

Revisions have been made to the CDC Parent Handbook as of August 2018.

Please familiarize yourself with all policies and procedures, then sign the acknowledgement on the last page!

The last page needs to be returned to the Center.

**Thanks,
Heather Brinkley
Director**

**FIRST UNITED METHODIST CHURCH
CHILD DEVELOPMENT CENTER**

PARENT HANDBOOK

**3501 E Elms Road
Killeen, TX 76542
254-634-5149 phone
254-634-7104 fax**

Effective July 2018

Philosophy and Purpose

The First United Methodist Church (FUMC) Child Development Center (CDC) program is an extension of the total education ministry of the First United Methodist Church of Killeen. The church believes that one of its missions is to meet the needs of children and parents or legal guardians within its congregation and the surrounding community.

The purpose of the center is to provide quality childcare in a wholesome Christian environment. The Child Development Program is committed to focusing on the welfare, education, and support of all children in the program so that each child can grow and develop spiritually, cognitively, physically, emotionally, and socially within a Christian environment. While experiencing challenge and success, every child is given the opportunity to build self-esteem and a love for learning. The program is governed by policies and procedures approved by the Church Council and are overseen by the Pastor(s).

- **Center Colors:** Green and White
- **Motto:** “Making new disciples of Jesus Christ in the hearts and minds of children”
- **Logo:** Cross and Flame with Children
- **School T-shirts:** Available for \$10 and recommended for students to wear on field trips outside of the FUMC CDC facility.

License

The FUMC Child Development Center is licensed by the Texas Department of Protective Services. It meets all the requirements and is inspected by this agency periodically. It is licensed for 132 children who are infant to 12 years of age. Parents or legal guardians may contact Child Protective Services at 405 E. Elms Road, Killeen, TX 76542; phone 254-526-9011 or 1-800-252-5400 for the hotline. Additional information may be found at www.tdprs.state.tx.us

Licensing rules may be viewed online and also in the FUMC CDC Director’s Office. The most current inspection is posted on the parent bulletin board.

Curriculum

Semester units with a weekly theme are planned and implemented year round. A weekly lesson plan is written by the teachers, approved by the CDC Director, and carried out in each classroom. The lesson plan is posted in the classroom and on the parent bulletin board.

Learning Centers included in the classroom are:

Arts and Crafts	Science	Manipulatives	Sensory Play
Prewriting	Family Living	Blocks	Music & Listening
Library			

During circle time children enjoy and take part in daily devotion, story time, calendar time, pledges to flags, and group music. The learning centers help prepare children for readiness skills such as recognizing letters, shapes, colors and numbers, as well as other developmental skills.

Special activities are also part of the curriculum. Such activities include field trips, special guest speakers, and a variety of topics. These activities are planned to enhance the weekly unit and are planned in advance to accommodate transportation or special needs.

Outdoor play is offered two times a day (weather permitting) to develop gross motor skills. We have adopted the KISD weather related physical activity guidelines. The children will not be permitted outside if the weather is below 40 degrees including wind chill, or if the weather is above 95 including heat index. Weather temperatures will be accessed from the weather channel app.

Spiritual development is met through a weekly Bible verse, chapel time, religious songs, and prayer before snacks and meals. In the summer all children are encouraged to take part in FUMC Vacation Bible School.

***Should any of the following policies be changed or revised, parents will be notified via a letter sent home, signs posted throughout the center, and in the weekly e-mail.*

Operating Hours

The center operates on a twelve-month schedule (September through August) and is open Monday-Friday from 6:00 a.m. to 6:00 p.m.

Admission and Registration

Applications for the CDC program are accepted at any time. We do not discriminate on the basis of race, sex, or creed. A pre-registration conference with the parent(s) or legal guardian and child(ren) must be held with the Director prior to enrollment.

At the time of registration, the parents or legal guardian will receive forms to be completed prior to enrollment. A health statement and shot records are needed prior to admission. Children four years old and older are required to have vision and hearing screenings.

