



Mt. Bethel United Methodist Church **Child Development Center**

Parent Handbook/Policy Manual

Implemented November 2013
Revised January 2015

Dear Parents and Children,

Welcome to Mt. Bethel United Methodist Church Child Development Center. We are blessed that you have entrusted us with the nurturing and early childhood education of your child.

Opportunities abound for nurture and learning. Your child will grow through our Christ-Centered curriculum along with a variety of other special programs and activities offered throughout the year.

Surrounded by a warm, loving and joy-filled environment, your child will make new friends; develop social, motor, verbal and cognitive skills; and have a chance to make and correct mistakes, explore nature, sing and dance, run and play. Most importantly, your child will feel the love of Christ through the caring staff as we strive to be His hands and feet. We will truly love your child!

Supported by an involved and dedicated Child Care Committee, church staff, and church congregation, our staff is provided with the resources and encouragement necessary for an excellent and effective child development center. Our Child Care Committee is passionate about early education, children and its ministry and service to the community and always welcomes your thoughts and concerns. The names of our Child Care Committee Members are located below.

Parental involvement is a critical and vital component in the care and education of your child. Our efforts support you and your child, so please let us know how we can do this better.

Prayer is vital as we carry out the day to day routines of caring for and teaching young children. Partner with us as we ask God to grow your child in this safe, loving, and God-honoring environment. We are glad you are a part of our family.

Sincerely,

Mt. Bethel UMC Child Care Committee Members, 2014 - 2015

Kimberly Crane, Child Care Director

Nancy Johnson, Chairperson

Steve Johnson, Pastor at Mt. Bethel UMC

Larry Bolick

Rodney Bolick

Karen Bowman

Nancy Flowers

Joseph Teague

Mt. Bethel United Methodist Church Child Development Center Foundational Mission Statement (November 2013)

The mission of the Mt. Bethel United Methodist Church Child Development Center is to uphold the Mission Statement of Mt. Bethel UMC which states,

“The mission of Mt. Bethel United Methodist Church is to make disciples of Jesus Christ by proclaiming the good news of God’s grace and by exemplifying Jesus’ command to love God and neighbor. We believe that the heart of Christian ministry is Christ’s ministry of outreaching love. Together, we seek to be the expression of the mind and mission of Christ by living our daily lives in light of our relationship with God.”

We continue our mission by welcoming all children in the name of Jesus who said, “Let the children come to me,” and striving to bless the children by providing a safe environment full of comfort, play, education, fellowship, and nurture in order that the love of Christ might be felt in the community as they develop life skills for a bright future.

PHILOSOPHY AND STATEMENT OF PURPOSE

We believe the early years (ages 0 – 5) are a critical period in the physical, social, spiritual, language, emotional and cognitive development of the child and are indicators of the child’s future well being and adjustment in society.

Research indicates that young children profit socially, cognitively, and emotionally by group experiences in preschool and kindergartens. Language development is aided; creative thinking is stimulated; traits such as resourcefulness and initiative are encouraged; and skills of self-discipline and group participation are fostered.

At Mt. Bethel United Methodist Church Child Development Center, we strive to provide each child with a developmentally appropriate curriculum, meeting the varied needs of each child depending on their developmental level.

It is our purpose at Mt. Bethel UMC Child Development Center to have an excellent, nurturing, Christian program that develops the full potential in every child.

PROGRAM OBJECTIVES

- To provide for the spiritual development and Christian Education through the loving guidance of Christian adults.
- To provide many opportunities for social development and group interaction.
- To promote development of good health habits.
- To meet the physical, motor, cognitive, language, and social/emotional needs of every child in a developmentally appropriate fashion.
- To provide opportunities for self-expression through language, music, art and play experiences.
- To provide situations in which the child can succeed and through success, build confidence in the child’s own ability and worth.
- To develop an atmosphere in which creativity is stimulated.
- To develop a feeling of adequacy through emphasis on independence and self-direction.
- To provide a wealth of learning experiences that lay the foundation for subject matter learning and intellectual growth.
- To enable the appropriate understanding, acceptance, and expression of different emotions.

PROGRAM ACTIVITIES

Motor, Language, Social, Emotional, and Cognitive

Children learn through a variety of experiences: through use of all their senses, through direct, concrete experiences and through play. This program provides a maximum opportunity for:

Manipulation of many different materials, objects, textures, and toys with special emphasis on investigation and discovery to help children perceive, discriminate, distinguish, label and develop vocabulary concepts.

Play activities such as building with blocks and pretend play, which encourage children to communicate, learn to give and take and enlarge their understanding of environment.

