding all information contained on the forms. ***Any changes in the address, emergency information, telephone numbers or update on immunizations are the parent's responsibility.*** We expect you to keep us informed. Your child is the ultimate benefactor.

Prospective parents will be shown the facilities, given a briefing on the operation and policies of the CCC. Any questions will be answered and/or discussed at this time. If the parents or guardians wish to enroll their child/children at this time and an opening exists, arrangements are then made for the child to start. If no opening is available, the child will be placed on a waiting list if requested.

When a child is brought to the CCC, the child is to be brought into the building and presented to the teacher on duty. Children may not enter or exit the building without an adult in attendance. Children are not allowed to leave on their own or with anyone under the age of eighteen or with unauthorized adults.

Insurance

It is the policy of JFUMC CCC that all insurance claims are the direct responsibility of the parent or guardian enrolling the child. Parents will be requested to file any insurance claims for any injuries that may occur to their child. It is further understood that JFUMC CCC will not be held liable for treatment or injuries, doctor bills, emergency room admittance, etc. that involves any child enrolled.

Discipline Policy

The aim of the discipline policy at JFUMC CCC is to build character and help our children gain self-esteem and learn self-discipline. We know that children need help in attaining these goals. By setting limits and being consistent in enforcing those limits, we help children feel secure.

The teachers are responsible for the day-to-day discipline of their classes. Positive reinforcement is the foundation of our discipline policy. **JFUMC does not use physical punishment as outlined in the licensing manual (Section 500.2).** A loving, caring teacher can do much to nurture and build confidence. We have a staff that loves children and are able to use this love in the training of our students. We use positive reinforcement, modeling, and time-out as a means of discipline. The following is the process followed.

1. The teacher redirects the child to another activity and/or gives a verbal warning to the child.
2. The child is removed from the group and asked to sit in timeout. (1 minute x the age of the child).
3. The child is then taken to the Director for positive suggestions.
4. Should the child continue to present a problem, the parents will be called on the 4th time out and a verbal warning is to be given by the parent to the child over the phone.
5. If misbehavior continues, the 5th time out will be given and another phone call will be made to the parent. The parent must come and pick up the child for the remainder of that day. At the discretion of the Director, it will be determined whether or not the child can return the next day. This is determined by the severity of the infraction and/or the repetition of the incident. The child may then return to the JFUMC CCC the next day. Upon returning, if parents are called again to pick up their child, a determination will be made by the Director as to whether or not the child may return the next day. If it is determined by the Director that the child cannot conform to the rules, **JFUMC CCC reserves the right to recommend another school and refuse admittance to the child permanently. Should you be called and asked to pick up your child, we fully expect your cooperation.**

6. Time-out shall not be used for children under 2 years of age. Brief separation from the group is acceptable when the child's behavior places the child or others at risk of harm. The child may be placed in a supervised area away from the group in a crib or playpen while the staff attends to the situation. (Example: A child who has bitten another child would be removed from the group briefly while staff attends to the bitten child).

General Information

Infants

Parents are required to furnish their infant's food and milk until the child is able to eat table food. Parents are asked to bring disposable diapers and a change of clothes. All bottles and baby food must be marked with the name of the child.

Late Arrival and Pick-up

The office must be notified if your child will be arriving after 10:00am. No child is allowed to be dropped off after 12:00 pm. This helps us in preparing lunch and snacks. Any child left after 6:00pm will be charged \$8.00 for every five minutes the parent or guardian is late. This fee is a per child fee. Late pick up violates licensing. Please ensure you are able to pick up your child before 6PM.

Delivery and Pick Up

All children must be brought inside the Center by someone over the age of 18 and signed in at their classroom through the electronic sign in system. Parents will receive 2 swipe cards to enter the building at no cost; this is included in the fees. Any additional card needed is \$10. These cards must be purchased by the legal guardian of the child/children and only given to those designated for pick up. If a card is lost, it is \$10 to get a new card. Your child is required to be signed in and out daily. No exceptions! Not following this regulation is grounds for dismissal. Notify the office if someone other than the regular person will be picking up your child. Under no circumstances will we permit a child to leave with an unauthorized person or a person under the age of 18 without an adult.