Due at the time of enrollment are the registration fee, supply fee, and two weeks tuition. The supply and registration fees are non-refundable should a parent or legal guardian choose not to enroll the child(ren). Vacancies will be filled on a first-come, first-serve basis. A waiting list will be kept by the CDC Director in his/her office. All children using the center must be registered, even if they will only attend occasionally.

All current families of the FUMC CDC must re-register their children in March of each calendar year to ensure their place for the following year. At the time of registration the registration and supply fees are due.

Supply Fee:	\$100.00/per year
Registration Fee:	\$ 15.00/per child for existing CDC children
	\$ 65.00/per child for new registration

Tuition

Tuition fees are due two weeks in advance. Payments received the week in which they are due are considered timely. Should a payment be two weeks late, a written notice will be sent to the parents or legal guardian. Once a payment is one month late, the child will be dismissed from the CDC. If payment is made within one business day, the child may return to the CDC. If payment is more than two business days late after dismissal, the child will be placed on the waiting list for re-enrollment. An account being one month late more than twice in one year will result in termination of care.

Checks and money orders must be made payable to FUMC CDC.

Payments may be made by check, cash, debit/credit card, automatic withdrawal, or money order. Receipts will be given upon request.

A late charge of \$25.00 will be added to all overdue bills per tuition period. To ensure that there are no late fees, payments should be made Friday or no later than the following Monday morning.

Tuition fees should be given to the Director, office staff, or placed in a designated drop box. Please do not give tuition to the teachers or aides in the classrooms.

A \$20.00 charge will be placed for all returned checks. Cash and money orders are the only forms of payment accepted for returned checks. Returned checks not picked up will be processed through the Bell County Attorney's Office.

Listed below are the various tuition programs offered. Full-time placements will have priority over part-time care. **Part-time will be considered when there is not a waiting list for that age group.**

Weekly Rates

Infant- Toddler	\$140.00	
Two's - Pre-K2	\$120.00	Tuition Rates subject to change with
3 days/week	\$95.00	approval from FUMC CDC Board and
2 days/week	\$85.00	FUMC Finance Committee.

Multiple Children Discounts

Discounts for registration of more than one child per family are offered. The youngest child will pay full tuition rates. The second child's weekly fee is reduced by \$10.00 per week. The third child and more are reduced by \$5.00 per week.

Fees Concerning Absences and Vacations

No deductions or refunds will be made for absences, holidays, bad weather, illness, etc. If a child has been at the CDC for one calendar year, the child's space will be held for a one-week period to allow for vacations. There will be no charge of tuition for this week. The CDC Director must receive a written notification of this vacation absence at least one week prior to the child's absence. Failure to notify the director in writing and within one week of the vacation absence will result in the weekly tuition being charged 100%.

Credit for extended absences due to illness or family emergencies will be considered on a case-by-case basis. The CDC Director must be notified during the first week of absence. Below is credit given based on weeks absent:

- 1st week of absence—No Credit
- 2nd week of absence—50% of weekly fee
- 3rd week of absence—25% of weekly fee
- 4th week and more—child will be dropped from the program, but will be given first priority for re-enrollment

In the event of extended absences due to sickness or family emergencies, parents or legal guardians are to call the CDC Office and inform the CDC Director. The contact phone number is [254-634-5149](tel:254-634-5149).

Health/Immunization

Children must have a written statement from a healthcare professional who has examined the child within the past year indicating the child is able to take part in the childcare program. Immunization requirements are set according to the Texas Department of Health, and the CDC is required by law to have a record of your child's immunization records and a revised copy as the shot records are updated. The CDC office will be glad to make a copy of the immunization record.

Parents or legal guardians of infants will need to check their child's shot records every six months. The CDC has available information concerning the schedule of required immunizations.

Illness

Parents or legal guardians will be called and asked to pick up their child if the child has an oral temperature of 101 degrees or above, or armpit temperature of 100 degrees or above. Parents or legal guardians will be called if child exhibits symptoms and signs of possible severe illness; such as lethargy, uncontrolled breathing, uncontrolled diarrhea/vomiting (two or more episodes within 24 hours), rash with fever, mouth sores with drooling and/or wheezing, extreme behavior change, signs of a communicable disease, other unusual symptoms, or illness that prevents the child from participating in the center's activities including outdoor play.

