

# Raymond United Methodist Church Early Childhood Development Center

## ...Parent Handbook...

### Our Mission

It is our mission to foster a safe, nurturing environment that encourages the positive development of children through the integration of physical, emotional, cognitive and spiritual developmental activities.

### Programs

1. Childcare (6 weeks through 5 years)
  - Infant
  - Toddler
  - Preschool
2. School Age (Kindergarten through 3rd grade or 9 years old)
  - After school care
  - Summer camp

### Days & Hours of Operation

- The Center is open Monday through Friday, 6:45 a.m. to 6:00 p.m.
- We ask that when picking up your child, you arrive no later than 5:55 p.m. so that you may have time to gather your child's belongings and speak with your child's teacher. **We close at 6:00 p.m. sharp.**

### Daily Schedule

- Depending on the age and needs of the child, schedules are flexible and may change, but the following represents a *typical* day.
  - 6:45 a.m.–8:00 a.m. Arrival, free play, toileting
  - 8:00 a.m.–8:30 a.m. Breakfast
  - 8:30 a.m.–10:15 a.m. Toileting, learning centers, crafts, story time, music
  - 10:15 a.m.–11:15 a.m. Outside activities (weather permitting), physical education
  - 11:15 a.m.–11:45 a.m. Bathroom, Lunch
  - 11:45 a.m.–12:00 a.m. Story Time, toileting
  - 12:00 p.m.–1:45 p.m. Rest period
  - 1:45 p.m.–2:30 p.m. Toileting, snack, music
  - 2:30 p.m.–3:30 p.m. Learning centers
  - 3:30 p.m.–4:30 p.m. Outside activities (weather permitting), physical education
  - 4:30 p.m.–5:45 p.m. Toileting, crafts, music, story time
  - 5:00p.m. - 5:15p.m. Snack
  - 5:45 p.m.-6:00 p.m. Free play, prepare for departure

### Holidays

- The Center will be closed the following days:
  - New Year's Day
  - Martin Luther King Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Friday after Thanksgiving Day
  - Christmas Eve
  - Christmas Day
- If the holiday is on a Saturday or Sunday, we will close either the day before the holiday and/or the day after. A notice stating which day the Center will be closed will be posted and communicated with parents/guardians at least 5 days in advance.

- We will monitor potential attendance on New Year's Eve and the day after Easter; if less than 20 children will be present, the center will be closed. We will give advance notification if we close.
- Due to fixed cost averaged over a calendar year, there is no reduction in tuition for these holidays.

### Admission Requirements

1. Registration forms must be completed in full.
2. Registration & Supply fees, & first week's tuition paid (see fees & tuition)
3. Immunization record (121 Form), furnished by a physician or Health Department; Any student who does not have an up-to-date immunization form will not be admitted to the Center until all necessary forms are delivered. This is by order of the Health Department.
4. Signed authorization form for your child to participate in field trips, for emergency medical treatment, and for photographs/videos to be made of your child.
5. The State Health Department requires that the Center obtain a signed notice stating that you have read this handbook and understand the policies of the Center. It further requires that the Summary of Health Department Regulations be read, signed and kept on file.
6. Supplies

