



Welcome,

First-Centenary United Methodist Church Children's Enrichment Center is committed to providing a safe and enriching environment for your child. We recognize the trust that you as parents place in us when you give us the opportunity to care for and educate your children. We appreciate your trust.

Our Parent Handbook should answer most of your questions that you may have about CEC. However, if you have any questions and/or concerns that are not addressed in our handbook please do not hesitate asking. Our goal is to make sure you feel as comfortable as possible about leaving your child at CEC every day.

Thank you again for choosing the Children's Enrichment Center. We look forward to getting to know you and your child!

## **PURPOSE STATEMENT AND ORGANIZATION**

First-Centenary Children's Enrichment Center is a non-profit full day program for children ten weeks to five years old. The Children's Enrichment Center was established by the church to serve its members and the community at large. It is licensed by the Tennessee Department of Human Services.

The Children's Enrichment Center, through its trained experienced staff, offers an educationally sound and creatively exciting place for children to grow and develop. By meeting or exceeding the adult to child ratio set by the state, each child is assured of close supervision and attention. They are given the opportunity to progress at their own rate, gaining a positive self concept and a healthy Christian outlook on their ever expanding world.

Inside the bright, cheerful classrooms, the equipment is scaled to fit the child's needs. Outdoors, the playground fosters growth, development and creativity. The relaxed inviting atmosphere of the Center helps in maximizing the child's potential as well as making the child's transition from home to child care an easier one.

The basic policies and administrative responsibilities of the Center are under the direct control of a governing committee comprised of First-Centenary United Methodist Church members, parents of currently enrolled children, and the Center's director.

### **Our Vision**

We want your child to feel like they are at home while at CEC. We want parents to feel confident that their children are getting the best care and education while in our facility.

CEC strives for excellence as we bring the Reggio Inspired Approach to our classrooms some of our philosophies of learning comes from Reggio Emilia, Italy. We recognize that children are born with a natural ability to learn from their surroundings and experiences. Our goal as educators is to support and deepen your child's learning abilities through a positive learning environment. At CEC the teachers encourage problem-solving, investigation and curiosity. One of the most important things we would like you to know is that we never underestimate a child, we see children as communicators and confident independent learners.

### **Our Mission**

The Children's Enrichment Center is dedicated to the education of infants, toddlers and preschool children, knowing each child is a child of God. We provide a positive Christian learning opportunity for the children to grow and develop in a faith based center. The CEC is an integral part of First Centenary United Methodist Church uniting the two together to create a meaningful experience for our families.

### **Professional Development**

Professional development is an important effort to maintain the highest quality early childhood education at The Children's Enrichment Center. All employees of the center are expected to participate in professional development opportunities provided by the center as well as those required by the State of Tennessee including first aid and CPR.

Each year we will have three scheduled professional development days in which the center will be closed and the entire staff will attend as a group. In addition, there may be conferences and other opportunities to participate in outside of working hours. While the center respects personal time, these opportunities will be scheduled well in advance and we expect all employees to participate to the extent possible.

## **GOALS AND OBJECTIVES**

Our goal at the Children's Enrichment Center is to nurture each child's growth - emotional, physical, intellectual, spiritual, and social - in a safe and stimulating environment appropriate to the child's age and level of development. In an effort to meet these goals our Center will focus on the following objectives:

- to establish patterns and expectations of success which will create a climate of confidence for the child's present and future learning efforts and overall development;
- to encourage self-confidence, curiosity, self-discipline and spontaneity which will assist in the development of the child's emotional and social health;
- to enhance the child's mental processes and skills with particular attention to verbal and conceptual skills;
- to encourage a greater degree of social competence in the child's everyday effectiveness in dealing with his/her environment;
- to offer diversity with children of all backgrounds learning together;
- to increase the ability of the child and his/her family to relate to each other and others in a supporting and loving manner;
- to achieve parent support and participation in the Children's Enrichment Center and their related activities;

In setting these objectives we are striving to offer the children the best possible setting, away from their own home, to grow and develop using TN ELDS (Tennessee Early Learning Developmental Standards) to guide the way.

