



First United Methodist Preschool and Childcare Student Handbook

2021-2022

2727 Jackson Street
Alexandria, Louisiana 71301
318-484-9377
www.fumpchildcare.org

Dear Families,

Welcome to First United Methodist's Preschool (affectionately known as FUMP)! We are thrilled to welcome you to our preschool family and we look forward to partnering with you in the beginning stages of your child's education. Preschool is an exciting time filled with wonder and exploration.

The faculty, staff, pastors, and I are dedicated to provide a safe and loving Christian environment to nurture your child's spiritual, educational, social, and emotional needs. Our qualified faculty brings years of experience to their classrooms. In fact, this fall we will have taught and cared for children in Central Louisiana for 64 years. We are enthusiastic to use our skills and talent to teach and care for young children. This staff has a love for early childhood education within this growing community.

This Parent Handbook has been prepared to help acquaint you in advance about our policies as well as to promote a mutually beneficial understanding between *our school* and *your family*. Please take the time to read it thoroughly. I sincerely hope that by working together we can give your child a solid foundation on which to build, in future years.

Our staff appreciates you sharing this part of your child's life with us. I hold special pride in the commitment of our professional staff selected for their knowledge of child development, their strong interpersonal skills, and their commitment to sharing the love of Christ with your child.

We seek staff who value working as a team with parents, colleagues, and volunteers. If you have any questions or concerns about our school policies or procedures, please contact me in the preschool office.

Sincerely,

Directors:

Alison Byram & Catherine Lytle
First United Methodist Preschool & Childcare

Table of Contents

About our Program	4-5
Contact Information.....	6
Preschool Programs.....	7-8
Policies and Procedures.....	9-28
Admissions.....	9
Registration.....	10
Tuition, Fees, and Fines.....	10-11
Health.....	11-16
Breakfast, Snacks, and Lunch.....	16
Communications.....	17
Discipline.....	18-19
Aggression Policy.....	19-20
Transportation.....	20
Emergency Procedures.....	21-22
Toilet Training.....	23
Celebrations.....	24
Carpool Procedures.....	24
Dismissal of a Child.....	25
Day-to-Day Reminders.....	26-28
Entry Control System Instructions.....	27-28

History

First United Methodist Preschool (FUMP) began as a weekly kindergarten class in a separate building from First United Methodist Church. The Church was originally built in 1910 at the corner of Jackson and Foisy Streets downtown Alexandria. By 1927, a Religious Education Building was erected and Sunday school classes for nursery-age to adult were taught in the three-story, Tudor Gothic Building.

On February 14, 1956, the church proposed to open a weekly kindergarten program. Church member Mathilde Bradford was working for the state of Louisiana and helped set up a state approved daycare the same year. In September 1956 the first kindergarten classes were held in the ground floor of the Religious Education Building; tuition was only \$15.00 a month!

When First United Methodist Church moved to its current home on Jackson Street, the kindergarten classes were held in the present-day preschool wing; daycare was in our current childcare rooms. The Johnson Youth Center, which currently houses the church's gymnasium, media center, and pool wasn't added until 1990's.

Licensing

First United Methodist Preschool and Childcare is a private program licensed by the State of Louisiana, Department of Education. We are a licensed as a Type 1 child daycare center.

Mission Statement

First United Methodist Weekday Children's Ministries provide a safe and loving Christian environment to nurture the spiritual, educational, social, and emotional needs of our children and their families.

Philosophy

Our philosophy is to provide developmentally appropriate programs, for infants and children up to age five, that foster the whole child concept, respect each child as an individual, and stimulate a child's natural interest in, and enjoyment of, learning.

In a safe, loving, and Christian environment, we work to develop caring, respectful, and responsive relationships with the children in our care. The staff supports each child's disposition to learn while (1) facilitating their learning and (2) fostering competencies in intellectual, physical, social, and emotional domains with the help and support families, parents, and First United Methodist Church of Alexandria.

We believe in fostering the development of a young child's creative thinking skills by giving the students meaningful opportunities to use play to experiment, explore, question, and discover. Our daily classroom practice and programming objectives support this development.

Members of the United Methodist Church affirm the faith shared by all Christians, with emphasis on God's grace and on Christian living. First United Methodist Preschool supports the United Methodist Church's beliefs through collaborative activities with the church, its organizations, and ministries, which means all two, three, and four-year-old classes will be attending chapel, singing Christian songs, praying, and learning about the word of God from our church pastors and children's minister.

Administration

Director: Catherine Lytle, BS. Education; MA, Counseling

clytle@fumca.org

Director: Alison Byram, BS. Family & Child Studies

abyram@fumca.org

Curriculum Coordinator: Marie Wimbley

mwimbley@fumca.org

Staff In Charge (SIC): Coreen Powell, Kalyn Watkins & Miranda Moses

Office Numbers

Director's Office

(318) 484-9377

Preschool Business Office

(318)443-2858

Fax:

(318) 484-2692

Visit our school website: www.fumpchildcare.org

Like us on Facebook: www.facebook.com/WCMfumca

Parent Club (FUMP-PC) Facebook page:
www.facebook.com/groups/199152710682645/

First United Methodist Preschool Programs

For 64 years, our Mission Statement has remained the same: First United Methodist Weekday Children's Ministries provides a safe and loving Christian environment to nurture the spiritual, educational, social and emotional needs of our children and their families.