Create activities such as painting, cooking, working with clay, wood, dough, and collage that encourage self-expression and through manipulation, develop small muscle coordination.

Large muscle activity outdoors such as climbing, lifting, hauling, pedaling, running, building, and balancing to strengthen muscles, to develop muscular coordination, and to encourage a sense of mastery and vigorous interactive play and verbal communication.

Appreciation of literature, such as listening to and discussing stories, handling books, looking at picture books as sources of information and pleasure which provide meaningful experiences with books, words, and reading.

Responding to music by singing, moving to rhythms, using instruments and listening to sounds which aids in developing auditory discrimination, appreciation and enjoyment.

Experiences in science to stimulate labeling, categorizing and concept formation such as using magnets, thermometers, magnifying glasses, making collections, growing plants, and caring for pets.

A well-organized environment with alternating schedules of work, play and quiet activities with special attention to the fact that one activity usually follows another, routines are clear-cut, and there is a place for everyone to grow.

PRE-REGISTRATION INFORMATION & TOUR

- Families interested in enrolling at Mt. Bethel UMC should:
 - Call the center to set up an appointment to meet with the Child Care Director.
 - Meet with the Child Care Director to obtain information and tour the center.
 - Request an Enrollment Packet.
 - Schedule a time to drop-off the Enrollment Packet, pay registration/enrollment fees, and schedule the first day of attendance.

REGISTRATION PROCEDURE

- Parents must complete and return a Registration Packet which includes the following:
 - Registration Form
 - Childcare Agreement
 - Authorization for Emergency Medical Care
 - Children's Medical Report
 - Immunization History
 - Discipline & Behavior Management Policy
 - Infant/Toddler Safe Sleep Policy (children 6 weeks to 12 months)
 - Infant Feeding Schedule (children 6 weeks to 15 months)
 - Permission to Administer Topical Lotions/Powders
- Payment account and receipt history are set up on center management program. Payment agreement forms are signed.
- Registration fee is collected.
- Parents wishing to enroll immediately may proceed with the enrollment procedures.

ENROLLMENT PROCEDURE

- Upon completion of the Registration Packet, parents meet with the Director to clarify policies & go over registration packet.
- Additional medical care needs discussed and appropriate forms are completed, signed, dated and placed in the child's file.
- First day of attendance is scheduled.
- Enrollment fee is collected.

TUITION, REGISTRATION FEE, ENROLLMENT FEE & OPERATING FEES

- Tuition is due weekly on Friday for the upcoming week or monthly on the 1st.
 - Monthly tuition payments are not considered late if received by the 5th of the month.
 - Late payment fees will be applied to accounts on Tuesdays and the 6th of the month.
- **Full Week Rates:**
Infant = \$130 Toddler = \$130 Young PreK = \$125 Older PreK = \$120
- **Partial Week Rates:** \$35 daily all ages
- **Half-Day Rates:** \$20 daily all ages (Half-day care is considered 4 hours or less)
- **Drop-in Care Rates:** 1 hour to 3 hours = \$5 per hour; Half-Day = \$20; Full Day = \$35
- **Sibling Discount** (available to Full Week only): **\$5.00 discount** per week per additional child
- **Registration fees:** Full Week = \$50.00 1st child \$25.00 additional children
Partial Week = \$10.00 for each day of enrollment within the week
Half-Day = \$5.00 for each day of enrollment within the week
Drop-in = \$5.00 per child
- **Enrollment fee:** Registration fee plus 1st week's fee
- **Annual Renewal Fee:** charged September 1st and due by September 30th along with enrollment packet updated info
 - Full Week \$30.00 (1 child) \$15.00 (multiple children rate per child)
 - Partial Week \$6.00 for each day of enrollment within the week
 - Half-Day \$3.00 for each day of enrollment within the week
 - Drop-in \$5.00 per child
- **Late Payment Fee:** \$5.00 per day late up to 2 weeks.
After an account is delinquent for 2 weeks, the child care agreement will be terminated and the child will not be allowed to return until account payments are up-to-date. In order for the child to return to care, the child must be re-enrolled and enrollment fees must be recollected.
- **Late Pick-up Fee:** \$1.00 per minute after 6 pm to be paid directly to the attending staff member.
- **Return Check Fee:** \$25.00

TUITION FREE WEEK FOR FULL WEEK FAMILIES

- Full week families may choose one week of free tuition to use at their discretion each preschool year which runs September to August.
- The week must be taken in a Monday – Friday schedule.
- All five consecutive days must be taken at the same time.
- Notice must be given to the Director one week in advance.
- The child may or may not attend the center during the tuition free week.