## **EMERGENT CLASSROOM CURRICULUM**

Emergent Curriculum is based on the idea that all children are most successful at learning when the curriculum reflects their interests, strengths, needs and experiences. Educators use observations throughout their day as a tool for developing curriculum. Meaningful learning opportunities are then presented, in alignment with developmental skills relevant to a specific stage. When constant opportunities are provided to practice a skill, and mastery is achieved, educators respond by enriching the learning experience. How? By planning and implementing tasks of increasing difficulty.

1. Learning is something a child does, rather than something that is done to him/her.
2. Play is a child's way of learning and working.
3. Each child grows and develops at a different pace and this is often unrelated to chronological age. Each child is a unique individual and must be valued and appreciated for this.
4. A child is naturally curious and eager to learn. Children learn best when they are able to follow their own interests in learning.
5. Children learn from each other experiencing a sense of achievement and responsibility to respect themselves and others.
6. The development of self-reliance and initiative is fostered in an atmosphere of trust and structured freedom.
7. A rich learning environment, one deliberately designed with much to discover and explore, is essential in helping a young child learn basic skills.
8. Sensory and concrete materials are a vital part of this environment as they are basic learning devices for young children.

Emergent curriculum is not a free-for-all. It requires that teachers actively seek out and chase the interests of the children. Topics of study stem from children's conversations, their community, family events, as well as emerging interests from the children. Teachers work with children to form hypotheses about possible directions of a project and materials needed. Parents and community members are encouraged to be a part of this process.

Emergent curriculum gives children the chance to explore life through their own interests and passions. It validates a child's curiosity in learning and enables them to follow their passions. It lets them have the character building satisfaction of discovering oneself. Emergent curriculum focuses on one's strength while improving on their areas of weaknesses. It reassures them that being unique and having an individual personality is a lifelong asset. It helps to create confident, self-assured children who are hungry to learn about the world around them.

Depending upon the interest, maturity and learning needs of the children and the current objectives of the teacher, interest areas may be arranged to include:

**FINE ARTS:** Fine arts should stimulate a child's every sense. The materials offered here should be free-form, allowing the children the opportunity to express themselves in a creative manner whether through visual arts, music or movement. The teacher is concerned only with the process; the job of creative expression, and a feeling of accomplishment on the child's part rather than with the finished product.

**BLOCK AND BLOCK ACCESSORY AREA:** The block area allows a child to explore spatial relationships, problem solving skills, mathematical concepts and foster creative thinking. For this area to be truly successful the teacher as facilitator, must "set the stage" for learning by providing the necessary raw materials in combination with skillful questions, a listening ear and watchful eye. In this way the teacher will help lead the child's thinking and construction to new areas of concept development.

**HOME LIVING AND CREATIVE DRAMATIC AREA:** The possibilities in this interest area are endless; the choice is limited only by a child's imagination. This area can be free choice or teacher directed by the equipment supplied. Whatever the setting, the child explores social interaction and life experiences as he expresses himself through dramatic play. At the same time the teacher, as observer, has the opportunity to gain insights into a child's feelings and how he relates to others and his world.

**SAND AND WATER PLAY:** Younger children can enjoy sand and water play for the pure sensory experience and the fun involved. Older children will of course enjoy this aspect but can also, as they experiment with sand and water, work on language and communication in their dramatic play, mathematics in measuring and filling, science as they experiment with the qualities of their material, and small and gross motor development as they build, pour, shape and splash. There is truly something basic and natural about sand and water and much can be learned by a child in this play.

**SCIENCE/MATHEMATICS AREA:** Although specific materials may be grouped in a center to stimulate science and math exploration, such as magnifying glasses, tape measures, counting beads, aquariums, objects from nature, etc., the exploration of science and math can never be, and should never be, limited to an area of the classroom. A bug that crawls, a leaf that turns color, a rock that sparkles, a spider web, are all mysteries that excite and encourage the curiosity of young children. These types of experience should be encouraged for these and countless other moments of learning are the ways in which young children discover nature and develop concepts in math and science.

**COMMUNICATION/LANGUAGE ARTS:** Here we help the child open the door to communication skills. Beginning with reading to the youngest of children, telling them stories and singing songs; to offering the older children a quiet area for reading, writing, speaking and listening, we can stimulate the growth of written and oral language and creative thought. The success of this area lies in understanding the child's developmental level, their interests, and their abilities, thus offering them tasks appropriate to their skills.