Programs

Child Care 7:30AM- 5:30PM

Our Child Care Program is a year-round program designed for children six weeks to 2 years of age who need daily, full time quality care in a joyful, loving environment. A full year begins in June and lasts until June the following year. All students enrolled in our child care program will be given the first opportunity to attend our preschool program once they qualify. If a child enrolls in our child care program during the months September-December, the registration fee is reduced in half, since the opportunity to register (full price) begins in January for the following school year. Our Child Care hours are from 7:30 AM until 5:30 PM, Monday through Friday.

Children who are enrolled in Child Care and Extended Care may attend school on the days that preschool is closed if the facility itself is not closed. If your child is enrolled in Child Care, you do not need to sign up for "SunRiser Routine". We also transition children in our childcare hallway frequently, about 3 times a year. We do this for a number of reasons. Moving our newborns after 3-4 months allows room for more newborns.

The Preschool or Half Day Program 8:15 AM – 11:45 AM

Long a part of the children's ministries at First United Methodist Church, every one of our 2-year-old, 3-year-old, and Pre-K programs are taught by mostly certified teachers, skilled and experienced in educating young children.

Each preschool class has a teacher and an aide (available at any time to help in room). Preschool hours are 8:15 until 11:45 AM from Monday through Friday. SunRiser Routine may be added for an additional fee. Children enrolled in this program only (1/2 day) will run on the same schedule as Rapides Parish Public Schools; when public schools are not in session, neither are our students who are enrolled in the preschool program.

SunRiser Routine 7:30 AM

Offered to preschoolers ages two through Pre-K, SunRiser begins at 7:30 AM and is offered five days a week for children who need to arrive earlier than 8:15 AM but leave by noon. Parents must walk their children to the early morning class; carpool does not open until 8:15 AM. Children are allowed to bring their own breakfast before 8:00 AM, as breakfast will be over by 8:10 AM to ensure a smooth transition when teachers pick up their students at 8:15 AM. You can use SunRiser Routine anytime.

Extended Care 11:45AM – 5:30PM

Preschool children enrolled in our two-year-old, three-year-old, and Pre-K programs have the option of Extended Care. Extended Care begins at 7:30AM and ends by 5:30PM. Essentially your child's day is extended beyond the preschool morning hours. Extended Care extends past noon and allows your child to begin their day at 7:30 and stay as late as 5:30. When the preschool (1/2 day and public schools) is closed, often times the Extended Care program is in session.

Summer Session- For Preschool Program Only

Full Time Summer Care

Weekly, 7:30 AM – 5:30PM

2-6-year-old may be enrolled in fulltime Summer Care. Fulltime Summer Care runs Monday – Friday, 7:30AM – 5:30PM.

Part Time Summer Care

2, 3, Or 5 Days/ Week

2- 6-year-old may be enrolled in part-time Summer Care on Tuesday/Thursday, or Monday, Wednesday, & Friday, or Monday- Friday 9AM – 3PM. You can choose any or all sessions and vary your times each month.

Session 1 – 4 Weeks

Session 2 – 4 Weeks

Session 3 – 4 Weeks

FUMP's summer registration takes place after school registration. Summer Care sessions will follow the same curriculum used during our regular school year, Frog Street. We provide a lot of enrichment activities during the summer. We cannot hold spots for the summer months since the program is popular and vacancies are limited. Tuition cannot be refunded for vacations, swim lessons, or the last week in August when the school closes for teacher in-service.

Policies and Procedures

Admissions

Full time and part-time classes are filled on a first-come, first-served basis according to the date of enrollment. In-house registration is open first to current students, then siblings/alumni of children attending Weekday Children's Ministries programs, and to members of First United Methodist Church of Alexandria. If there are additional openings after in-house registration, the public has the opportunity to register on a first-come, first served basis. In-House registration begins in January.

If classes are full when a parent attempts to register, the child's name can be placed on a waiting list. Vacancies will be filled as they occur, beginning with the first person on the waiting list.

Childcare

Babies six weeks to twelve months of age are eligible to enroll in our Infant and Crawler programs. The age for entry to the Crawler program varies depending on available space in that program. The Crawler program is a transition between the Infant and Toddler programs. *Children in this program must be enrolled year-round.*

Preschool

Children who are 2-years-old through Pre-K age are eligible to enroll into preschool.

Requirements and procedures are:

- The child must be two-years-old by September 30 to be admitted to the 2-year-old program.
- A child must be three years old by September 30 to be admitted to the 3-year-old program. Children **need be 95% potty trained with minimal accidents** before they may enter the three-year-old program in the fall. However, we will make every effort to help beginners for at least 6 weeks before we make a final decision about their physical readiness for preschool.
- A child must be four years old by September 30 to be admitted to the Pre-K Class. He or she **must be potty trained**.

A child cannot move up to the next age level class in the middle of the year.

Registration

A **non-refundable** registration fee of 180.00 is due at enrollment for any regular session. A summer childcare registration fee of 75.00 is due upon registration for summer childcare.

Registration for fall enrollment in preschool usually begins as early as January before the start of the next school year, in September, registration for Summer Session is usually held one month after Fall Registration.

Once a child is registered, FUMP requires a one-month notice of withdrawal from the program. Tuition refunds will be calculated based on the date notice was given.