A child may not return to the center until he/she is symptom free (without medication) for 24 hours or with a doctor's note stating the child is no longer contagious and may return to

care. Please do not bring your child to our facility if your child exhibits any of the above listed symptoms as he/she will be sent home immediately.

The child must be picked up within an hour of the presentation of symptoms. If you cannot be reached, we will call from your emergency contact list.

If your child has been diagnosed with a communicable disease, parents or legal guardians must inform the center, as some are required to be reported to the Texas Department of Health. The center will alert parents or legal guardians of communicable diseases to which their children may have been exposed.

Participation

If a child cannot participate in the daily activities of the center including outdoor play the parent will be notified, and the child must be picked up within the hour of notification. This behavior will include, and is not limited to, lethargy (to the point of falling asleep during activities) or crying that cannot be soothed within an hour.

Medications

All medication for your child must be turned in to the office. Medical refrigeration is available as needed. **Do not place medications in child's lunch box, diaper bag, etc.** In order for staff members to administer medication you must fill out the medication form found in the Director's office. All directions for administering medication must be reviewed verbally with office staff giving medication. All medication forms will be discarded three months after the last dosage. The following steps must be taken to administer medication in addition to the medication form:

- Medication must be in original container and labeled with child's name
- Date must be on container
- Directions for medication administration must be written on medication form
- If prescribed by a physician, the child's name must be on the label
- Medication must not be expired
- Over-the-counter medication must have the dosage requirements for the age or weight for the child on the container

*All unused medication will be returned to the parent or legal guardian or discarded after expiration date.

Accidents

Minor accidents (skinned knees, bumps, small cuts, etc.) will be treated at the center. If major injuries occur, the parent or legal guardian will be called immediately. Injuries requiring a doctor's attention will be reported to the Texas Department of Protective and Regulatory Services as required by licensing requirements. All accident reports will be filled out and placed in the child's file. Parents or legal guardians must sign accident reports and may request a copy.

In case of an accident and the center is unable to reach the parents, legal guardians, or emergency contact, the Director or her representative will call the child's physician listed in

the enrollment package. Parents or legal guardians have the option of picking their child up immediately or meeting the child at the designated emergency room. Parents or legal guardians will be expected to assume responsibility for any resultant expenses.

*** Please keep all changes in phone numbers, emergency numbers, places you can be reached, doctor preferences, etc. up to date.**

Vision and Hearing Screening

By law, all children who are four years and older must be screened for possible vision and hearing problems. Parents or legal guardians should take their child to a professional for these examinations. Screening results must be documented and reported annually to the Texas Department of Health. A copy of these screenings will be kept in each child's records on file in the Director's office.

Arrival and Departure Procedures

A parent, legal guardian, or adult designated by the parent or legal guardian must accompany the child when arriving or leaving the center. At no time should a child arrive at or leave the center alone. Parents or legal guardians need to make sure that a caregiver is notified the child has arrived or is leaving the center. This is a good time to pass on or receive brief daily information about the child. More detailed or extended care instructions should be discussed with the Director or teacher during a conference.

The center must be informed in advance, in writing by the parents or legal guardians, if someone else is picking up their child. All persons picking up the child other than parents MUST provide a valid ID. Failure to provide ID will result in the child not being released to the designee.

No child will be accepted before 6:00 a.m.; all children are to be picked up by 6:00 p.m.

The center has a morning cut-off. No child will be accepted into care after **10:00 a.m.** unless previous arrangements, such as doctor appointments or therapy sessions, have been made with the office.

Late Fee for Late Pick Up

Parents or legal guardians picking up children after 6:00 p.m. will incur a \$5.00 late fee from 6:01-6:05 p.m. Each additional minute late after 6:05 p.m. will incur a fee of \$1.00/minute. All late pick up fees must be paid in cash the following business day.

In the event staff cannot reach either parent, legal guardian, or emergency contact person after 6:00 p.m., the staff member will call the Texas Department of Protective Services. It is important to keep all phone numbers up to date.