Although interest areas will be found throughout the classroom all areas of growth and development overlap and a holistic learning approach will always be taken. One cannot, nor should not, categorize how a young child learns nor can they limit a particular developmental skill to any one interest area.

## INFANTS AND TODDLERS PROGRAM

Your infants and toddlers are wonderfully unique individuals requiring special attention to meet their needs as they grow and develop into healthy happy preschool age children. The staff at the Children's Enrichment Center will strive to provide the best possible developmentally appropriate care for your very young children.

**Infants** - From day one language, motor, cognitive and personality development begins in your child. Our teachers will foster the early developmental stages of all of these areas by:

- talking and singing to your babies as they hold them, change them, and feed them.
- exercise your babies' arms and legs as they change them and allow them to move about freely on a blanket.
- place them in sitting positions when ready so they can look around
- allow them to grasp fingers and pull up
- present opportunities for fine motor development by introducing safe objects to reach up and grasp
- when ready to walk hold hands and walk with them
- play games with your babies such as peek-a-boo, patty-cake, etc.
- introduce bright colorful objects to babies' field of vision for them to follow
- smile at your baby; hold him upright so he/she can look around
- play music, use noise makers inside and outside field of vision allowing them to follow the sound
- talk to them in happy voices
- give babies appropriate toys to play with, put some out of reach as they begin to crawl to encourage movement
- at all times show love, warmth and sense of security to your baby

**Toddlers** - As your child grows out of infancy and begins to discover his world in a mobile posture, the teachers will help him to expand the development that has already begun. The teacher will foster your toddler's development by:

- encouraging him for his proper actions
- putting his actions into words he can understand
- giving him simple directions to follow
- encouraging the use of language instead of sounds and pointing
- teaching words for common objects and body parts
- playing simple games and now involve the child in play
- teaching ideas and concepts such as hot/cold, wet/dry, hard/soft, etc., as well as matching, sorting, simple counting
- listening to music, singing songs, teach songs, encourage movement to music
- encouraging independent feeding, dressing and hygiene
- introducing simple art materials
- developing opportunities for imaginative role play
- providing opportunities to refine motor skills, block stacking, large pegs, stringing beads, puzzles, sorters, pouring, etc.
- give climbing, jumping, hopping and running opportunities
- play with large balls to kick and toss
- introducing playground equipment
- developing positive self-concept and feeling of security in expanding world

## **SPECIAL POLICIES FOR INFANTS and TODDLERS**

**Food Service** - Until a child is able to eat the food on our menu, we ask parents to bring all food for them. We consider this the policy until your child is 13 months old at which time we will begin offering table food first before supplement. All children in the Cub classroom will be eating from our menu at least one month prior to moving up to the Bunny Classroom (unless a physician note for food allergy is provided). At a time deemed appropriate by both parents and teachers (not to exceed 13 months), we will introduce school food to your child. Make sure all bottles and food jars are clearly marked with your child's name on them. We cannot accept open jars of food from home but can properly store unfinished jars of food to be used the following day. Due to the choking risk, we are not allowed to give bottles that have cereal in them and we are also not allowed to administer any medication that has been mixed with formula and/or food.

**Food Allergies** – We are a nut free facility this includes peanuts, tree nuts and nut butters. Please do not bring any food items into CEC that include nuts/nut butters in them.

**Breast Feeding** - If you are able to set your schedule and wish to come by and nurse your baby, we encourage you to do so. We will provide you with a quiet comfortable place to be with your nursing child if you want to go outside the classroom. We recommend and highly encourage you to make sure your child is familiar with taking a bottle at least a few weeks prior to starting child care in orders to ensure a smooth transition from home to child care.

**Diapers** - The Center accepts only disposable diapers. Parents are to supply all diapers. Please check on supply regularly. You will be notified when supply is low. If a child runs out of diapers during the day, the parent will be called to bring more to the Center.