Tuition, Fees, and Fines

Tuition is calculated as a monthly fee and is to be paid one month in advance. Bills are generated on or about the first of each month, and payment is **due by the tenth** of each month (ex: September tuition is billed on August 1st, and is due by August 10th). No refunds are given for illness, vacation or school closure due to inclement weather.

- If payment is not received by the **10th** of the month, FUMP is required to charge a **\$20.00 late fee** unless provisions have been made with FUMP's director. If they payment plan made with the director is breached FUMP cannot care for your child, and our school will have to contact a collection agency.
- If payment is not received by the **25th** of the month, **an additional \$20.00 late fee** will be added to the account.
- If the payment has not been received by the **end of the month, a third \$20.00 late fee will be added to the account and the child will not be allowed to return to preschool or childcare until the account is paid in full or we will turn your account over to a collection agency.**

Habitually late payments, as determined by the director, will result in mandatory Direct Withdrawal.

Checks should be made payable to *First United Methodist Preschool* or *FUMP*. There is a tuition collection box in the hallway by the glass doors leading to the church office.

Please see the chart in the back of this handbook for current tuition rates.

- Direct withdrawal is available for convenient, easy payment of your account. You will receive monthly statement detailing the charges for the month. Your account

- will be drafted on or around the tenth of the month. *Sign up for Direct Withdrawal with Summer Knight in the school office. *
- There is a sibling discount of \$50.00. This discount only applies to **extended care** enrollment; it does not apply to the part time tuition.
 - Our software program, SmartCare, has a phone app that allows you to have access to information about your account/billing. SmartCare allows you to set up payments, much like PayPal OR you are welcome to turn in cash or credit in the office.

Payment During A Forced Shut Down

FUMP families are sent their billing statement the first business day of the month. FUMP policy states the tuition is to paid by the 10th of each month. Should the school shut down because of a catastrophic event, FUMP requires payment of the most current invoice sent. The invoice must be paid in full. No further financial statement will be sent until FUMP is aware of a reopening date. Our detailed financial commitments mean that FUMP continues paying its bills responsibly even when the school is closed. FUMP also pays for reopening and restarting the school.

Security Cards

- Each family is issued one security access card after enrolling. Additional cards are available upon request.
- A \$20.00 safety deposit will be assessed to your statement for each card. Including the first card issued.
- A \$10.00 deposit will be refunded when the card is returned in good working condition. Cracked, warped or otherwise damaged cards are not considered good working condition.
- The charge for SunRiser (early morning drop off) is \$3.00 per day if the child is NOT enrolled in extended care, which will be assessed on your monthly tuition statement.

The following fines can be assessed on your monthly statement:

- A \$25.00 fee for each NSF (check or direct withdrawal). If a second NSF is received, checks will no longer be accepted – Direct withdrawal, Money Orders, Cashier's Checks or Cash will be required. If a third NSF Check is received, all future payments must be in the form of Cash, Money Orders or Cashier's Checks.
- A \$3.00 per minute for the first three times you are late picking up your child and \$5.00 per minute for all additional offenses. This fee will be assessed after

12:00PM for part-time, and after 5:30PM for full time care. The fee will be assessed on the next month's statement.

Health and Safety

Current immunization records, required by the Louisiana Department of Health, need to be on file in our office within your child's first 30 days of starting school or childcare, he or she may be dropped from the program.

Weekday Children's Ministries try very hard to keep the children well, and your full cooperation in this matter is necessary. Weekday Children's Ministries reserves the right to send home a child believed to have a communicable disease.

Head Lice Policy

First United Methodist Preschool and Childcare has a no nit policy. No exceptions will be made.

Head lice are difficult to prevent and control in settings where children and their personal items, such as coats and hats have such close contact. The ages of the children we care for make it necessary for the staff to have very close physical contact with the children. Our lice policies are in place to protect our staff as well as the children. Head checks will be done any time the staff feels necessary.

Any child found to have live lice or nits (eggs) must be removed from the school once the parent has been informed within 30 minutes. Any time lice or nits are detected, the classroom will be thoroughly cleaned and toys that could harbor the lice will be sealed in plastic bags for at least two weeks. Other children in the classroom center will be checked for lice as well.

Children who have been found to have lice and/or nits must be treated and be nit free before they may return to the school. **The returning child's parent/guardian must allow extra time for the returning child to be checked by staff before the parent/guardian leaves the building**, if nits are found the child will not be allowed to stay.

Staff will check children who have been affected periodically for two (2) weeks to help prevent reoccurrence. A notice from the school to the parents will be sent home

to inform parents their child may have been exposed to lice so the parents can be informed and take preventative measures with own child.

*Infection Control and Disease Prevention on next page

FUMP Policy for Infection Control and Disease Prevention

Staff and children are encouraged to wash their hands after entering the center, before preparing meals, after toileting and changing a diaper, before and after eating meals or snacks, and anytime hands become soiled with body fluids (such as urine, stool, saliva, blood, and nasal discharges).