Field Trips and Special Activities

The permission slip for field trips, splash pads, transportation, water play, and Vacation Bible School is included in the enrollment package. Parents or legal guardians need to

indicate whether they want their child to participate by marking the appropriate box. Field trips will be announced in advance by notes posted on the parents' or legal guardians' sign-in desk, included in semester unit schedules, and in the monthly newsletter. Field trips are usually planned once a month for children three years of age or older. All children participating in field trips must be potty trained; otherwise, they will remain at the CDC with another class.

Our church van used for transportation during field trips is equipped with seat belts and booster seats for fifteen passengers. Parents or legal guardians are invited to attend field trips; if we need help with additional passenger space, we ask parents or legal guardians to accommodate the Center by driving their own children to and from the destination.

Attendance

Texas licensing standards require us to keep a record of daily attendance. Parents or legal guardians are required to sign their child in and out each day using the Procure System located at the Director's Office.

Open Door Policy

Parents or legal guardians are welcome to visit our center at any time to observe or visit with their child. Conversations with the teachers should be brief during drop off and pick up, as their job is to care for all children. Parents or legal guardians may also observe their child in their classrooms through the camera monitoring system by checking with the Director. Parent or legal guardians/teacher conferences may be arranged for a time when the teacher is not in the classroom. We hope you will communicate any concerns you have to the Director. Your suggestions are always welcome; we constantly strive to improve our center.

Snack and Lunch

A nutritious snack is served in the morning and afternoon. Milk, juice, or water are provided for all meals. Children must bring their lunches if they will stay past 11:00am. If your child comes to the center after 11:00, they need to have already eaten lunch.

Lunch time at the center is from 11:00-11:45 a.m., depending on the age of the child. Parents or legal guardians are asked to make lunches as nutritious as possible.

Refrigeration and microwaves are available in each classroom. Parents or legal guardians are asked to place only foods that need to be kept cool in the refrigerator. Lunch boxes will be placed in the child's cubby or designated area within the classroom.

Please remember to label ALL food containers, plastic bags, etc. with your child's name.

Naps

All children will observe a supervised rest period after the noon meal. Nap time at our center is from 11:30 to 2:00 p.m., depending on the age of the child. Personal blankets may be brought for this period of the day only. The center provides nap mats with a mat cover. If you choose to bring a personal blanket, please label it with your child's name and place in

child's cubby. Parents or legal guardians are asked to take all personal blankets home each Friday to launder.

Personal Belongings

Extra clothes, including socks and underwear, must be kept in the child's cubby in case of accidents, spills, etc. Parents or legal guardians will be called to bring extra clothing if an accident occurs and there is not a replacement in the child's cubby. Please label all belongings. We are not responsible for lost items.

Infants

Parents or legal guardians must furnish their child's own food, formulas, disposable diapers, wipes, sleep sack/blanket, and any preferred products (Vaseline, Desitin, baby powder, etc.). Items need to be checked weekly to ensure there is an adequate amount in stock. Parents or legal guardians are asked to bring plastic bottles, cups, containers, etc. to avoid accidents or broken glass. Please make sure all items are clearly labeled with your child's name. Please plan to keep at least three sets of clean clothes for your child. Soiled clothing/linens will be returned to parents or legal guardians for laundering.

Please prepare all bottles at home and bring in daily.

If the center has to provide diapers, fifty cents (.50) per diaper will be charged.

Nursing Mothers

Nursing mothers are welcome to breastfeed at the center or provide breastmilk for their child. A comfortable, private area will be provided to enable a mother to breastfeed her child.

Toys from Home

The center provides safe, adequate, and educational toys for all age groups. Toys and unnecessary items should be left at home. We do appreciate children sharing books, musical CD's and G rated movies that may be enjoyed by the entire class. Parents or legal guardians need to inform their child's teacher if they brought an item to enhance a particular weekly unit. Please label these items so they may be returned at the end of the unit.

Progress Reports

Developmental progress reports for each child will be given twice a year to parents or legal guardians. Teachers and the Director will schedule an appointment if you wish to have a conference to discuss the report further.

