

*First United Methodist Church of Salisbury  
Child Development Center  
Parent Handbook*



*Five Star Licensed Center*



217 Church Street, Salisbury, NC 28144

[cdc@fumcsalisbury.org](mailto:cdc@fumcsalisbury.org)

704-636-3121 ext. 110

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## **Mission Statement**

First United Methodist Church of Salisbury Child Development Center, founded in 1968, is a non-profit organization committed to providing quality, Christian early education and childcare for the residents of Salisbury and surrounding areas. We endeavor to afford our young learners with a safe, nurturing, and stimulating environment that meets the social, intellectual, emotional, and physical needs of each individual child. By actively forging partnerships with caregivers, we support family goals and cultivate a sense of community that empowers our parents. We strive for each of our children to enter kindergarten with an awareness of self-worth and the tools to achieve their full potential.

## **Introduction**

The center is licensed by the State of North Carolina as a **Five-Star** rated childcare center serving children three to five years of age. The teachers are approved and accredited by the Division of Child Services.

Each child enrolled in our Child Development Center is presented with a variety of learning opportunities daily, including both structured and supervised free choice. All children are encouraged to explore and experience their world in a safe, nurturing, and supportive environment. All activities and materials are designed to be age-appropriate and to meet the social, intellectual, emotional, and physical needs of the child. ***The Creative Curriculum for Preschool*** is used for all children that enables them to develop confidence, creativity, and lifelong critical thinking skills. This state approved curriculum includes biannual developmental assessments. These assessments enable our staff to plan specific areas of growth according to the child's need. The assessment results are shared with the parents through individual parent conferences.

As a church-based childcare center, we also make every effort to teach and model Christian values. The children who participate in our program are introduced to Biblical teachings that we believe will instill in them a sense of self-worth and responsibility to others. Our weekly chapel services, conducted by church staff, give children an opportunity to hear stories, sing songs, and learn Bible verses that will enhance their spiritual development.

We are happy that you have chosen the First United Methodist Church Child Development Center for your child. We look forward to serving you and welcome any suggestions you might have.

## **Enrollment**

The First United Methodist Church Child Development Center welcomes families and children of any race, color, creed, and religion to participate in our program. The process of enrollment begins with a visit to our center. Parents may contact the center's

lead teacher/director for an appointment. We are always happy to give a tour of our center and to describe our program to visitors. We encourage parents to include their child in the visit. It is important to us that the child feels as comfortable with our center as the parent. We also want to provide the child an opportunity, along with his or her parent, to ask questions.

If the parent and child wish to continue with the enrollment process, they will receive an enrollment packet that includes program information, an application, and various forms required for registration. These will be reviewed with the lead teacher/director and specific instructions will be given regarding their completion. The applicant is advised to take the packet home for review before proceeding further in the process.

### **Registration and Tuition**

A one-time non-refundable registration fee of \$50.00 is required at the time of enrollment. Tuition is due Monday, prior to services rendered, according to the following payment options:

1. Bi-Weekly: \$292.50 - Due every other Monday, at the start of the two-week pay period
2. Monthly: \$585.00 - Due on or before the first of the month  
Recurring late tuition payments will result in a late fee of \$10.00. (First two late payment fees are waived.)
3. Payments are to be made by check, cashier's check, or money order made payable to **First United Methodist Church of Salisbury Child Development Center**. *The center does not accept cash.*
4. Give payment to the lead teacher/director and she will give parent a receipt within 24 hours.
5. The parent is responsible for payment of tuition for the whole week, even if the child is absent any part of the week.

Parents may be eligible for full or partial tuition assistance from the Department of Social Services (DSS). Those who qualify for partial assistance will be responsible for paying the balance of their child's tuition, due on the 1st of each month. Please note: if DSS only pays 1/2 or 3/4 time childcare and the child attends full-time, the parent must pay the parent fee and the difference between partial and full-time enrollment.

### **Hours of Operation**

The Child Development Center is open Monday through Friday from 6:30am until 6:00pm. Parents are encouraged to have their children at the center by 8:00am in order to allow the teacher and child to carry out their daily routines in a predictable manner.

Breakfast is served at 8:30 daily. Parents should call by 8:00am to notify the lead teacher/director if their child will be absent.

When a late arrival or late pick-up is anticipated, parents should notify the lead teacher/director. A late pick-up fee of \$10.00 will be charged for every 15-minute period the child is late after 6:00pm. The fee is to be paid immediately at pick-up by check. The parent will receive a receipt within 24 hours from the lead teacher/director. The lead teacher/director should code and deposit money in the appropriate account.

### **Holiday Closings**

The Child Development Center will observe the following holidays and teacher work day:

New Year's Day	1 day	Independence Day	1 day
Martin Luther King Day	1 day	Labor Day	1 day
Good Friday - Workday	1 day	Veteran's Day - Workday	1 day
Easter Monday	1 day	Thanksgiving	2.5 days
Memorial Day	1 day	Christmas	3 days

Note: Full tuition will be charged for weeks in which a holiday occurs.