FUMP's will exclude from care any child with the following illness or symptoms because of the potential contagiousness of the disease:

Illness/Symptom	Exclude
Diarrhea (two or more loose stools)	Until diarrhea resolved: at least 24 hours
Fever (100.0 with the ear thermometer)	Until fever resolved for 24 hours, or child has been cleared by a physician
Undiagnosed generalized rash	Until rash is clear or child's physician identifies the rash as non-contagious
Flu	Until 5 days after diagnosis, and cleared by child's physician
Hand, foot, and mouth	Until 5 days after diagnosis, and cleared by child's physician
RSV	Until 5 days after diagnosis, and cleared by child's physician
Bronchitis	Until 2 days after diagnosis, and cleared by child's physician
Strep throat, impetigo, ringworm	For one day after beginning treatment
Staph, c-diff	Until cleared by child's physician
Chicken Pox	Until skin lesions (blisters) are scabbed over
Hepatitis A	Until 1 week after illness begins, and fever resolved
Meningococcal disease	Until child is well with proof of non-carriage
Hib disease	Until child is well with proof of non-carriage

COVID 19	No sooner than 7 days from onset of symptoms while being fever free without medication for 3 days
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- If a child displays any of these symptoms, a parent will be called and expected to pick up that child **within 30 minutes of the phone call**. If a parent cannot be reached, the child's emergency contact will be notified. When a child is sent home with any of the above symptoms, he or she cannot return to the center the next day. Your child will be separated immediately from the rest of the class by being placed in the office.
- If a child is at school and they show a fever of 100.0, the child's parent will be called to pick up the child.
- We can no longer accept children who have mild temps because of teething, or have a wet cough due to allergies, or have runny eyes and green mucus during a pandemic. If a child lies down for a nap and begins to cough repeatedly within 1 minute, parents will be asked to come get the child.

Children must be fever free and have no vomiting or diarrhea without the use of medication for a full 24 hours before returning to school.

- **PLEASE NOTE***** A child who has had a fever higher than 99.9 needs to be away from the facility for 24 hours without fever reducing medicine. Should a child run a temperature at school higher than 99.9, that child must stay out for at least 48 hours. For example, if your child runs a fever at the door and it is 100.0, we will ask you to take your child home. Knowing your child has had a fever on that day, the next day must be fever free without medicine and then your child may safely return to school.

CHECK IN and PICK UP DURING A PANDEMIC

- We will no longer allow parents in the building. Drop off and Pick up will happen outside the building. Check-In/ Pick-Up stations should be set up at both entrances of the facility. A greeter will greet parents and child. The greeter will check the child for nasal mucus, runny eyes, and use the temporal, non-contact thermometer to make sure temp is not above 99 degrees.
- Hand sanitizer spray with minimum 60% alcohol will be placed next to sign-in tablets.
- Parents will sign-in their child on a piece of paper. There will be a digital clock on the podium and parents will sign in their child or children next to their printed name, add the time, and hand their child off to a FUMP employee, The Runner, who will escort the child to their class. Upon signing this paper, parents will also be agreeing to their knowledge their child hasn't in the last 24 hours:

- Had a fever
- Been out of the country
- Been around someone who has been out of the country
- Been around someone who has been diagnosed with COVID-19
- Parent sign-in tablets will have the SmartCare app and the greeter will digitally sign in parents to the SmartCare app. Communication for and from parents will be handled through the SmartCare App. Parents can also relay information to the second FUMP attendant, The Runner. This person escorts the kids to their classroom.
- All car seats will be stored in the media room
- Staff in the childcare hallway may choose to have different shoes or wear shoe booties within their classroom.
- If a child has a temp over 99 (100.0 or higher) the child will not be allowed to enter the building.

WHAT WE INTEND TO DO IF WE HAVE A CASE OF COVID 19

In the event a child or a staff member is diagnosed with COVID, we will contact the parents of everyone in the classroom immediately and send the children and teacher of that classroom, home.

- The classroom is cleared out completely
- Circulating fans are put in the classroom
- Everything out and touchable is bleached, any rug is rolled away for a shampooing.
- The child who was diagnosed with COVID along with the attending class, cannot return to FUMP any sooner than 10 days from onset of symptoms while being fever free without medication for 3 days. If the child were to come back to FUMP after day 10, they are required to wear a face mask through day 14 of the recommended quarantine time.
- A fever log must be kept for AM & PM temp readings during quarantine.
- If someone in the household tests positive for COVID i.e. a parent, then the child's quarantine BEGINS after the infected person's 10 days end. Example: Mom has COVID and 10 days ends Monday, and child's 10-day quarantine begins. Therefore, the child has been home a total of 20 days.

Medical Emergency Procedures

- Weekday Children's Ministries staff members are CPR certified. If a child has a minor injury at school, we will give first aid and fill out an accident/incident form to send home for the parent to sign and return.
- The state of Louisiana requires that parents be called if a child is injured above the shoulders.
- If the injury is severe, CPR or first aid will be administered and 911 will be notified.
- If a child needs to go to the hospital before a parent can arrive at the center, a director or designated staff member will accompany the child by ambulance to the hospital and stay with the child until a parent arrives.

- If we are forced to shut down due to the safety of your child, we will contact you through using the Hi Mama email account and update you with important information.

Medication Policy

Medication (excluding prescribed diaper ointments) can be administered at FUMP by an authorized administrator only and with permission from the director.

Breastfeeding

Please inform the childcare director if accommodations need to be made for breastfeeding.

Special Needs

First United Methodist Weekday Children's Ministries recognize that each child is a unique and special person with the potential to grow and learn. Our developmentally appropriate environment is designed to provide learning opportunities for a wide spectrum of abilities. Depending on facilities and resources, we make every effort to accommodate children with special needs.

Breakfast, Snacks, & Lunch

Children who bring their breakfast to eat at FUMP need to eat them by 8:10AM each day. Please do not send your child with breakfast unless he or she arrives by 8:00AM at the latest.