Dress Code

Children at JFUMC CCC are requested to wear clean, untoned clothing that is appropriate for the season. Unacceptable clothing includes shirts with "unchristian messages" and advertising. It is necessary to keep an extra set of clothing at JFUMC CCC in case of an accident. Remember to label all clothing, especially coats and sweaters. Please label blankets and supplies also. Long dresses, boots, thong style shoes and strap on sandals are hazardous on the playground. Please do not allow children to wear these items. A shoe covering the foot must be worn with socks at all times. This for your child's safety.

Biting Policy

Biting is approached seriously at JFUMC CCC. It should be understood that a child's antisocial behavior could be caused by reasons such as 1 - developmental stage, 2 -

emotional difficulty, 3 - teething, and 4 - other illnesses. When a child bites, the reason for biting should be identified so the proper steps can be taken to correct the situation.

Possible corrective measures could be, but are not limited to: medication for teeth and gums, encouraging language skill development, addressing family problems, showing the difference between kissing and biting, moving the child to a more appropriate group, having a physician check the child for a physical illness, separating the child from the group after biting or showing positive attention to the child that was bitten.

An accident/incident report will be written up when one child bites another child. Parents will see and sign the report. After a child has bitten twice in one day, the parents of the child will be called and asked to pick up the child from JFUMC CCC. The child may return the next day. The second time a child has to be picked up, a conference with the parents will be necessary to discuss corrective measures. If biting does not cease or improve within a reasonable amount of time after the conference, we will have no choice but to recommend another school.

Physical Abuse of Teachers

Children are not permitted to strike a teacher under any circumstances. Kicking, hitting, biting, or spitting at a teacher will not be tolerated. Should your child engage in any of these activities, you will be called and asked to pick up your child immediately. We strongly recommend that you speak with your child about respect of adults and teachers. Should this behavior continue, we will recommend you place your child with another school or in private care.

Birthdays

All preschoolers love having a birthday party. If you wish to have your child celebrate his/her birthday at the center, you are welcome to provide cake, cupcakes, or cookies that are store bought and in the original packaging. Due to allergies and dietary restrictions, we do not allow homemade items. Thank you for your understanding. Please notify the office and your child's teacher.

Breakfast, Lunch, and Snack

We offer hot, appetizing food with children's taste in mind. We prohibit our children from bringing food from home for their personal snack. We will provide a lunch menu upon request.

Breakfast is served from 7:00-8:00am every day. No breakfast will be served after 8:00am. Please do not ask us to make exceptions. Children arriving after 8:00AM must have already had breakfast. In order for us to stay on schedule and present all we have

planned for your child, we must stop serving at this time. All meals and snacks meet or exceed standard licensing. Snack will be served at 2:00pm.

Menus posted are posted in the classroom. Please notify the Director with a note from your physician if your child is on a restrictive diet or has allergies to certain foods.

Medicine

We will be happy to administer medicine to your child. However we must have a signed permission slip that includes the date, instructions, name of the medicine, and name of the child. These forms are available at the Director's Office. Please be considerate and do not bring sick children to JFUMC CCC. In the event of the following, we ask you to keep your child at home:

1. A temperature of 101 degrees or any fever accompanied by
 - a. A deep cough
 - b. Earache or draining ear
 - c. Spasms of cough
 - d. Sore Throat
2. A rash of any kind until diagnosed, treated, or declared harmless by a physician.
3. Diarrhea or vomiting the previous evening or before morning. Your child needs to be free from vomiting for 24 hours before returning to school.
4. Red, runny, or matting of the eyes - may be a sign of pink eye (Conjunctivitis); please call your doctor.
5. Bronchitis - if your child is coughing frequently

We are a Center for "healthy" children. A child who is not well does not benefit from our program and can adversely affect the health of other children. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

In the event your child becomes sick while at JFUMC CCC, you will be promptly notified. We expect you to come to the school within an hour of being notified.