ELECTRONIC PAYMENTS

- Electronic payments options are preferred and encouraged.
- The following electronic payment methods are available at no additional cost to you:
 - Credit Card = FREE
 - Debit Card = FREE
- The credit/debit card kiosk is located in the church's main lobby by the sanctuary entrance.
 - Credit card and Debit card payments are made directly to Mt. Bethel UMC.
 - Leave the printed receipt from the machine in an envelope labeled with your family or child's name.
 - Print receipts insure that the payment is credited to your CDC account.

CHECK PAYMENTS

- We ask that you not give hand-written checks to the teachers.
- Please place your check payments inside an envelope with your family or child's name marked clearly on the outside.
- Write your child's name on the MEMO line of your check to insure proper credit.
- Checks may be dropped in the tuition box or mailed to the center.

CASH PAYMENTS

- We ask that you not give cash to the teachers.
- Please place your cash payments inside an envelope with your family or child's name marked clearly on the outside.
- Cash may be dropped in the tuition box or mailed to the center.

TAX DOCUMENTATION

- A receipt reflecting the total charges and payments made by a family during a tax year will be printed and made available by January 31 of each year.
- A completed W-10 form will be printed and made available to each family by January 31 of each year.

WITHDRAWALS

- A written and signed **two week** withdrawal notice is required.
- The written notice must be given to the Director. When possible, please notify the Director sooner.
- Families are obligated to pay the full tuition during the two week notice period.

EXTENDED ABSENCE POLICY

- The entire week's tuition is payable even though a child may be absent.
- For extended absences for any reason, tuition must be paid if the child's place is to be held.

OBTAINING CENTER INFORMATION

- Center information can be obtained through:
 - The print copy of the Parent Handbook
 - The online copy of the Parent Handbook
 - Speaking directly with the Child Care Director

CENTER CONFIDENTIALITY & STAFF CONTACT

- Center Staff are held to a high standard of professionalism and confidentiality and are trained to share center information and child information within the child care center only and only with the appropriate persons.
- Center Staff is discouraged from giving out their personal contact information to families.
- Center Staff is discouraged from corresponding or engaging with parents through social media (Facebook, SnapChat, Instagram, Twitter, etc.), text messaging, or email messaging.
- Please respect the privacy and personal time of our Center Staff by contacting them in person or by center phone during operating hours only. Child Care Director will answer emails outside of center hours at her discretion.

FILING A COMPLAINT

- Complaints can be filed by:
 - Speaking directly with the Child Care Director
 - Handwriting a letter and submitting to the Child Care Director
 - Emailing a message to the Child Care Director

OPERATING HOURS AND SERVICES

- Mt. Bethel UMC Child Development Center serves children ages 6 weeks to 5 years old.
- The center operates Monday through Friday from 6:00am until 6:00pm.
- Full week, limited partial week, limited half-day, drop-in, temporary and emergency care is available.
- Drop-in care is available when classroom and center capacity allows.
 - Parents should call ahead at least one hour prior to drop-off to confirm care availability.

CHANGE IN DAILY SCHEDULE COURTESY CALL

- Please call the center between 7am and 9am to notify the center staff of any changes in a child's daily schedule.

DROP-OFF DEADLINE

- All children are expected to be dropped off no later than 9am each morning unless prior approval has been obtained from the Child Care Director.
- Drop-offs after 9am without prior approval and/or notification will not be guaranteed care if staff schedules have been revised to accommodate lower staff/child ratios in the classroom for the day or the child's late arrival will disrupt the regular flow of the day for the classroom.

CENTER HOLIDAY CLOSINGS

- Mt. Bethel UMC Child Development Center is closed the following holidays for children and staff.

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
July 4 th	Christmas Week
- Tuition is charged for these days.
 - Full week families will be charged full week tuition.
 - Partial week and half-day families will be charged for the day if the holiday closing falls on the child's regularly scheduled day of attendance.
 - Drop-in families will not be charged for holiday closings.

WEATHER POLICY/SCHOOL CALENDAR

- Mt. Bethel UMC Child Development Center will post inclement weather closings with WSOC-TV.
- Mt. Bethel UMC Child Development Center generally closes for snow or inclement weather when Alexander County Schools close.
- Mt. Bethel UMC Child Development Center generally opens on a delayed schedule when Alexander County Schools operates on a delayed schedule for students **and** staff.
- Parents are charged for inclement weather days.