Snacks are served to children mid-morning and mid-afternoon. The snack will consist of water and some type of crackers or cookies. Snacks provided by FUMP will consist

of food items listed on the preapproved Safe Snack List found online at www.snacksafely.com.

Parents will be notified to any changes in snacks offered by the school.

Parents may send lunch in a thermos or use a heat pack if necessary.

Please do not give a child candy or gum to chew while at school or send a child with candy or gum in his/her mouth, as **no candy or gum is allowed**.

Communication

- Communication between home and school is essential to ensure your child's success. Be sure to check your child's folder daily for messages from school and/or the **PRESCHOOL2ME App**. Every classroom has a tablet where teachers log in updates, daily reports, pictures, videos, etc. Any messages sent to the teacher via your child should be placed in your child's folder and/or messaged through **PRESCHOOL2ME**. For this reason, it is very important that each child brings a backpack or satchel to school and that you check your child's folder daily.
- Please do not text/call your child's teachers during the school day. Cell phones can become a distraction at work. Teachers have been asked to refrain from cell phone use while at work. If you have an urgent need, please contact the preschool office. If you would like to talk directly to your child's teacher, you can call the office and we will be sure to have the teacher call you on her break. You can also use the **PRESCHOOL2ME** to direct message your teachers. Please be mindful that if you do text with your child's teacher during the day, a teacher spends less time watching, teaching, and caring for other children in a class.
- Parents are also informed of activities of the Weekday Children's Ministries through monthly calendars. The calendars include daily or weekly topics, class activities, field trips, school closings and party days. This information is posted in the preschool hallway for your reference and on the school website www.fumpchildcare.org .
- Parents may request a conference at any time during the year.

If parents have a concern about a child's care, the appropriate steps to express that concern are as follows:

1. Request a conference time with the child's teacher(s) through the preschool office. The director reserves the right to be present during this meeting.

2. If the teacher conference does not result in addressing your concern, request a conference with the director at a time suitable to both you and the director.
3. If the concerns are not handled to your satisfaction after completing the first two steps, please contact the director's supervisor, the senior pastor at First United Methodist Church of Alexandria.

- The office has a voicemail system, so please leave a message if staff members are unable to answer the phone. Calls will be returned as soon as possible.
- Student records are open only to the child's teacher, the directors, the director designee, and an authorized employee of the state licensing agency, or the child's parent or legal guardian

Discipline

Used to impart knowledge and skill, and to teach, the ultimate goal of discipline is to help the young child change random, impulsive, abrupt behavior, into controlled, purposeful, informed behavior. FUMP employees work is to encourage the child to discipline himself or herself and to exhibit acceptable behavior. Effective and positive discipline is about teaching and guiding children, not just forcing them to obey. We want our children to understand the difference between right and wrong through positive reinforcement.

Techniques of Discipline used by our Teachers

- Stop and redirect the action
- Look for the positive intent
- Provide choices
- Educate
- Calm Down Spaces

Below are the guidelines of discipline used in our program:

- Teachers will have a designated, safe and supervised "calm down" space for age appropriate children.
- No child will ever be yelled at, shamed, hit or spanked or denied snacks or drinks.
- Encouragement and praise of acceptable behavior will be used more often than punishment for unacceptable behavior.
- Teachers will use "I" messages rather than "you" messages, i.e., "I do not like what you did." Rather than "You are a naughty child."

- No child or group of children shall be allowed to discipline another child.
- Discipline shall be fair and consistent according to the limits established by each teacher, and the child shall be helped to see it as such
- A child shall never be left alone without supervision.

Child Abuse: The Weekday Children's Ministries will report any suspected abuse and/or neglect of a child to the local authorities, according to Louisiana Revise Statutes 14:403. The local telephone number is 318-487-5054

AGGRESSION POLICY

Biting is a natural developmental stage for children. It is usually a temporary reaction most common between 13 and 24 months of age. The safety of children at FUMP is the primary concern of Weekday Children's Ministries; the biting policy addresses the actions our staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons, a child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get attention of the teacher or peers. Toddlers have poor verbal skills and are impulsive. Sometimes biting occurs for no apparent reason. The center will encourage children to “use their words” if they become angry or frustrated. Staff members maintain a close and constant supervision of children at all times. The following steps will be taken if a biting incident occurs:

- The biting will be interrupted with a firm “No! We don’t bite our friends.”
- Staff will stay calm and not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation and put him/her in the calm down space.
- The wound of the bitten child will be assessed and cleansed with soap and water.
- An Incident/Accident report will be completed for both children.
- The parents of both children involved in the incident will be called.

A child’s parents will be called to pick their child under the following conditions:

- 1) If a child bites three times in one day.
- 2) If a child bites and breaks the skin, regardless it is the 1st, 2nd, or 3rd bite.
- 3) If a child causes serious harm to another student (i.e. skin broken, a trip to the doctor).

Tuition cannot be reimbursed for such calls. If a child bites or assaults other children three times within a 30-day time period, the director will hold a conference with parents and teacher. If a child bites more than three times, **dismissal from the program is at the director's discretion.**

Hitting, striking with an object, spitting, or hair pulling may result in the aggressor spending time in a space designated to calm down and to discuss better choices. A written notice that the child has hit another child, and an Incident/Accident report will be completed.

If a child is injured, the offending child may be sent home depending on the circumstances, such as when aggression is directed at a caregiver.