**Diaper Rash** - We will change your baby regularly and if necessary use diaper ointment provided by the parents. Please make sure to label ointment with your child's name

**Potty Training** - Potty training will begin after you have been working on it at home with your child and your child has also had the opportunity to adjust to the Children's Enrichment Center. We will work with parents on potty training when the child demonstrates the ability to perform and has an interest in the task sufficient for success. We do not attempt to potty train in a day and may advise the parents if we feel the training is not a positive situation at a given time and should be discontinued until a later date. During the training period we will need several extra sets of training pants and extra clothing. When we begin the potty training process, we use only training pants. No pull-ups. Children must be trained before going to the preK 3 year old classroom (yellowbird) classroom.

**SAFE SLEEP ENVIRONMENT** – The Children's Enrichment Center will follow the Safe Sleep & Licensing Guidelines, which include, infants sleeping completely on their back until one year of age~side sleeping is not safe and not used at CEC. Also in the Little Lamb classroom while children are sleeping in cribs there will be no soft objects, loose bedding, and bumper pads, pacifiers attached to clips or lovies/softies, blankets or any objects that could increase the risk of suffocation in the infant/toddler crib. Sleep Sacks are acceptable as long as they are in compliance with State Licensing guidelines and one-piece footed sleepers are an acceptable alternative for keeping infants/toddlers warm without the use of potentially dangerous loose bedding. CEC will also follow State guidelines and will not swaddle infants and will not put infants to sleep in carrier and/or swings. All children when placed on a cot for nap will be allowed to use a blanket at 13 months and older, up until 13 months children may still use sleep sacks.

**Bottles and \*Pacifiers** – Are allowed in the Little Lamb classroom; however pacifiers are not offered to infants during floor play or tummy time. Bunnies may offer pacifiers during naptime.

\*Pacifiers with clips, lovies/softies attached are not allowed in the center.

## **SAMPLE DAILY SCHEDULE FOR CENTER**

- 7:45 a.m. Arrival, greet children, talk with parents, free play
- 8:15a.m Morning snack offered(8:15-8:45)
- 8:30 a.m. Small groups, interest centers, planned activities/projects
- 9:00 a.m. Gathering time for songs, stories, books, fingerplays, sharing
- 10:30 a.m. Outside play or gym time
- 11:30 a.m. Lunch, clean-up
- 12:30 p.m. Nap
- 2:00 p.m. Quiet activities until others awake
- 2:30 p.m. Snack and bathroom
- 3:00 p.m. Outside play or gym time
- 4:00 p.m. Center activities, projects, small groups, gathering time
- 5:00 p.m. Free play, clean-up, stories
- 5:45 p.m. Leaving, communication with parents, close

## **CENTER POLICIES**

### **ENROLLMENT**

The Enrichment Center Accepts children 10 weeks through 5 years.

### **ADMISSION**

**Application and Registration:** An enrollment interview including a center tour, policies and practices conducted by the Director/Assistant Director is required prior to admission. In order to comply with State regulations and for your child's safety, the following forms must be completed by the parent or guardian and on file at the Center prior to enrollment:

1. admission application form (with non-refundable fee of \$35 if not paid with enrollment application)
2. immunization record (children over two months of age)
3. health report signed by physician (children 18 months and older)
4. Health examination Documentation must be checked on Certificate of Immunization for children 2.5 and younger
5. background information form (15mths and older)
6. policy agreement form
7. health history form
8. emergency card

It is necessary that all records be kept current. Please notify the Director immediately of any changes in address, telephone number, employment and/or other pertinent information.

The first two weeks tuition is due prior to enrollment to secure your spot at the Children's Enrichment Center and is non-refundable if you decided not to attend CEC or if you leave CEC within the first two weeks of enrollment. Once enrolled tuition will be taken through automatic draft with the option of monthly or semi-monthly payment.

**Health and Admission Requirements:** Licensure Rules require that your child have all immunizations up-to-date prior to attendance in the center. A health report (children 18months and older) or proof of health examination (children 17months and younger) must be signed by a licensed physician prior to attendance in the center.