### Fees & Tuition

- **Tuition** is due in advance, each Monday whether child is present or not. There will be no reduction for holidays or closure due to inclement weather.
- Children will be moved from room to room, based on their age, development and space available in classes.
  - \$120 per week for 1 child in the 6 weeks to 1 year of age infant program
  - \$120 per week for 1 child in the 6 weeks to 1 year of age creeper program
  - \$120 per week for 1 child in the 1 year to 2 years of age toddler program
  - \$120 per week for 1 child in the 2 years to 3 years of age toddler program
  - \$120 per week for 1 child in the 3 years to 4 years of age preschool program
  - \$120 per week for 1 child in the 4 years to 5 years of age preschool program
- **Registration Fee:** \$75 per child (non-refundable). This fee is also due annually on **June 1**.
- **Supply Fee:** \$20 per child (non-refundable). This fee is also due annually by **February 15**. (This is for arts, crafts & educational materials.)
- **Family Discount:** \$5 unless the additional sibling is in the infant or creeper rooms.
- **Late Payment Fee:** \$10 per week when tuition is not paid by Tuesday 6:00 p.m. of the week due. If your account becomes delinquent, the Center will contact you with an initial warning. If your account falls two weeks behind or is one week delinquent for 3 or more times, your child will be dismissed from the Center.
- **Late Pick-Up Fee:** **After 6:00 p.m. there is a late pickup charge of \$10.00** for each 10 minutes or portion thereof. Failure to observe this policy may result in dismissal. After repeated late pick-ups, you may be asked to find a center that better fits your schedule. Our foyer clock is the official time clock. Legal authorities will be contacted for children left at the Center one hour after closing time.
- **Returned Check Fee:** \$25 is charged for all returned checks, and you will be asked to pay future payments in cash only.
- **School Age Tuition:**
  - \$70 per week (pick up in afternoon) during school session; whether present or not
  - \$120 per week during summer
- Weekly invoices will be e-mailed to parents. Please be sure the office / bookkeeper has your current e-mail address.
- Drop-ins will be accepted based upon availability in that classroom. The rate is \$35.00 per day or the weekly room rate.

- **How Tuition is Paid:**

- Make all checks payable to RUMC-ECDC.
- We also accept certified checks, money orders and cash.
- Childcare tuition is due in advance each Monday morning.
- Should an emergency arise & you are unable to pay tuition at the time it is due, please call the Center before 11:00 a.m. on the due date to make necessary arrangements. If no prior arrangements are made, your account will be charged \$10 any week in which payment is made after Wednesday. This policy will be strictly enforced.

### **Attendance & Absences**

- In an effort to maintain a quality program and proper staffing, please notify your Director if your child will be absent on a regular scheduled school day. We are concerned about you and your child, so please call us.
- There are a limited number of spaces available; therefore, weekly payments are not based on your child's attendance. No refunds will be given for late arrival or departures, parent vacations or exclusion due to illness.

### **Withdrawal or Dismissal**

- If circumstances arise that cause you to withdraw your child, a minimum of 2 weeks written notice is required. Although, we would appreciate 30 days if at all possible. The two weeks begins on the date we actually receive the written notice. This notice allows us to notify the family of the next child on our waiting list of an opening.
- If a two week notice is not provided, payment for these two weeks is still required.
- Any abuse or violation of the rules/policies contained in the contract/handbook may be grounds for dismissal. Immediate dismissal can occur for behavior problems, dangerous parental situations or other reason that might endanger the health and welfare of the other children or staff.
- Any past due fees may be collected by court or collection agency at cost to you.

### **Arrival & Departure**

- All children are to be escorted to their room each morning and picked up in their room when leaving the Center. No child is allowed to come and leave by him/herself.
- All children enrolled in the Center are required by law to be signed in/out upon arriving and departing the Center each day. There is a sign in/out book on the front desk at the entrance of the Center. Please sign your first and last name each time.
- Please send your child clean and dressed appropriately for the day and weather.
- Please make your goodbyes brief. The longer you prolong the departure, the harder it becomes.
- Please be in control of your children during the arrival/departure time. Traffic can be heavy and potentially dangerous.
- If there is a court order keeping one parent away from the child, we must have legal documentation. Otherwise, we cannot prevent a non-custodial parent from picking up his/her child.
- If someone other than a person authorized on the registration form is to pick up your child, you must give us written permission. This person must provide us with some form of government-issued identification when they pick up your child.
- In an extreme emergency, we will accept a telephone call from you authorizing pick up for your child. This person must provide us with some form of government-issued identification upon arrival.
- Please do not park under the breezeway for extended periods of time, as it will blow the flow of traffic. If you plan to spend a few extra minutes with your child's teacher please use the parking lot or pull farther forward.

### **Door Access Codes**

- Parents will be assigned a door access code that will allow them entrance into the locked facility. Please do not give out this code!
- Other visitors will have access to the doorbell so that office personnel can check identification at entry.