Any aggressive or violent behavior toward teacher's/staff caregivers, despite any other policy, will be handled on a case-by-case basis. If a child is sent home three times in a 30-day period, five days of suspension or a conference may be required before returning to the facility.

The director is required to compile incident reports, and three offenses of aggression or other violence, may require that the child leave the facility, but the director will conduct a conference with the parents of the child.

First United Methodist Weekday Children's Ministries appreciates each child's uniqueness. The WCM Board also recognizes our resources are limited and that we make adjustments for challenges when we can. If we realize we cannot serve your child's best interests, then we cannot accommodate future enrollment.

If caregivers or teachers give a director notice of, or the director notes such a situation, the director may consider action including removal of the child from the facility.

Transportation

Parents need to provide for their child's transportation to and from school. Children in the Infant, Crawler, and Toddler programs should enter the building on the gym side.

Parents should park in the parking lot on the northeast side of building (See Carpool Procedures, pages 21-22).

Pickup Authorization Form

The Pickup Authorization on our Registration Form lists adults who are authorized to pick up a child. Written consent is needed in advance for someone who is not on the list to pick up a child.

If someone else will occasionally pick up a child, please send a note or call to let the office know, even if this person's name is listed on the Pickup Authorization. Please inform each person listed on the form as to be prepared to show proof of identification when picking up a child. Authorized people need to come inside to the office so we can copy their identification.

Daily Procedures

- Children will have temperatures checked 3X a day, upon arrival, prior to lunchtime, and 30 minutes after nap during a pandemic.
- Children will be given excessive hand washing lessons and will be required to wash hands for 20 seconds.
- Handwashing at arrival, at least every two hours, before and after eating, before and after using outdoor play equipment, and at exit
- Children will have their hands washed after a diaper change and potty-trained children will continue to have their hands washed
- Children will wash their hands after a trip to the gymnasium, after recess, and coming in from another class (music, Godly Play, Chapel, Spanish)
- Masks will be worn on all adults in the FUMP school during a pandemic.
- The child's nap mat cover and blanket must be washed upon returning to school. If the school director thinks the nap cover and blanket need to be sent home for re-washing, the nap properties will be sent home that day.
- All nap mat cushions must be tear free-completely.
- Absenteeism will be monitored every day. A call or message will be sent asking after an absent child. Hi Mama has a way you can enter the status of your own child. If he or she will be absent, you may mark that on your app and we won't need to call you.
- If there is an event (Farm Day for example) during a pandemic, the event will be scheduled so that masks must be worn by visiting parents; classes will visit on a strict schedule.
- Fundraising events will still happen during a pandemic; however, we will avoid planning events that would bring a mass of people to attend the FUMP campus.

- Employees will actively monitor children and staff for any symptoms of fever, cough, shortness of breath or sore throat throughout the day.
- Contaminated clothes will be placed in a plastic bag for you to wash at home.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the childcare center.
- Buggy rides and walks on the church side are off limits during a pandemic.

Emergency Procedures

Medical

If any child is injured at preschool/childcare, the parent will be notified by phone. If the injury is severe, 911 will be called and /CPR and/or first aid will be administered (Staff have been trained in CPR and First AID Procedures). Once the ambulance arrives, the Director will accompany the child to the hospital, taking the child's medical records. It is the responsibility of the parent(s) to inform the center of any changes to the students' medical history. Please inform the center of any illnesses and all allergies.

Reunification

In the event that an emergency occurs on or near the school site, we will use the following procedure to reunify parents (or approved guardians) and children.

We will establish 3 areas at our location a “Circle-In Area” for parents, an “Assembly Area” for children and a “Reunification Area”. ALL Available Staff will be assigned an area of work.

Students will remain with their teacher in class groups in the designated “Assembly Area.” Teachers will be responsible for placing nametags on each child in her class. Teachers should also maintain a class roll. It is imperative all teachers and staff keep in contact through the walkie-talkies, since they might be our primary line of communication.

We will set up tables in a designated location to serve as the “Check-In-Area.” The tables will be clearly marked with signs directing parents, who will be asked to divide into 2 lines based on first letter of the child’s last name. We will divide into “A-M” and “N-Z”. Staff working the Check in table will have booklets containing the “Emergency Cards” for children.

Parents/guardians must be able to state the name of the child they are picking up and provide a photo ID of themselves. Check in staff will highlight the child’s name in the

booklet and highlight the name of the individual picking up the child. ONLY CONTACTS LISTED ON THE EMERGENCY CARDS MAY PICK UP A CHILD. Staff should also write their initials beside the child's name.

Once the parent/guardian has been cleared at Check-In, a staff member will escort the parent/guardian to the "Reunification Area" to meet the child. Staff members from the Assembly Area will bring the child to the parent/guardian in the Reunification Area. The parent/guardian must again present their photo ID and sign the log. After parent/guardian are reunited with their child, they will be directed to the designated exit. To avoid confusion, they should not exit through the Assembly Area or Check in Area. Fire drills (Monthly) and Tornado drills (monthly March-June) are held and documented by the Weekday Children's Ministries.

In case of a fire or natural disaster that requires emergency evacuation, the children will be transported by bus to Horseshoe Drive Methodist Church. If buses are unable to be obtained, all staff and students will exit the building on foot to Rugg Elementary gymnasium. Parents will be immediately contacted regarding the situation and will be asked to pick up children as soon as possible. Please refer to our full Emergency Procedures for details.