### **TUITION & FEE POLICIES**

## **Rates**

Supply Fee (due annually in March & September) \$60.00 one child / \$85.00 two or more children  
Little Lambs & Cubs \$1040.00 monthly 1<sup>st</sup> or 15<sup>th</sup> / \$520.00 semi-monthly 1<sup>st</sup> and 15<sup>th</sup> (infant & toddler I classrooms)  
Bunnies & Butterflies \$1018.33 monthly / \$509.17 semi-monthly (toddler II and two year old classrooms)  
Yellow & Greenbirds \$888.33 / \$444.17 semi-monthly (pre-k 3 and 4 year old classrooms)

No reimbursements or discounts will be made for absences, emergency closings, inclement weather or vacation. Federal Holidays and School closings listed in the calendar are taken into consideration when the tuition rates are figured. The fees listed above have been calculated to cover the annual cost of your child's enrollment in the Children's Enrichment Center.

**Admission into the Children's Enrichment Center:** Priority for enrollment is given to CEC and Church Staff, siblings and Church members.

**Time of Payment:** Tuition must be paid through automatic draft on a monthly or semi-monthly basis, with no credit/reimbursements for absences emergency closings, inclement weather or vacation. If you would like child care fees figured on a weekly or bi-weekly basis please contact the Director. If payment is more than two weeks late, your child will be unable to attend the Center until payment is made. Excessive delinquency in payment could result in the removal of the child(ren) from the Children's Enrichment Center.

**Method of Payment:** Tuition is paid through automatic draft. Automatic draft form is available on the website at [www.firstcentenary.com/cec](http://www.firstcentenary.com/cec) (vanco). If other arrangements need to be made for payment, contact the Director for options.

## **ATTENDANCE**

**Hours and Ages** Hours: 7:45a - 5:45p — Monday-Friday (unless otherwise stated)  
Ages: 10 weeks through 5 years (not to exceed school cut-off age for Kindergarten)

**Holiday and Closing Schedule:** In the event of inclement weather or emergencies, we will send out a message through our Schoolcast automated system. Please make sure we have up-to-date telephone and email information so that you receive the automated messages.

The following holidays are observed by the Children's Enrichment Center, and we will be closed. Also listed are other annual closings/early dismissal.

2021

January 1, 4 & 5 – Happy New Year	September 6 – Labor Day
January 18 – Martin Luther King Jr. Day	October 11 – Columbus Day
February 15 – President's Day	November 24, 25 & 26 – Thanksgiving Holiday
March 5 – In-Service Day	December 23 – 31 – Christmas Break
July 5, 6 & 7 – summer break & Independence Day observed	January 3, 2022 – Happy New Year
August 5 & 6 – In-Service Day	January 17, 2022 – Martin Luther King, Jr. Day

3 In Service Days (you will be notified at least two months in advance)

**CEC will close the second Thursday of every month at 4:30 for staff meetings, training, guest speakers, etc.**

We will close 2-3 times a year **early** for special events – including Community Fall Festival (October)

CEC will be closed the 3<sup>rd</sup> or 4<sup>th</sup> Friday in May for annual Lake Winnepesaukah Family Field Trip (child care will be provided for Little Lambs and Cubs only)

**Arrival:** The hours of operation for each daily session are fixed (unless otherwise stated). Due to liability regulations no child will be accepted for the morning session earlier than our opening time. Children must arrive by 9:30 to be accepted each day unless previous arrangements are made with the Director/Assistant Director.

Children should be escorted into the Center and delivered to their assigned educator or to the staff member in charge of Center at that particular time (unless otherwise stated). **Please sign your child in using your full name (not mom or dad) on the sign-in sheet. The sign-in sheet is the teacher's emergency list and lunch count.**

**THE CENTER DOES NOT ACCEPT LEGAL RESPONSIBILITY FOR ANY CHILD WHO IS NOT PERSONALLY PLACED IN AN EDUCATORS CARE. THE CENTER ALSO DOES NOT ACCEPT LEGAL RESPONSIBILITY FOR ANY CHILD AFTER HE/SHE HAS BEEN SIGNED OUT BY A PARENT OR GUARDIAN. Parents must sign children in and out using your full name (not mom or dad) on the sign-in sheet provided.**

**Departure:** The closing time for each afternoon session is fixed (unless otherwise stated). All children must be picked up **no later than the center closing time.**

Only those persons authorized by you on your child's emergency card or by written note, will be permitted to visit or pick up your child from this Center. They will be requested to provide identification if they are not known by the Center staff. We will not release your child to anyone without written authorization. If someone else is picking up your child and they are not listed on the emergency card please notify the Center Director in writing-through note or email.