Discipline and Guidance

The behavior management plan for children at FUMC CDC is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. The behavior management of any individual child is carried out in a private manner as much as the situation will allow.

The staff uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction as a means of settling issues. It is not the child, but the child's actions, that are given the attention of the staff. The use of "time-out" is used sparingly and only in cases where the child has the ability to reflect on past behavior and to make the appropriate changes. The length of time in "time-out" will not exceed one minute per year of the child's age.

No child will be punished with any harsh, cruel, or unusual treatment. Corporal punishment or threats of corporal punishment are not allowed at any time. No child will be denied food as a form of punishment. No child will be punished for not using the toilet. No staff will force-feed, threaten, or physically or emotionally hurt a child.

In the event a child's behavior poses a continual threat to himself/herself or the rest of the children attending, it will be the responsibility of the Director, in consultation with the parents or legal guardians and class teacher, to recommend appropriate support services that will aid the child.

Animals

Animals are not kept at the center. During our pet unit, animals may be included in the activities. Bringing animals to the center will be coordinated with teachers and the Director. Parents or legal guardians will be notified of all visiting animals.

Holidays

The center will be closed for the following holidays:

- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- July 4th

Any other dates will be posted. We will try to follow KISD's schedule as much as possible.

Bad Weather Closings

We will be closed due to bad weather if the Killeen Independent School District (KISD) announces it is closed. Delays due to bad weather will also follow KISD. Parents or legal guardians need to listen to announcements on the television or visit the KISD website. We will also do the same make-up dates as KISD. If KISD is not in session, we will follow Fort Hood announcements.

Emergency Evacuation

If there should be an emergency at our site or immediate area and we are forced to evacuate, the following procedures will be activated:

- Parents or legal guardians will be notified first to pick up their child immediately.
- If parents or legal guardians do not arrive in the delegated time frame, transportation will be provided to our evacuation site at the First Baptist Church of Killeen, located at 3310 South W.S. Young Dr. Killeen. Parents or legal guardians should pick up their child from the designated evacuation site as soon as possible.
- Our secondary evacuation site is Lifeway Fellowship located at 4001 E. Elms Rd. Killeen.

Newsletters and Bulletin Boards

The center puts out a monthly newsletter containing weekly units, snack menu, classroom news, special activities, home-to-school articles, and general information. The bulletin board located in the lobby will be another way information will be shared with parents or legal guardians. Parents or legal guardians are encouraged to check their child's cubby and bulletin board regularly.

All parents or legal guardians are welcome to take copies of the FUMC Newsletter. If families do not have a church home, we hope you will visit and consider making FUMC your church home.

Gang-Free Zone

Any area within 1,000 feet of a childcare center is a gang-free zone where criminal offenses related to organized criminal activity are subject to harsher punishment.

Child Abuse Reporting Policy

Texas State law requires the FUMC CDC and all members of childcare institutions be on the lookout for and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

All incidents or suspected incidents will be reported to Child Protective Services for investigation. FUMC CDC is not allowed to do any investigation and is required by law to report anything of a suspicious nature. It is advised that parents or legal guardians make the staff aware of any bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

Notify the Center

Parents or legal guardians should notify the center for the following situations:

- Child is going to be absent
- Prolonged absences due to illness or family emergency

- Your child is going to be late, at least one hour delay of normal arrival time
- Anything unusual or disturbing has happened to your child
- A change in phone number or address
- Emergency contact person has changed
- Change of physician
- There is an updated immunization
- Child has a communicable disease
- Child is going to be withdrawn from center (a two-week notice is required)

Withdrawing a Child from CDC Program

A two week written notice is required to withdraw a child from the center. Tuition refunds are not refundable without this notice.

CDC Parent Handbook Acknowledgement of Policies

Failure to abide by the policies and procedures of the Center will result in:

1. A verbal reminder of the Center's policies.
2. A written warning that a policy has not been followed.
3. Termination of care from the Center.

I have read, understand, and agree to the above statements/procedures.

Signature _____ Date _____