MEALS AND NUTRITIONAL NEEDS

- All meals are included in tuition costs and meet Child and Adult Care Food Program requirements.
- Parents may opt out of the child development center's nutritional program at no tuition reduction and must then assume the responsibility of providing for their child's entire nutritional needs.
- Nutritional needs are not provided for infants & 1 year olds not on table food including but not limited to formula & baby food.
- All nutritional needs provided from home must be:
 - Labeled with the child's name
 - Labeled with the current date. (outdated items must be returned unused)
- Meal Service Schedule:

• Breakfast	7:30am	All ages
• AM Snack	9:30am	All ages
• Lunch	11:00am	Infant 11:10am Toddler 11:20am Young PreK 11:30am Older PreK
• PM Snack	2:00pm	Infant/Toddler 2:30pm Young & Older PreK

TOILETING NEEDS

- ALL CHILDREN NEED AT LEAST ONE COMPLETE CHANGE OF CLOTHING THAT STAYS AT THE CENTER.
 - Including shirt, pants, socks and shoes
- Parents provide toileting supplies for non-potty-trained children including but not limited to diapers, pull-ups, training pants, wipes, and diaper ointments.
- All toileting supplies must be clearly labeled with the child's name.
- All toileting supplies must be given to the classroom teacher to be stored away properly.
 - Do not leave toileting supplies in a diaper bag or cubby.

CLOTHING

- OUTDOOR PLAY
 - The children will play outside EVERY DAY!
 - Exceptions will be made only in the event of extreme temperatures or extreme precipitation.
 - Please see that they dress appropriately and have safe, comfortable shoes that enclose the toes and heels.
 - All removable clothing should be marked with the child's name.
- Please bring one complete change of clothing to be kept in the child's cubby.
- All children need a package of wipes to be kept in the classroom and used by the child as needed.
- Those children potty-training and wearing underwear should bring at least 5 changes of clothing daily which include underwear, pants, and socks along with an extra pair of shoes.
- Label all extra clothes and jackets with child's name.

PHYSICAL ACTIVITY

- Children participate in daily physical activity through outside play in the outdoor play area.
- On days with rain or extreme temperatures, gross motor activities will be planned by the teacher and carried out in the Fellowship Hall, the classroom or an extra classroom approved for auxiliary use.

ARTICLES FROM HOME

- Parents are asked to discourage children from bringing toys, gum, etc. from home.
- Diaper bags **ARE ALLOWED** IN THE INFANT ROOM.
- Diaper bags **ARE NOT ALLOWED** IN THE TODDLER OR YOUNG PRESCHOOL ROOM.
- Educational and science related articles are welcome but are subject to teacher approval.
- Special loved items such as a loved doll or blanket are welcome, but will be placed in the child's cubby within child's room.
- Please label all items brought from home.
- Absolutely no toy weapons or other items depicting violence will be allowed.

PARENT PARTICIPATION

- Parental involvement is a vital part of your child's preschool experience and success in school.
- We request your involvement by participating in special events in the classrooms and supporting our program in all areas.
- Ask the teachers what you can do to get involved.
- We encourage all parents to be involved as much as possible to insure the success of your child!
- *If you can volunteer in our classrooms, please let us know.*

PARENT CONFERENCE

- You will be afforded a parent conference with your child's teacher at your request at any time.
- Please schedule this in advance so the teacher can prepare appropriately for this meeting.
- If your child engages in behaviors which endanger him/herself or others, we will ask that you participate in a parent conference with your child's teacher and the Director in order to resolve the difficulty in a manner that will most greatly benefit your child's development.

ARRIVAL

- Parents and family members are to use the gravel driveway by the side of the church, the gravel parking lot in the rear of the building, and the sidewalk that wraps around the building and should enter at the classroom door.
- Parents or family members are asked to bring their child to the classroom upon arrival.
- Do not drop your child off at the curb.
- Children should never be left without the teacher present in the room.
- Parents or family members sign the child in at the Parent Station in the hallway outside the Director's office using the last four digits of their cell number.