### **Curriculum and Activities**

- At RUMC-ECDC we teach our children by implementing a thematic curriculum using a center-based, hands-on approach, based on Christian principles in order to prepare children for their future.
- RUMC-ECDC uses the benchmarks from MS State Dept. of Education that are developmentally appropriate curriculum for preschoolers.

- Children learn best by doing. For that reason, we use age-appropriate hands-on activities built around weekly themes.
- Our weekly lesson plans address all areas of development: social, emotional, physical (large and small motor), cognitive and language development; as well as comprehension, math, early reading, geography, history, courtesy and daily living skills.
- Our daily schedule includes individual activities, small group and large group.
- Our curriculum reflects the belief that children need balance of child-initiated & teacher-facilitated activities.

### Field Trips & Transportation

- Field trips are an important part of learning. Children have an opportunity to learn, socialize, commune with nature, etc.
- Children having discipline problems will not be allowed to participate in field trips. The teacher's total attention must be on all of the children, not just one child who is being disruptive.
- Parents will be notified several days in advance of upcoming field trips and any additional costs or supplies.
- Parents will be asked to sign permission slips before each trip. A Field Trip Consent form must be completed before your child may leave the Center.
- Parents are encouraged & invited to attend field trips with their child's class.
- Transportation for field trips is by van, and all precautions are taken to ensure the safety of your child. Parents will be asked to provide booster seats for their child to use on the trip.
- Transportation Policy- The van will be driven by a staff member of RUMC-ECDC. At least one teacher will accompany the children on the van. Children use booster seats, wear seat belts and are required to remain seated at all times. Adequate insurance covers the van.

### Emergency Evacuation Plan

- If an emergency arises that requires the center to be evacuated, the RUMC church van will be utilized to transport children to McKenzie Arena on Seven Springs Road. Hinds Community College will supply additional transportation, if needed.

### Insurance

- Parents are responsible for accidental medical insurance. If your child is involved in an accident & requires medical attention, the parent will be financially responsible for any cost incurred.
- Our Center covers liability which is different from accidental insurance.

### Health

- We count on you to help us maintain a healthy environment for all of our students and our staff. Please do not bring your child to RUMC-ECDC if he/she is sick.
- The state Health Department will not allow us to accept children if they exhibit any of the following symptoms:
  - Any contagious disease
  - Rash
  - Severe Coughing
  - Vomiting
  - Eye Discharge
  - Diarrhea (3 or more unusually loose bowel movements)
  - Fever of 101 °or higher (children are not allowed back until they remain free of fever for 24 hours)
  - Continuous irritability and crying
  - Jaundice
  - Sore throat with fever and swollen glands
  - Lice or nits
  - Labored or rapid breathing
  - Skin eruptions
- If your child becomes ill during Center hours, you will be notified immediately to pick up your child within one hour. If parents are not available, the emergency contacts will be notified.
- If your child is sent home from the Center because of sickness, he/she cannot return until they are free of symptoms for 24 hours without the aid of medication. This is to ensure the safety and health of the other children.
- Your child may return the next day if you have a note from a pediatrician stating that they are not contagious. This note will need to be brought to the office before the child is taken to his/her room.
- For minor injuries such as bumps and bruises, we will provide first aid and complete an accident report; parents will not be called. For more serious injuries or any injury involving bleeding, parents will be contacted immediately.

- Due to the danger of handling fecal matter, we do not accept cloth diapers. Please bring disposable diapers only.
- Should your child have a contagious illness, such as chicken pox, measles, etc., please let the Center know so that other parents can be notified. It is necessary to have a doctor's note stating that it is all right for the child to come back to the Center. Upon recovery of a communicable disease or contagious illness, the Center must have a doctor's excuse stating that the child is no longer contagious and can return to the Center.
- Due to liability considerations, we are unable to dispense medication of any kind to your child.