Illness chart	May Return
Chicken Pox	48 hours after all lesions have crusted
Conjunctivitis	48 hours after start of treatment
Croup	After illness has subsided
Diarrhea	24 hours after last stool or after normal bowel movement

Rubella	At least 7 days and 24 hours after symptoms end
Impetigo	24 hours after treatment has started
Hepatitis A	At least 7 days after onset of jaundice
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment has begun and head is free of all nits
Whooping Cough	At least 7 days after therapy has started
Pin Worms	After treatment is completed
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep Throat	48 hours after start of treatment
Poison Ivy	After lesions have dried up
Pneumonia	Written note from physician
Bacterial Meningitis (Spinal)	When Health Dept. gives OK
Mumps	14 days after swelling begins

In all the above mentioned cases, you will note that most of them are highly contagious. We desire conditions that encourage cleanliness and good health practices among both staff and children. If your child is well enough to come to JFUMC CCC and the weather permits, the children will go outside. We do not keep children indoors because of parent's request as we do not have staffing for one-on-one care.

Medication Policies

With the safety of your child in mind, JFUMC CCC will give medicine to your child if we have the following information:

1. Updated emergency contact forms
2. Signed permission for EVERY medicine
3. Name of child
4. Name of medication
5. Time medication was last given
6. How much medicine to give (must agree with label instructions)
7. Medicine in original container

We will not give medicine that is:

1. Expired
2. Not in original container
3. Without permission
4. Before the date of parent/guardian consent
5. Without written instructions on from physician or health professional for prescription meds
6. In a manner that does not match the medicine container or prescription
7. For non-medical reasons (e.g. Benadryl to help child sleep)
8. Not prescribed for that child

Medicine will be stored in the office in our lock box or in our refrigerator if required. Please remember to pick up your medication daily or have your pharmacist place it in two containers so one can be left at JFUMC CCC during the required time. (Must have pertinent information on the label).

To avoid problems or allergic reactions any NEW medication must first be given to the child at home before it can be given at JFUMC CCC.

The first daily dose of medicine must be given before the child arrives at JFUMC CCC. Medicine is given by JFUMC CCC at 11am and 3pm only.

Any medication listed as not recommended for “children under 2” will not be administered without a doctor’s written statement. All medication given oral or topical including diaper creams and teething medication must have signed permission forms. Please see the Director to complete these forms.

A blanket form may be filled out for medications given for allergies, teething, and diapering. Properly filled out, these forms will be good until the beginning of the next school year. When PRN is listed, it must be stated what the medication is given for such as PRN for swelling and redness of eyes, or PRN for red and irritated bottom.

Medication forms, located in the office, must be completed before any medication can be administered.

Dealing with Students with Contagious Diseases

It is recognized that contagious diseases such as Tuberculosis, AIDS, and hepatitis pose significant medical, social, and legal problems. In response to these concerns

JFUMC CCC has adopted the following policy. The policy is consistent with the recommendations made by the Center for Disease Control, the National Association of Independent Schools, and the Association of Christian Teachers and Schools.

Section 1: The determination of whether a student is diagnosed as having a contagious disease is to be permitted to attend regular classes or participate in school activities shall be made by the Director on a case by case basis in consultation with the student's treating physician, parents and/or guardian. The Director's decision shall be discussed and approved by CCC Board.

Section 2: In making such determination, the Director shall consider (a) the recommendation of the individuals listed in Section 1; (b) the behavior, neurological development, and physical condition of the student, (c) the expected type of interaction with others in the school setting, and (d) the impact on both the infected student and others in that setting. The student will be permitted to remain in a classroom setting unless it is determined that the student's presence poses a threat of danger to himself/herself or to others.