Overtime must be paid. If you pick your child up after closing hours the following penalties will result:

Pick-up up to five minutes late, \$10 late charge. After five minutes there is an additional charge of \$1 per minute. Three infringements of late pick-up may result in the Center requesting the child's removal from enrollment in the program. Late charges will be added to child care fees and you will be notified to pay a one-time automatic draft from your account.

**Withdrawal:** The Center must receive written notification 2 weeks prior to your child's last day at the Center. Otherwise, a full 2 week fee will be due.

**Termination of Service:** The Center reserves the right to immediately dismiss a child if one or more of the following conditions exist: 1) the child is not participating in or benefiting from the program; 2) the staff cannot provide adequate or safe care for this child; 3) the staff cannot provide adequate or safe care to other enrolled children due to the care needs of this child; 4) at the discretion of the Committee and the CEC Director, a child can be dismissed immediately if circumstances warrant.

## **HEALTH AND SAFETY**

The Children's Enrichment Center program is planned for healthy children, and the professional staff is careful to protect the children's health and safety. The Center does not provide extra staff to individually care for sick children. The following policies have been established for the protection of all the children.

**Physical Examination:** A health report or physical exam is required prior to admission. Only those children who are physically able to participate in the program without risk to themselves or others will be admitted. All children must have proof of up to date immunizations and physical on file prior to enrollment.

**Immunizations:** It is the parent's responsibility to keep the child's immunizations up-to-date. An up-to-date record of immunizations must be on file. All children who attend the Children's Enrichment Center will comply and have all immunizations. CEC will not accept any exemptions. All children over two months of age must provide an immunization record.

**Head Lice:** In accordance with the State of Tennessee we must see proof of purchase of the treatment product needed to treat lice and we also request a written confirmation from the parent when the second step required after 10 days has been completed. We will follow our sickness policy when lice and/or nits are found on a child's head. Parents will be notified to pick up child immediately and the child may not return to school the following day and any day thereafter that lice and/or nits are still present.

**Sickness:** Parents should not bring sick children to the Center. If your child develops signs of communicable disease such as but not limited, fever over 100.0 degrees, listlessness, diarrhea, vomiting, constant cough/runny nose and etc. while in the center, parents will be notified and expected to arrange for **prompt** pick-up of the child. If a child is too sick to participate in the daily classroom routines and activities then the child is too sick to attend school.

Sick children need the emotional support of their parents or guardians. The center does not provide extra staff to individually care for sick children.

**Sickness continued: IF YOUR CHILD HAS BEEN SICK WITH FEVER, DIARRHEA, CONSTANT COUGH, CONSTANT RUNNY NOSE OR VOMITING, HE/SHE MUST BE OUT OF SCHOOL THE FOLLOWING DAY AND ANY DAY THEREAFTER UNTIL SYMPTOM FREE (unless otherwise stated). IF YOUR CHILD IS DIAGNOSED WITH A HIGHLY CONTAGIOUS ILLNESS SUCH AS COVID19, RSV, FLU, ETC. THEN HE/SHE MAY NOT RETURN UNTIL WE RECEIVE A RELEASE FROM YOUR PHYSICIAN.**

**PLEASE READ** THE INFLUENZA PREVENTION AND CONTROL STRATEGIES FOR EARLY EDUCATION AND CHILD CARE PROGRAMS PROVIDED IN YOUR NEW PARENT PACKET.

It is our policy to take all the children (including Little Lambs) outside each day the weather is not inclement. We do not have adequate staff to keep a child inside when the others in his/her group are going outside/gymnasium. If your child is too ill to be outside/gymnasium, he/she is too ill to be at school. We will go outside when the temperature is 32 degrees or above. During excessive heat or extreme wind chill, outside time will be limited.

**Exposure to Communicable Disease:** The center will notify you, if your child has been exposed to any communicable disease(s) in the Center this includes COVID19. You are expected to notify us if your child has been exposed to any communicable disease(s) outside the Center. We must post communicable diseases in the Center to warn others of exposure, so please have these cases verified by your doctor in order to alleviate any undue alarm.