### **Emergency Medical Treatment**

- A form giving permission for treatment of your child in case of an emergency (if parents cannot be reached) must be signed and given to the Center. This form provides a place for parents to give the name of the doctor to call or hospital emergency room preference to be used.
- Parents will be responsible for any expenses incurred for the treatment, transportation and care of their child.
- The majority of the employees in our Center are trained in CPR and First Aid.

### **Toilet Training**

- We will be happy to assist you in the toilet training of your toddler, when the child is ready.
- State Health Department regulations states that when you have made the decision to start toilet training, there should be a consultation between you and the caregiver, and a signed form that states your intentions will be placed on file.
- Once training has begun, consistency is crucial. Toilet training is a joint responsibility of parents and caregivers.
- Please bring training pants and dress your child in easily manipulated clothing – children need to be able to get undressed quickly.

### **Supplies Needed**

- Infants
  - One week or more supply of diapers, wipes and other supplies necessary for your infant (ointment, powder, etc.).
- Creepers-Afterschool
  - Weather and size appropriate changes of clothes (several sets if toilet training) in a zip lock bag with your child's name on the bag and tags
  - Blanket & nap mat for rest time (Please take blankets home each Friday to be washed.)  
Afterschool children do not have naptime.
  - Swimsuit, towel & sunscreen for summer time activities (parents will be notified well in advance when these activities occur)
  - *Detailed supply lists will be given out for each class.*

### **Discipline Policy**

- One of our goals at RUMC-ECDC is to help the child develop inner control so that he/she may move toward appropriate social behavior. As young children discover their own personalities, responsibilities, and independence, they may encounter difficulties with other children and rules. We believe discipline helps children learn to live within their community, develop self control & respect the rights of others. The purpose of the Discipline Policy is to inform parents of the guidance techniques we use when help is needed in directing children towards self-discipline.
- At RUMC-ECDC, we use "redirection" to guide children toward appropriate behavior. If a child is engaged in behavior non-conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior.
- We will work with children and parents as much as possible to correct negative behavior patterns. In situations where redirection no longer works, the discipline policy will be followed.
- **Seven (7) steps the Center will use to communicate with parents about children's behaviors**
  1. The Discipline Policy will be issued to set standards for the behavior expected while at the Center.
  2. Daily notes to alert parents of areas that need attention or improvement.
  3. Telephone calls
  4. Short chats during drop-off and pick-up
  5. Conference with parents

6. Suspension from the center (# of days will be determined on a case by case basis)
7. Severe Clause- (Dismissal)

- **Types of Punishment NOT Allowed at RUMC-ECDC**

1. Corporal punishment (hitting, shaking, pinching, biting back, etc.)
2. Withdrawal or the threat of withdrawal of food, rest or bathroom opportunities
3. Abusive or profane language
4. Humiliation, including threats of physical punishment
5. Emotional abuse (rejecting, ignoring, isolating, etc.)
6. Using any food product or medication in any manner that is not its intended purpose.
7. Inappropriate disciplinary behavior (i.e. putting soap or pepper in a child's mouth)
8. Isolation out of the view of a caregiver
9. Inappropriate use of time-out
10. Forcing children to sit at a table or in high chairs for long periods of time

### **Clothing & Belongings**

- Our daily program includes activities that may allow your child to be messy, so they need to wear suitable clothing. Your child's clothing should be comfortable, weather-appropriate, easy to clean & easy to change.
- A complete extra change of clothing (shirt, pants, 2 pair of underwear, & socks) needs to remain at the Center in your child's room for any accidents that may occur.
- Plainly mark each garment, including all removable clothing (i.e. jackets, sweaters, caps, and gloves) & the container or bag, to help avoid confusion with others.
- We recommend tennis shoes, so that your child can play safely while climbing, running, etc. Shoes are to be worn to the Center every day, even in the summer months.
- Clearly label all diaper bags, bottles and infant jar food.
- Please do not send toys to school unless the teacher sends a note home saying it is toy-share day or arrangements have been made with the director.
- Luggage, car seats, etc. that you leave at the center for someone else to pick up must be plainly labeled with your child's name on it. We cannot be responsible for dropped off or picked up items.