DEPARTURE

- Parents and family members are to use the gravel driveway by the side of the church, the gravel parking lot in the rear of the building, and the sidewalk that wraps around the building and should enter at the classroom door.
- Children should then be picked up from the classroom.
- Parents or family members sign the child out at the Parent Station in the hallway outside the Director's office using the last four digits of their cell number.
- **Children should never be allowed to run or roam in the hallway without parental supervision.**

SECURITY AND SAFETY

- Mt. Bethel UMC along with other Methodist churches in the district has adopted a "Safe Sanctuary Policy" for children and youth. In order to stay in compliance with this church policy, cameras have been installed to monitor activity in all the classrooms, the outdoor space, outside doors and the hallway. These cameras are recording movement and activity only with no sound recording capabilities.
- All outside doors will remain locked from outside entry but are equipped with interior panic bars that make the doors easy to exit in times of emergency.
- The CDC entry door is equipped with a doorbell that allows visitors to contact the director or supervising staff for assistance or entry into the center.
- Classroom teachers work in pods connected by a shared restroom area. In the event of an emergency, teachers have been instructed to ask for assistance from their pod neighbor and then notify the director or the supervising staff.
- All classrooms are equipped with a cordless phone for emergency calls and parent communication.
- First time family members and visitors will be asked to show their photo ID through the glass door before admittance is allowed. Please do not be offended by our security policy. Once we know you, you'll be allowed unlimited admittance.

Mt. Bethel UMC CDC WELLNESS POLICY

Please note our WELLNESS POLICY is not meant to inconvenience families but rather to protect children and staff from contagious and infectious disease.

COMMUNICABLE DISEASES

- To control communicable diseases, we request that the teacher and Director be notified if your child has contracted or has been exposed to any communicable disease.
- Children with any of the following symptoms may not remain in care:
 - Fahrenheit temperature of 100 degrees
 - the sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water
 - one or more episodes of vomiting within a 12 hour period with other symptoms or generally not well
 - red eye with white or yellow eye discharge until 24 hours after treatment
 - scabies or lice
 - known chicken pox or a rash suggestive of chicken pox
 - tuberculosis, until a health professional states that the child is not infectious
 - strep throat, until 24 hours after treatment has started
 - pertussis, until five days after appropriate antibiotic treatment
 - hepatitis A virus infection, until one week after onset of illness or jaundice
 - impetigo, until 24 hours after treatment
 - physician or other health professional written order that the child be separated from other children
- We request that your child be kept safely at home with you or a family member if there is any doubt that he/she is coming down with something.
- If your child is sent to school and the teacher feels that he/she is sick and/or contagious, the parent will be phoned immediately and he/she will be kept in isolation until picked up.
- Parents are expected to pick the child up within an hour after being notified of the child's symptoms.

MEDICATION ADMINISTRATION

- We **DO NOT** administer over-the-counter medication or prescription medications during center hours except for children with chronic illnesses who have an action plan on file with the center. (i.e. asthma, diabetes, seizures, allergies)
- Parents **MUST** complete an action plan and have it on file in the Director's office.
- Chronic illness medication must:
 - Be in the original container
 - Not be beyond the expiration date
 - Be labeled with the child's name
 - Be labeled with the dosage amount and time to be given

CENTER CLEANING SCHEDULES

- Daily Cleaning is carried out by designated staff members and includes:
 - Toys mouthed by children retrieved and sanitized immediately
 - Classroom rugs vacuumed
 - Classroom floors vacuumed or swept, mopped and sanitized
 - Counter tops wiped clean and sanitized
 - Tables wiped clean and sanitized
 - Bathroom floors mopped and disinfected
 - Classroom toilet seats and bases wiped clean and disinfected
 - Classroom toilet bowls scrubbed
 - Hall water fountains wiped clean and sanitized
 - Glass doors in classrooms and entry way cleaned
 - Trash disposed
 - Activity centers organized
- Weekly cleaning is carried out by designated staff members and includes:
 - Sanitizing toys
- Weekly & Monthly cleaning is carried out by the custodial staff of the church and includes:
 - Cobweb removal
 - Hall bathroom sinks and toilets cleaned and sanitized
 - Hall bathroom floors mopped and sanitized
 - Hallways swept and mopped

CENTER CONTACTS

- Kimberly Crane
Child Care Director
- Center Email:
Child Care Director email
childcaredirector9042@yahoo.com
- Mailing Address:
Mt. Bethel United Methodist Church
Child Development Center
9042 NC Hwy 127 North
Hickory NC 28601
- Location Address:
Mt. Bethel United Methodist Church
9042 NC Hwy 127 North
Hickory NC 28601
- Center Phone
(828) 598-0121
- Center website
www.mtbethelumc.org (look for the child development center tab)
- Church Office Phone
(828) 495-8941
- Church website
www.mtbethelumc.org
- NC Division of Child Development and Early Education
www.ncchildcare.dhhs.state.nc.us
Facility # 02000110

After reviewing the Parent Handbook, please sign below acknowledging that you have read and understand the contents of the handbook.

Please give this sheet with all completed signatures to the Director.

Child's Name: _____

Classroom Name: _____

Parent Signature: _____

Date: _____