**Medication:** All prescription medications must be in the original container with the child's name and prescription on the bottle. Place all prescription medicines in the medicine lock box. We are not staffed to give medicine all day, therefore, all medicine will be administered at lunch/nap time. The center will not give cough drops to children as they are a choking hazard for young children. All children must take the first dose of any NEW medication (prescription and/or over-the-counter) at home at least 12 hours before attending school.

**Allergies:** The Center staff will make every effort to ensure that no child is unnecessarily exposed to any substance (food or medication) to which the child is known to be allergic. If your child needs special foods or formula, you must provide those items, along with physician note stating your child's allergy and if your child has a severe allergy and requires prescription medication to be left at school we need a physician note that gives the steps to take if an allergic reaction occurs. **ALSO, CEC is a nut free facility and this includes peanuts, tree nuts and any nut butters. Please do not bring anything with nuts/nut butters into CEC.**

## **IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO KEEP THE STAFF UP-TO-DATE CONCERNING ANY KNOWN ALLERGIES**

**Accidental Injuries:** In the event of an injury to your child, the staff will respond promptly according to the nature of the injury. Minor injuries, such as normal scrapes and bumps, will be brought to your attention when you pick up your child.

You will be notified immediately in the event of a serious accident and shall be expected to assume direct responsibility for your child as quickly as possible. True emergency cases will be transported directly to the health care facility designated by the parents on the emergency release form.

It is the parent's responsibility to maintain an accurate record of all current home, work and cell numbers for use by the staff in case of an emergency. This also is necessary for additional contacts listed on your emergency card.

**Outside Play:** Outside play is also a healthy measure and is an important part of the daily program. All classrooms (including Little Lambs) will be expected to participate in outdoor activities. If you feel your child is not well enough to play outside, they are not well enough to be in school. Please remember to apply sunscreen at home before coming to school or upon arrival (please take back home with you so we do not have to lock in our medicine box) and be sure to leave sun protection shirt/clothing and bucket hat at school so that we can put them on your child before going outside in the afternoon.

## **FOOD**

**Menu:** Menus will be posted. Please take time to observe the daily menu for your child. If your child has an allergy and is on a special diet, submitted to us by your physician, he/she will be allowed to bring food from home. All portion guidelines are met or exceeded daily. Please be sure to notify Director and/or Assistant Director at 265-9736 ext. 1 and 2 if your child will not be in attendance by 9a.m. This is the only way we can assure a proper lunch count. If you do not reach the Director and/or Assistant Director by phone please send an email to both [ttaylor@fcumc.org](mailto:ttaylor@fcumc.org) and [ehuggins@fcumc.org](mailto:ehuggins@fcumc.org)

## **MISCELLANEOUS**

**Discipline:** One of the Center's primary goals is to teach the children self-control and to encourage them to develop appropriate age-level maturity. It is important to our educators that the children do not hurt themselves or others and they learn self-control. One of the policies of the Center is to use no physical punishment or any discipline which is shaming, humiliating, or frightening to your child. We follow Conscious Discipline (book by Dr. Becky Bailey) Please **do not ask us** to spank or to threaten your child.

**Biting:** As upsetting as it can be for children and adults, biting is a normal stage of development that is common among young children (especially children 2 years and under). Most young children bite and/or are bitten by another child at least once when they are in group care settings. Often, whether their child was the child who bit or the child who was bitten, parents experience strong emotional reactions to biting. Again, please be assured that biting is normal developmentally in children who are experiencing discomfort due to teething, do not have the verbal skills to communicate their frustrations, and are unable to exhibit self-control that would limit their reactions in frustrating situations.

Notification of a biting incident is given in written form to both the family of the child who was bitten and the child who bit. We work together with families to keep them informed and to develop strategies to address the situation.

### **Birthday Celebrations:**

We have some guidelines for you if you choose to use the Club House for a birthday party. Please get a copy from your classroom teacher.

If you choose to have your child's celebration in the classroom we ask that you just bring a simple snack (cupcake or cookies) with juice or milk. If you wish you may bring a birthday plate and napkin for the teachers to serve the snack. We celebrate all birthdays during afternoon snack.

Please be sure to check with your classroom teacher to make sure that the celebration can be accommodated on your requested date.