### **Outdoor Play**

- The Department of Health regulations require that "children shall be taken outside for part of every day, weather permitting." In following these regulations, we spend time outdoors at least twice a day if weather permits.
- Please see that your child has adequate clothing for cold weather.
- If there is any reason that your child should not be outdoors during regular playtime, or your child is too ill to participate in outdoor activities they need to be kept at home that day.

### **Water & Sun Safety**

- Sun-safe practices will be followed to promote and ensure the safety of all children.
- Please apply sunscreen to your child before bringing them to school, particularly during the summer months. RUMC-ECDC will re-apply sunscreen as needed.
- When children swim, lifeguards will be on duty and the staff/child ratio will be met.

### **Food and Meals**

- Meals are included in the price of your tuition. We serve a morning breakfast, a wholesome meal for lunch, and afternoon snacks to the children daily. Current menus are posted at the Parent Resource Center.
- We serve milk for breakfast and lunch; and water or juice at snack time.
- If you miss your child's class breakfast or lunch, we kindly ask that you please provide a meal for your child before dropping them off, and that they finish that meal before entering the school.
- Parents of infants will need to bring the necessary food and/or bottles of formula or breast milk (all labeled with child's name), with written instruction concerning feeding. We are not allowed to prepare bottles. All bottles should be plastic. Please alert the director if you are using breast milk in bottles. Infant staff is required to wear gloves if you are using breast milk.
- If the child is eating from the table, please indicate this on the registration form.
- It is very important that infants receive their breakfast feeding at home before arrival at Center.
- Infants are held while feeding; toddlers are encouraged to feed themselves.

- Our dietician is thoroughly trained and certified in the safe handling, preparation and storage of foods to ensure safe nutritious meals.
- RUMC-ECDC works with the MS Department of Health to make sure that our menus are nutritionally wholesome.
- All eating utensils, chairs and tables are sized appropriately for each age group.
- If your child is to be served breakfast it is necessary that he/she arrive no later than 8:00 a.m.
- Please be sure that the Director and teachers know about a child's food allergies or anything other medical conditions that would help us care for your child better.
- If your child has a special dietary need, substantiated by a medical evaluation, please inform us with written documentation. Substitute meals or snacks may then be brought from home.
- Occasionally your child may be asked to bring a sack lunch for a field trip.
- ***NO ONE OTHER THAN INFANTS OR CREEPERS ARE ALLOWED TO BRING FOOD INTO THE CENTER.***

### **Birthday & Special Occasions**

- A birthday is a very special day in the life of a child. We want your child to have a special day; therefore, we invite you to participate with your child. You may bring to your child's class special refreshments, such as cupcakes, cookies, birthday cake, or ice cream.
- Some parents choose to bring favors for the children in the class. No gifts are given.
- Please tell your child's teacher in advance of your plans & provide enough food or treats for each child in the class.
- The Center will not give out invitations to birthday parties held at the Center.
- On special occasions or holidays, you may be asked to bring treats for your child's class party.

### **Photographs, Videos & Television**

- There are occasions when your child may be photographed, shown on television, the Center website and Facebook page or video. For this reason, it is necessary that parents sign a permission form to alert the Center of your preference for your child to be photographed /videoed.
- We do not encourage or typically allow television watching. However, on rare occasion (usually due to inclement weather or a holiday) we may allow children limited viewing.

### **Diaper Changes**

- Diapers are checked and changed as frequently as necessary to maintain the health and cleanliness of the child. Disposable gloves are used during diaper changes.
- Hand washing and area sanitization is performed before and after each change.

### **Rest Time**

- Our Center naps between 11:45 & 2:00 p.m. each day. Infants –K2 nap time is 2 hours. K3 & K4 nap time is 1 hour 45minutes or less.
- Parents provide a plastic, water-proof mat with the child's name on it for children in the Toddler & Preschool classes.
- In the state of Mississippi, children under the age of five are required to have a nap or rest time each day. No child is forced to sleep, but must remain quiet.
- Please do not plan to pick up or drop off your child during this time, as it is disruptive to the children.
- Infants will sleep in baby beds. Infants are placed on their backs to sleep unless the Center is given written permission from a Doctor for the infant to sleep on his/her stomach.