### **Inclement Weather Policy**

If the Rowan-Salisbury School System is closed due to inclement weather, the FUMC-CDC will be closed. If the Rowan Salisbury School System is on an abbreviated schedule (2-3 hour delay) the center will open accordingly (2 hour delay-8:30am, 3 hour delay-9:30). The Child Development Center reserves the right to adjust its own schedule when the Rowan-Salisbury Schools have extended closures when safety allows.

### **Return Check Policy**

When a check is returned by the bank, marked "Insufficient Funds," the parent is notified and a \$30.00 NSF fee is applied to the child's account. The parent is responsible for redeeming the bounced check and the NSF fee in cash within 48 hours of notification. After a second returned check, another \$30.00 NSF fee is charged and the center will no longer be able to accept checks from that parent. All future payments from that parent must be made in a cashier's check or money order. If the balance is still outstanding after that period, the center reserves the right to discontinue care of the child and/ or refer that parent to the proper legal authority for criminal prosecution.

### **Termination of Enrollment**

Should a parent choose to withdraw a child from our program, a written two-week paid notice is required. Termination of services may also occur due to: non-payment of tuition (tuition that is two weeks past due is considered non-payment); physical/verbal abuse directed toward staff or children, chronic abuse of center policies; persistent behavioral patterns that are disruptive to the program or dangerous to other children; or the inability of the staff to adequately care for or meet the child's needs in a group setting. Biting will not be tolerated; we feel this is a very serious issue. There will be three steps followed ensuring that the biting policy is carried out.

1. Should a child bite, the teacher will notify the parents that day.
2. Should the same child bite a second time, a conference with the parent/guardian will be scheduled with the lead teacher/director.
3. If a third bite occurs the child will be terminated from the center immediately.

### **Safe Arrivals and Departures**

The First United Methodist Church Child Development Center is committed to the safety of children enrolled in the program, the staff, and the parents. All access doors into the facility are locked during operational hours and the staff electronically monitors the center's main entrance. Monitoring cameras are located in each classroom and on the center's inside playground.

To further ensure the children's safety and well-being, parents are required to accompany their child into the center, noting the time of arrival on the *Daily Check-In form*. Each child must also be signed out at the time of departure. Individuals other than the parent must be authorized in writing by the parent in order to pick up a child. Proper identification will be required before releasing the child.

### **Fundraisers**

Occasionally the center may choose to initiate a fundraiser that has Board/Trustee Approval. The goals of the fundraiser are for keeping tuition costs low and to garner additional funds for use in the classroom. Children should not sell items without the parent present at all times. Participation in the fundraiser is optional.

### **Activities Outside the Classroom**

From time to time, the teachers may also choose to take the children on a nature walk around the outside of the facility or may walk across the street for story time at the Rowan County Public Library. Permission forms are required for student participation and parents should be notified each time prior to activity.

## **Nutrition and Food Service**

All meals are carefully planned so as to give each child a balanced diet. Breakfast, lunch, and snack are served by the teachers and are intended to be happy, informal times to socialize. Teachers eat with the children daily. All meals meet the nutritional guidelines set forth by the USDA Child and Adult Care Food Program. Menus are posted weekly on the bulletin board and on-line at the Child Development Center Website. All food brought in for celebrations must be store bought and in the original package. The lead teacher/director must approve prior to celebration. **Opting Out Food Choice** - The center will not provide any food or drink so long as the child's parent provides all meals, snacks, and drinks scheduled to be served at the center's designated time.

If you decide to opt out:

- You must provide all three meals (breakfast, lunch, pm snack and drink).
- Once you opt out, you cannot switch your decision according to what is on the menu
- If you should not provide all food and drink for your child, there will be a daily charge of \$6.00.

## **Health Requirements**

North Carolina Child Care law requires a recent physical examination by a licensed physician be submitted to the center prior to the first day of school. **Current immunization record** is also required at time of enrollment. All required forms are on file at the Child Development Center.

## **Wellness Policy**

A child's physical health plays an important role in his or her ability to derive benefit from the daily activities available at our center. Consequently, parents should make arrangements to keep their child at home when illness is suspected and is accompanied by any of the following symptoms:

- Fahrenheit temperatures of 100 degrees or higher
- Intestinal disturbance accompanied by diarrhea and/or vomiting
- Undiagnosed rash accompanied by fever
- Head Lice
- Any communicable disease (consult a physician for guidance)

Should a child become ill at school, staff will contact the parent to make arrangements for immediate pick-up. The center is not able to adequately care for a child experiencing any of the above symptoms. A child may return to school when he or she can participate in all group activities (including outside play) and meets one of the following requirements:

- Is free of all symptoms for at least 24 hours.
- Has been on a prescribed antibiotic or other appropriate medication for 24 hours.