**CEC is a nut free facility and this includes peanuts, tree nuts and any nut butters. Please do not bring anything with nuts/nut butters into CEC.**

**Appropriate Clothing:** It is recommended that play clothing be worn to school. Remember children will be playing outdoors and in the winter months need hats, gloves, and warm coats. Children should be able to get in and out of their clothing unassisted (3's, 4's, and 5's.) Children are required to wear closed toe and closed backed shoes (flip flops are not allowed).

All children must have a change of clothing that is left at the Center to be used in emergencies. The child's name should appear clearly on each piece of clothing. Clothing left for emergencies should be changed with the seasons. All clothing should be clearly labeled. We cannot replace lost items.

**Field Trips:** Some of our classes will take field trips away from the Center. Prior notice of date and place will be given and permission forms will be sent home for parents' signatures. All children are to ride in car seats/ booster seats when going on a field trip. We will not go on a field trip if we are not fully chaperoned. We take an annual family field trip in May to Lake Winnepesaukah for the Bunny classroom through the Greenbird classroom – on this day CEC will only be open for child care for the Little Lamb & Cubs classrooms.

**Phone Calls:** We are happy to have you call us at any time; however, we cannot leave the children unattended or interrupt their activities to answer a phone call. Please let us know if it is an emergency. If not, the teacher will return your call during nap time. If you cannot reach CEC by phone, please make sure to leave a voicemail for both Tonia and Erica (265-9736 ext. 1 and 2) and send an email to [ttaylor@fcumc.org](mailto:ttaylor@fcumc.org) and [ehuggins@fcumc.org](mailto:ehuggins@fcumc.org). In case of an immediate emergency please contact the church office at 756-2021. We ask that you do not contact teachers by cell phone by voice or text as CEC policy does not allow cell phones in the classrooms.

**Toys/Items from Home:** We ask that you leave toys at home or in your car. They can easily be lost, broken, or cause sharing problems. Please leave toys and trinkets at home or in your car. Children (all ages) are not allowed to wear/bring necklaces or bracelets to school as these are both considered choking hazards. **This also includes anything that could wrap around the neck and pose a choking factor.**

### **Social Media Policy**

Any picture taken by staff, volunteers, and/or employees of CEC may show up on the internet or any social media website managed and/or hosted by CEC. No staff member or employee will include the last names of the child or children with such picture or image, nor will they tag images of the children with a parent, without the parent's prior written permission. By publication of this policy, CEC requests that no parent or guardian publish the name of any child or children that attend CEC on the internet or in any social media websites managed and/or hosted by CEC, nor include the name of any parent or tag any parent in any picture included on the internet or in any social media website managed and/or hosted by CEC, without the parent's prior approval.

Additionally, should any parent, guardian, or visitor take pictures or video images while at CEC or any event hosted or sponsored by CEC, if those parents, guardians or visitors wish to post the pictures on the internet or on any social media websites – whether managed and/or hosted by CEC or not, by publication of this policy, they are specifically asked to refrain from linking the images of the children to the child's name or name of the parents or tagging the parents in the picture, unless and until the parent has given specific authorization or permission.

CEC has no duty or obligation to monitor the internet or any social media website, whether managed and/or hosted by CEC or not, including, but not limited to CEC's Facebook page, to ensure that parents, guardians, visitors or the general public follow the policy as described above. CEC will, however, address any staff, volunteer or employee that violates the policy accordingly, as soon as practicable after the violation is brought to the director's attention.

**Client Grievance Policy:** In the event of complaint or dissatisfaction on the part of the parent or legal guardian, they may initiate action by the following Grievance Procedure:

- 1 If it is a concern about classroom activities, see the teacher, if not go to step 2.
- 2 Contact the Center Director in writing. You will receive some type of written action within ten days.
- 3 If the parent is still not satisfied with the action taken, he/she may request a meeting with the CEC Advisory Committee, leaving written notification in the CEC box located next to the Director's office. The Committee or their representative will meet with you within thirty days of receipt of your notice to the chairperson and will take action on the matter within ten days.
- 4 If you are dissatisfied with the action taken within the 10 day period, the parent may then request a meeting with the Senior Minister and Center Director. The Center will supply this information. The meeting will be held within 15 days of notification.

We hope this handbook has answered all your questions about our center. If you feel at anytime you need clarification of our policies or just have a question please feel free to stop by our offices.