### **Toys**

- **Children are not allowed to bring toys from home to ECDC.** The only exception is on Friday when your child's class has show and tell. These objects will be taken up and used only at share time.
- Even during show and tell, our Center does not allow toys that are a choking hazard, toys of destruction, toy guns, water guns, toy knives or swords.
- RUMC-ECDC will not be responsible for any lost, broken or stolen toys.
- Toys in the Center that are willfully and purposefully destroyed by a child will be replaced at the parents' expense.

## Visitors

- Parents are welcome to visit the Center at any time. However, if anyone else is to drop by and see your child, the parent must call the Center and give them permission.
- Sometimes a child wants to bring a friend to visit. We are sorry but, we cannot let children come as visitors unless an adult accompanies them.

## Weather

- Our teachers have been trained to evacuate your children in the most efficient manner, should there be a weather or fire emergency. During hazardous weather, the students will evacuate the center and relocate to the brick building connected to the church. Students and teachers will remain in the hallway of that building until weather conditions clear up. The Center phone will ring over in that area, but please do not flood the Center with calls unless it is an absolute emergency.
- In the event of hazardous conditions, the Center will remain open as long as safety allows.
- If conditions for driving become too hazardous during the day, the decision may be made to close the Center, at which time you would be notified to come pick up your child.
- During hazardous weather, such as ice, snow or sleet, if the Hinds County Public Schools are closed, so are we. Listen to your radio and TV for school closings.
- If there are still questions regarding hazardous weather, you may contact management at (601) 857-8077.

## Alerts and Drills

- In case of a tornado alert, children will be brought to interior halls and restrooms or moved to the brick building across the breezeway.
- Fire and tornado drills are conducted on a regular basis.
- Each room has a posted policy regarding disaster drills.

## School Age Program

- Children Kindergarten through third grade (nine years of age), during the school year, are enrolled in an after-school program.
- The program provides opportunity to do homework, outside play, games, art, and other activities.
- During school breaks and during summer, RUMC-ECDC has a school-age enrichment program. A variety of activities and field trips are planned.
- **Schedule** - *After-School Program, 2:30 p.m. to 6:00 p.m.*
  - 2:30 p.m. – 3:00 p.m. Snack
  - 3:00 p.m. – 3:15 p.m. Toileting/Hand washing
  - 3:15 p.m. – 4:30 p.m. Homework (if no homework, Center educational projects, service projects, board games, fine motor skill activities)
  - 4:30p.m. -5:15p.m. Outside
  - 5:15 p.m.—5:30 p.m. Snack
  - 5:30 p.m. – 6:00 p.m. Free Choice (outside or inside play depending on weather); children may also choose to continue working on homework or Center projects/Parent pick up
- **Who is Responsible for Providing or Retrieving Materials for Homework** - The child and/or parent are responsible for providing all necessary materials for successful homework completion. If the child does not have the needed materials for his/her homework, it is not the responsibility of the Center to provide these or any materials needed for the completion of homework.

RUMC-ECDC *After School Program* is not a tutoring program. We are staffed to work with students in a group setting and, therefore, cannot devote one-on-one tutorial assistance to each child for homework purposes. Staff members will provide assistance in the form of clarification of instruction and supervision. It is our goal to encourage the children to stay on task and work productively.

## Child Abuse

- We are required by law to report immediately any suspicion or evidence of child abuse or neglect to the MS Department of Human Services.

## Non Discrimination Policy

- RUMC-ECDC is an equal opportunity provider. Applications for enrollment are considered without regard to race, religion, sex, national origin, or any other basis prohibited by law.