Toilet Training

Toilet training should be a positive experience for your child. Potty training is as individual as learning to walk. There is no right age to begin. If your child shows no interest or is fearful of the potty, perhaps he/she is not yet ready. However, if your child is staying dry during the day for a couple of hours at a time, letting you know when his//her diaper is wet, and you are actively training at home, we will be happy to try potty training here as well.

Once potty training begins, be sure to supply Pull-Ups with Velcro sides. Communicate with your child's teacher when you are ready to begin sending your child to school in underwear. 'Underwear training' will be for ten (10) days. If during this time your child is not telling us that he/she needs to use the potty and is having three or more accidents daily, your child will go back to Pull-Ups until all of us (family and caregivers) decide together that your child is ready to try again. The following are a few helpful hints for how we can work together to minimize frustration and maximize success. Please encourage your child to tell his/her teacher/caregiver that they need to go potty.

- Decide at the beginning if little boys will sit or stand.
- Have your child wear loose fitting clothing he or she can manage independently, such as elastic waist pants that are easy to pull up or down. Do not dress your child in overalls, belts or T-shirts with snaps between the legs.

- Supply PULL-UPS with detachable sides like Velcro. This makes it easier on the child and teacher.
- Please be sure that you have at least three sets of extra clothes each day. Label each piece with your child's name and put in a Ziploc bag.
- Please be sure that you have at least three sets of extra clothes each day. Label each piece with your child's name and put in a Ziploc bag.
- Bring an extra pair of socks and shoes as well
- Unfortunately, because of health regulations, teachers cannot wash out soiled clothing. Soiled clothing will be put in a Ziploc bag and returned in your child's back pack. In some cases soiled clothing need to be cut off and thrown in trash,
- Students are required to be potty trained before entering our three-year-old program.

Celebrations

Holiday Celebrations: The Weekday Children's Ministries will have class parties for most holidays. Parents are asked to sign up to help with these parties during Open House or prior to each party.

Birthdays: Children may celebrate their birthday (or “un-birthday: for summer birthdays) in their class. Parents may bring simple refreshments to share with the class during snack time. Please keep it simple. Please notify your child's teacher in advance if you would like to bring party supplies. **No balloons are allowed in classrooms, since this can create a choking hazard.**

Carpool Procedures

Please enter the carpool line from City Park Blvd. and proceed around the back of the church. Please do not get out of your car. In the morning, we will take your child and their belongings out of the car. If you are bringing a special snack or item that your child cannot hold, please park in a parking space and bring the items in. During pick up you will be asked to sign a pick up form before your child is placed in your car. For the safety of your children please do not drive around the carpool. Your cooperation is appreciated and will help keep the carpool flowing smoothly.

- Put the car in **PARK** after pulling up to a loading spot.

- A staff member will take children out of the car in the morning. You be asked to put your own child in at pickup, as we are not car seat safety certified to put your child in.
- Do not get out of your car while in the carpool line. If you wish to go into the school to get a child, park in a space provided that is not marked handicapped.
- A roadblock will be set up in the opposite direction of the carpool line so that no one may enter the carpool from the wrong direction. This ensures the safety of the staff and children who may need to walk on the opposite side of the car.
- If someone other than a parent picks up a child in the carpool lane, please be sure to inform him or her of the carpool procedures and notify the teacher at drop-off.

COVID/Infectious Disease Outbreak Drop Off & Pick up routine:

- Park on the designated pickup/drop off side (according to your child's age)
- Walk child in, adult needs facemask.
- Walk up to check in/out area, staff member will greet you, take child's temp and then escort child to classroom.
- OR staff member will greet you, parent will then SIGN OUT child on the sign out sheet while staff member goes to get your child.
- Families & Visitors will not be allowed in the building without a facemask or passed the check points without Director approval.

Dismissal of withdrawal

Weekday Children's Ministries reserve the right to dismiss any child because:

- The child has been deemed unable to adapt to the program by the director.
- Fees have not been paid
- Policies have not been followed, including
 1. Failure to adhere to the Parental Conduct Policy
 2. An irreconcilable difference between the parents and a director
 3. Any other reason deemed necessary by a director, the senior pastor at FUMCA and the WCM Board.

If it becomes necessary for Weekday Children's Ministries to dismiss a child from the program, parents will be refunded any tuition that has been paid in advance. *Please note that registration fees are non-refundable.*

If it becomes necessary that a parent remove a child from the program, one-month notice prior to removal or the equivalent of one-month tuition for that period of time is expected.

If a child is dismissed by WCM for any reason, or if a child leaves the WCM program due to parents becoming dissatisfied, that child will not be eligible for future enrollment in any part of the Weekday Children's Ministries at First United Methodist Church.

Parental Code of Conduct

The Weekday Children's Ministries reserve the right to dismiss a child based upon the inappropriate conduct of his/her parent or guardian. Inappropriate conduct includes:

- Abusive or profane language, spoken or written, to employees of WCM.
- Disrespectful attitudes toward WCW employees
- Outbursts or anger directed toward WCM employees in front of other children at WCM.

Violation of these guidelines will result in the dismissal of the parent's child from WCM.