Section 3: Unless the Director (a) assigns the student to school under restrictive conditions, which could involve both curricular and extracurricular activities, or (b) determines that a student is to be provided with an alternative educational setting, which could include home instruction, the student shall remain in the classroom unconditionally. A student who has been assigned to a restrictive or alternative educational setting may request a reconsideration of the assignment, provided such request is accompanied by medical evidence of a change in the student's health status.

Section 4: the family will receive written notice of the Director's decision.

Section 5: the school will establish routine procedures for handling blood and body fluids of children and employees including disposable gloves, towels and tissues.

Section 6: The medical records of all students shall remain confidential, except where disclosure is mandated by law.

Section 7: The number of people, including school personnel, who are aware of the student's condition shall be kept at the minimum needed to assure proper care of the child and to detect situations where the potential for transmission of the disease may increase (e.g. bleeding injury to infected student).

School hours

Hours of operation are from 6:30am to 6:00pm Monday - Friday. It is the policy of the Center that a child should only remain on the premises no more than ten hours per day if at all possible. It is very important to be punctual and to have your children here faithfully so they can receive full benefit from our curriculum.

Late Afternoon Drop off

Because of staffing ratios, we do not take children after 10:00am unless we have been notified of their late arrival before this time. It is at this time we adjust our staff according to the number of children. Dropping children off after 10:00 am also upsets naptime. If a child is picked up for an appointment, etc, he/she cannot return to school after 12:00pm. Thank you for your cooperation.

Inclement weather

Should inclement weather dictate the closing of JFUMC CCC, it will be reported on all major TV networks. Please know that if JFUMC CCC closes because of inclement weather, the fees still apply as if the school was open. We have no control over the weather and must always staff according to age and ratio. We follow Jacksonville North Pulaski County School District's inclement weather policy.

Naptime

All students in the Center will need two crib sheets and one blanket. Students are required by the State of Arkansas to have a regular rest/naptime each day. This time is generally between the hours of 12:00pm - 2:00pm. Please label each item and do not bring large quilts or sleeping bags. Sheets and blankets should be taken home each Friday to be washed and returned on Monday morning. Please no stuffed animals. We have an OPEN DOOR POLICY here at JFUMC CCC. However, if upon arrival to the Center to visit your child he/she becomes unsettled or disgruntled and the child is crying we do ask that you take the child with you. This causes a complete disruption to the other children, the teacher, and the overall learning environment of the classroom, especially at naptime.

Emergency information

Please make certain that the office has your current phone numbers (home, work, cell) and your correct residence address and mailing address if different than your residence address. We also need to have a correct phone number for your child's doctor. Please be sure special allergies and medical information are noted in your child's record. We assume the right, with your permission, to call the doctor if necessary, and if we are unable to contact either parent. Your signature on the registration forms automatically gives us the permission to do so.

Teacher's Licensing

Child Care Licensing requires our staff to receive 15 hours of training a year. We appreciate your cooperation and know that you realize should we need to close to meet this requirement. Your child is ultimately the benefactor. Full fees would apply for those days should we need to close.

Holidays

JFUMC CCC is closed the following holidays

New Year's Eve and New Year's Day

Martin Luther King, Jr. Day

President's Day

Good Friday (Friday before Easter)

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and day after Thanksgiving (Closes Wednesday at noon before Thanksgiving)

Christmas Eve, Christmas Day, and Day after Christmas.

All holidays in the week count as if we were open. **If the holiday falls on a weekend, we reserved the right to observe the holiday on another specified day. Plenty of notice will be given in this event.** Also, we reserve the right to close if bad weather causes low attendance. We follow the JNPSD inclement weather policy.