## Staff

- Our teachers are highly skilled, flexible and enthusiastic. They understand the differences in the developmental stages of each child in their classroom.
- They provide consistent feedback and encouragement so children get excited and stay excited about what they're learning.
- Every employee at RUMC-ECDC is thoroughly screened before being hired.
- All employees meet state standards and requirements and have been screened for criminal history and child abuse.
- They also participate in various professional development trainings to ensure they have all the tools necessary to be the kind of teacher you expect and we demand.

## Spiritual Emphasis

- RUMC-ECDC believes strongly in providing spiritual emphasis for all children enrolled in the Center.
- Opportunities for worship are part of each day through Bible devotions, verses, stories and music.
- Teachers are always aware of "teachable moments" and use them to impart spiritual truths. For example, the blessing of our food is an important part of mealtimes.

## Total Readiness

- Our goal is for your child to be better prepared socially, as well as academically, so that he/she may excel after entering Kindergarten.
- A total approach to learning in the five main areas of development – Language, Cognitive, Socio-Emotional, Physical and Creativity – is the key to Kindergarten readiness. We also place emphasis on Character Building and Spirituality.
- The lessons and activities your child's teacher implements in the classroom allow your child to learn at his/her own pace and move forward when he/she is ready.
- The Early Childhood Education field is rapidly changing as more and more is understood about how children learn. We are committed to constantly updating our programs to keep pace with the ever-changing experiences your child will have in Kindergarten.
- Our curricula are based on age-appropriate learning objectives, which are used to create themes and lesson plans. Each curriculum offers teachers hundreds of activities to choose from, each of which is tied to a specific learning objective.
- Your child will not only make the developmental progress necessary for a successful transition to Kindergarten, he/she will love the activities that get him/her there.

## Communication

- We are committed to working and communicating with parents. By partnering with you, we can give your child exactly what he/she needs to become a successful lifetime learner.
- **Daily Reports** - Each day, you will receive a Daily Report that contains details about your child's day, including how they ate, slept, played, and what they learned. For younger children, the report includes information on diaper changes. Please check your child's classroom cubby daily.
- **Parent Resource Center** - Please stop by the Parent Resource Center located in the foyer of the Center daily to check for updates. Provided in this area are menus for the upcoming weeks, monthly calendars and newsletters, including weekly unit themes, holiday closings, picture day, field trips, needed items and special events.
- **Internet Cameras** - Included in your pre-school tuition is access via a secure Internet Server to the cameras in your child's classroom, playground, and gym so that you may view the activities and your child's participation. Access to our system is limited by password protection.
- **School Pictures** – We have arranged with an outside vendor to take pictures of your child 2-4 times each year. You will be given advance notice of the schedule so that you can prepare your child. Purchase of pictures is optional and is made directly with that vendor.
- **Enrichment Programs** – From time to time we will offer enrichment classes (dance, music, Computer TOTs, etc.) for children to be involved in. We will post information as these classes become available. These classes taught by professionals outside our center and are optional. Payment is made directly with that professional.
- We value a good relationship between yourself, your child's teacher and the Director. Together, we'll keep all the lines of communication open, so that we may help your child get off to a great start in life.

- Your child's teacher and the Director are always available to chat at pick-up or drop-off times. If a particular situation should need more time than at pick-up and drop-off, we would be happy to schedule an extra conference or meeting.
- At RUMC-ECDC, we have an open-door policy for our parents. We want you to feel free to stop by at any point during the day to observe your child's classroom.
- For emergency purposes, all parents must keep the Center informed of changes in work, cell and home phone numbers, addresses, etc.

### **Smoking, Tobacco Products, Prohibited Substances & Weapons**

- The use or presence of alcohol, tobacco or illegal drugs is prohibited in the building or anywhere on the grounds by any staff, parent, child or visitor.
- Smoking is NOT allowed in the facility or in the parking lot, and we ask parents to not dispose of cigarettes on the grounds.
- Guns, pocket knives and any other object that could be used as a weapon are not permitted in our facility or on the premises; this includes toy guns.