Attendance: Routine. Routine. Routine. Regular attendance is important for children to be comfortable with classroom routines. **Children** may be brought to school as early as 7:30am (if enrolled in SunRiser Routine) but **should not arrive later than 8:45AM**. Children are expected to attend regularly and be on time so as to receive the full benefit of the program and remain in a routine. If a child is going to be late or absent, please let the office know so that the teachers may be informed. If a child arrives after 8:45 a.m., please check in at the office.

Weather Closure

If the Rapides Parish public schools are closed due to inclement weather, the Weekday Children's Ministries programs will close as well. Please check local news and radio stations for weather closure information. You will also get an email or SMS text message telling you school is closed. Tuition will not be reimbursed due to closures that are out of control of First United Methodist Weekday Children's Ministries.

Dress

Please dress children in clothes that are easily removed for diaper changing or bathroom trips. Children should wear play clothes and **athletic shoes**. Daily activities include active and messy play. Children should feel comfortable enough to enjoy themselves without

worrying about their clothes. Be sure the child's name is placed in all clothing and other personal articles to ensure their return.

Children should not wear cowboy boots except on designated days such as "Farm Day".

Flip-flops, crocs, slip-ons, backless or open toed shoes are not allowed. They come off too easily and cause accidents. If a child is wearing any of the above, the office will call and ask for another pair of shoes.

Extra Clothes

Please make sure children have several sets of extra clothes (socks, underwear and shoes included) in their cubby for both hot and cold weather. Clothing should be clearly labeled with the child's name.

Personal Belongings

- Clothing that is generally removed at school (coats, hats, gloves, etc.) must be plainly marked with the child's name. Nap mats blankets pillows, towels, lunch boxes and backpacks should also be clearly labeled with the child's name.
- If items are returned to the center unlabeled after multiple requests to be labeled at home, we reserve the right to label the items with Sharpie.
- Children should not bring toys or wear costumes to school except on designated days; these days will be indicated on monthly calendars. This will ensure that your child does not lose a favorite toy and will eliminate sharing issues.
- First United Methodist Weekday Children's Ministries are not responsible for lost or stolen toys.

Entry Control System Instructions ** NOTE PARENTS ARE NOT ALLOWED IN THE BUILDING WITHOUT A FACEMASK DURING A PANDEMIC**

We will issue one access card per family (new students only). Additional cards are available upon request. A \$10 refundable deposit will be assessed to your statement for each card issued, even the first one. Your deposit will be refunded when the card is refunded when the card is returned in good working condition,

Your access card is programmed to allow you entry Monday-Friday from 7:30am-5:30pm, except on holidays that Preschool and/or Childcare is closed. If you arrive after 5:30pm to pick up your child, please call the Office (443-2858) to gain entry.

Your card will allow you to enter through the following doors:

1. Johnson Center covered entrance
2. Preschool wing covered entrance
3. Glass double doors by the church office

Follow these steps to use your card at the above entry points during the designated times:

1. Find the card reader at the door you are trying to enter. The card reader will be a little more than waist high on the right hand side of the door from the outside. The card reader is about 6 inches long and has a red LED at the top.
2. Place your card near the reader. You do not have to swipe the card or move it in any particular way. Just holding the card near the reader will activate it. If your card is in a wallet or small purse, you may not even have to take the card out to activate the system, just hold the wallet or purse near the reader.
3. When the reader detects your card the LED will turn green and you will hear a loud click. If you try your card at a door or time other than those listed above, the LED

Will alternate red and green but the door will not unlock.

4. You have 7 seconds to open the door before it locks again. If you do not get the door open in time, just try again.

Please help us ensure the safety of the children by following these rules:

1. Do not allow anyone to enter the building with you.
2. Report lost or stolen cards to the Office immediately (443-2858)
3. Report any suspicious activity immediately.

SCREENING CHILDREN UPON ARRIVAL DURING A PANDEMIC

- Persons who have a temp over 99.9 degrees or other signs of illness should not be admitted to the facility.
- The effects of Tylenol are reduced after 3 or 4 hours. Parents shouldn't give their child Tylenol before coming to school if they are running a temp in the morning.

If a child has recently been out of the country, 3 days of quarantine from FUMP must take place; administrators would like to know if An immediate family member is back from travel or has been out of the country.

If you do not have your card for any reason, we ask that you report to the Main Church Office.

Enter the building through the doors at the end of the sidewalk beside the Preschool wing. These doors are unlocked during normal business hours (8:30am-5:00pm). Someone there will contact the director. When the director arrives, she will confirm your identity and escort you to the appropriate location. If no one is available in the church, call the Office (443-2858) for assistance.

Please send a note or call our office if someone other than a parent will be picking up your child. Let that individual know they will be required to show a photo ID. Their ID will be copied in the office and placed in your child's file. This is true even if the individual is already on your approval pick-up list.

Thank you for your cooperation and assistance as we endeavor to make our facilities as safe and secure as possible.

Please contact the Preschool Office if you have any questions or concerns about these instructions.

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

The Student Handbook contains important information about the Preschool Center, and I understand that I should consult the Director regarding any questions not answered in the handbook.

Since the information, policies, and procedures described herein are subject to change at any time, I acknowledge that revisions to the Handbook may occur. All such changes will generally be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies.

I have had opportunity to read the Handbook, and I understand that I may ask the Director questions I might have concerning the Handbook. I accept the terms of the Handbook.

I have received a copy of the FUMP Student Handbook on the date listed below, I understand that I am expected to read the entire handbook. Additionally, I will sign this Acknowledgement of Receipt.

Signature of Parent/Guardian

Date