Safety Policies

1. A staff member in charge of a child or group of children shall be responsible for their safety.
2. No child shall ever be left alone or unattended.
3. Staff is aware of fire and weather emergency procedures. Copies are posted in each room.
4. Fire drills and weather emergency drills are held each month
5. At least 50% of the staff are trained in first aid and CPR and are onsite all the time.

Discharge of a child

JFUMC CCC reserves the right to terminate a child's enrollment if the Director decides it is not in the best interest of the child and/or the Center to continue enrollment.

If a child is continuously uncontrollable, destructive or exhibits such other behavior that may cause physical or emotional harm to the child, to a caregiver, or another child, or exhibits behavior which is unacceptable to the academy and the Director deems

discharge necessary, the Director may discharge such child temporarily or permanently. Discharge may come with or without notice.

Parent behavior

A child may be dismissed when a parent/guardian exhibits behavior which is disruptive, threatening, violent, or demeaning to a child, an employee of JFUMC CCC, or other parents. This Center feels strongly that parent behavior shall be conducive to a positive child care environment and that failure to promote a respectful environment will result in dismissal of a child due to a parent's conduct. The Director may discharge any child and/or parent at his/her discretion.

No Smoking

There is to be no smoking on the premises of the Center unless in the designated area outside the kitchen. This is for the health of your child and cleanliness of the Center.

Toys and personal items

Children from 24 months are not allowed to have their bottle or pacifier of any kind. We strongly urge you not to have one at home either for this age group. No toys should be brought to school without the consent of your child's teacher. Children allowed to bring toys must be willing to share those toys with their class and should understand the possibility that their toy could get broken, lost, or damaged. The Center will not be responsible for lost items.

Potty Training

The Childcare Center will work with your child to help potty train him/her. However, it is the ultimate responsibility of the parent(s) to potty train your children. We will work with you in the process and be a partner. ***Children entering the three and four year old classes should be completely potty trained. No Exceptions!***

Progress Reports

After a child is three years of age, he/she will receive a progress report each nine weeks. This report is for your information. Progress reports are to be returned after being signed each nine weeks. The report is yours to keep after the 4th grading period.

Custodial Care

JFUMC CCC is not an officer of the court of law. We view the custodial parent as the one who enrolls the child. We will always act in the best interest of the child should a situation arise with conflict over divorce and separation. We must have on file a copy of the divorce papers decreeing who has legal custody of the child.

Withdrawal Policy

JFUMC CCC is to be notified in writing at least two weeks in advance before a child is to be withdrawn. We are sure you understand that we need that much time to process a new applicant. If a two week notice is not given you will be charged for two weeks of care from the time you withdraw the child. Notice must be given to the Director and not a teacher. If at any time it is found that a child or his parents are unable to cooperate with or benefit from our program, JFUMC CCC reserves the right to request the withdrawal of your child. Any personal items not picked up within two weeks of a child leaving JFUMC CCC will become the property of the Center.

Weekly Fees

All fees are set up on auto draft. There are no exceptions. The form to complete auto draft is part of the registration packet. It must be completed before your child may enter the program. Auto drafts will occur on Monday of each week without exception. Any late payment or insufficient funds will be reason for discharge. If an overdraft occurs, a \$35 fee will be assessed to cover the cost of an overdraft. If payments become delinquent, the child/children will not be allowed to return to the center unless fees are reconciled. The Center may discharge a child for unsatisfactory payment of fees. Two or more overdrafts will result in dismissal of the child. If you wish to enroll all accounts must be reconciled and a new registration fee is required.

Any time JFUMC CCC is open for three days or more, the regular weekly fees apply. All holidays in a given week will count as if we were open that day and will be considered as one of the operational days.

Should you choose to take your child out during the Christmas holiday, Thanksgiving, Spring break, etc or when the Center is open please understand you are still responsible for full fees. Parents' pay for the position not for the time spent at the Center.

The current sibling discount is a \$10/week discount. The second and subsequent children receive this discount while the first child is assessed the full fee.