### **Biting Policy**

- Biting is one of the most common & most difficult behaviors in group child care. It is always upsetting when children are bitten, and we recognize how upsetting it is for parents. Excessive biting will be addressed in the following manner.
- Excessive biting is defined as 3 or more times a week.
- Creepers and K-1
  1. The parents will be notified and asked to address the issue.
  2. If biting continues, a conference will be held with parents and Director.
  3. Student will be sent home for the remainder of the day.
  4. Dismissal from ECDC
- K-2, K3, K4 and Afterschool
  1. First bite, the parents will be notified and asked to address the issue.
  2. Second bite, the child will be sent home for the remainder of the day.
  3. Third bite, the child will be dismissed from ECDC.
- **Actions Taken by the Caregiver When a Bite Occurs**
  1. Console the victim; remove the biter from the group
  2. Clean the bite with antiseptic & apply bandage
  3. Apply ice pack
  4. Notify the parent if the bite has broken the skin. (parents of BOTH children will be notified)
  5. Complete a written bite report & issue to parent on each & every bite; neither report will include the other party's name due to child/Center confidentiality
- **Actions a Caregiver at RUMC-ECDC is NOT Allowed to Take When a Child Bites**
  1. Physically hurt a child to punish them for biting
  2. Put anything into a child's mouth
  3. Withdraw love or food from a child
  4. Keep a child in isolation
  5. Break child/Center confidentiality

### **Accident Reports**

- Although many precautions are taken to ensure a safe environment, occasional incidents do and will occur as children explore the world around them.
- If an incident or injury occurs, first aid is administered, and an accident report is filled out to keep on file with a copy given to you. This report will describe the nature of the incident and the follow-up care that was provided.
- Please understand that in a group care setting, we do witness most incidents, but occasionally there may be an incident which we do not see.

### **Animals**

- Generally animals are not part of the Center's day to day operations. However, small animals such as hamsters, fish or gerbils, may be used in the classrooms to teach responsibility and caring.
- Parents of children with any allergies to such animals need to notify us at once.

**\*\*\*RUMC-ECDC reserves the right to delete or revise any policy stated in this handbook at any time.**



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The Regulations Governing Licensure of Child Care Facilities require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
Right of Entry and Violations
Facility Policies and Procedures
Personnel Requirements
Records
Reports
Staff Requirements
Program of Activities
Equipment, Toys and Materials
Buildings and Grounds
Health, Hygiene and Safety
Nutrition and Meals
Discipline and Guidance
Transportation
Diapering and Toileting
Rest Periods
Feeding of Infants and Toddlers
Swimming and Water Activities
Children with Special Needs
Night Care
School-Age Care
Summer Day Camp & School-Age Programs
Hourly Child Care
Hearings, Emergency
Suspensions, Legal Action and Penalties
Release of Information

APPENDICES

- Appendix A - Child Abuse and Neglect Reporting Statutes
Appendix B - Reportable Diseases
Appendix C - Nutritional Standards
Appendix D - Playground Safety Standards
Appendix E - Dishwashing Procedure
Appendix F - Handwashing Procedure
Appendix G - Diaper Changing Procedure
Appendix H - Cleaning and Disinfection Procedure
Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.msdh.state.ms.us (from the left menu select Licensing, then Child Care. You may direct your questions to the local licensing official, Laronda Canada at (601) 364-2827, or you may contact the Child Care Licensure office in Jackson at (601)576-7613.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at 1-866-489-8734.

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Revised October 2001

Brian W. Amy, MD, MPH, MPA, State Health Officer

570 East Woodrow Wilson • Post Office Box 1700 • Jackson, Mississippi 39215-1700
601-576-7624 • Fax 601-576-7627 • www.msdh.state.ms.us

Equal Opportunity In Employment Services

# RAYMOND UNITED METHODIST CHURCH EARLY CHILDHOOD DEVELOPMENT CENTER

## PARENT HANDBOOK **Statement of Understanding**

I have read, understand, and agree to the terms of the policies and procedures outlined in the RUMC-ECDC Parent Handbook.

Parent's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

\*\*\*Please sign and return this page to the ECDC office as soon ASAP.