- Has a note signed by a licensed physician stating the child is not contagious and is well enough for school attendance

### **Medication Policy**

The staff at the Child Development Center encourages parents to administer medicine at home. If this is not possible, a Medication Permission Form can be obtained from the director or teacher. Medication Permission Forms are only valid for one week. Medication will be locked up at all times.

### **Accidents and Injuries**

While every precaution is taken to prevent accidents and injuries to children in our care, minor scrapes, and bruises are a common occurrence of childhood play. If your child is hurt, the teacher will notify the parent immediately. Our trained staff can administer first aid and CPR. In the event of a serious injury, parents will be notified by the lead teacher/director and the center's emergency plan will be implemented. You are welcome to talk to the lead teacher/director concerning the emergency plan which is posted in the lead teacher/director's office and all classrooms. Please note: parental consent for emergency transportation and treatment is part of the enrollment process and the consent waiver is included in the Parent Agreement.

### **Emergency Procedure**

If an emergency occurs requiring medical attention, the director will contact the parents. If neither parent can be contacted, we will take the child to Novant Health Rowan Medical Center's Emergency Room or designated preferred hospital. Staff will remain with the child until a parent arrives. An authorization form, signed by the parent, is required to provide medical care. All costs and fees incurred for any medical care or treatment are considered the responsibility of the parent. The church, the director, and the staff are not responsible for any claims or costs that arise from an emergency situation that may occur in connection with the operation of the center or from any illness that may be contracted by the child during the period of enrollment.

### **Discipline Policy**

The discipline policy at the Child Development Center is intended to encourage responsible and appropriate behavior. To accomplish this, our staff actively employs redirection when the child is experiencing behavioral problems, followed by positive reinforcement and praise when appropriate behavior is observed. If inappropriate behavior occurs, a conference will be scheduled with the director and teacher in an attempt to explore other avenues of encouraging acceptable behavior in the child. Should behavioral problems continue, the child may be temporarily suspended or permanently terminated at the discretion of the Board and Director.

### **Child Abuse and Neglect**

It is the responsibility and legal obligation of the lead teacher/director and staff of the Child Development Center to report cases of suspected child abuse or neglect to the Department of Social Services.

### **Conferences and Visitation**

Parents/legal guardian are required to attend conferences during the year to discuss the progress of their child. The Child Development Center also practices an open-door policy. We encourage parents/legal guardian to visit the center at any time during the hours of operation announced, or unannounced.

### **Board of Directors**

The Child Development Center of First United Methodist Church of Salisbury is governed by the Board of Directors representing parents, church members, (Representative from Trustee/Staff Parish Relations, educators, and lead teacher/director. The chairman will act as the liaison to the Church Council and Staff Parish reporting the operation of the center for approval of policy, procedures, and guidelines.

### **Parental Feedback**

The Child Development Center staff believes an atmosphere that encourages an open exchange of ideas and concerns is essential if the children are to benefit fully from their participation in the program. Parents are invited and encouraged to be actively involved with the activities and programs their child is involved with daily.

### **Confidentiality**

Information that may be considered confidential will be requested by the program on an "as needed" basis only. This means that the information is used either to comply with current licensing criteria or is needed to ensure the safety and well-being of your child. This type of information may include addresses, phone numbers, medical or emergency information, etc. All verbal and written information shared by parents and caregivers with our program is considered confidential. As such, these records are securely maintained in the director's office.

### **Quiet Time**

Each child will have a rest period of two hours daily during which it is expected that he or she remain quietly on his or her cot. However, no child shall be forced to sleep. A

mat and sheet will be provided by the center. Parents are asked to bring a small blanket (no pillow please). Blankets will be stored in the child's cubby and will be sent home each week for the parent to launder and return the next school day.

### **Clothing Needs**

In addition to outside play, daily activities at our center include sand and water play, glue, paint, play dough, and other materials that could soil clothing. These activities should be considered when dressing children for school each day. Soiled clothing will be placed in a plastic bag and returned to the parent at the end of the day. One change of clothing, properly labeled with the child's name should be available at all times. Parents should dress their children in clothing that is appropriate for the season. Coats, jackets, and gloves for winter and light, breathable clothing for the warmer months should be available for outside play.

### **Personal Belongings**

Each child will be assigned a cubby to hold his or her belongings, including an extra set of clothes, and an item for weekly show and tell. All items must be labeled. Children should not bring toys to the center. Coats and jackets cannot fit in the cubbies and should be hung on the coat rack in the hallway. Parents must check their child's cubby daily, as the teacher and the lead teacher/director will regularly place paperwork and communications there. Parents are responsible for all information left in cubbies. Chapstick, lip balm, sunscreen or other over the counter medication cannot be stored in cubbies, as they violate our medication policy. If a parent wishes for their child to use such products, they must fill out an appropriate permission slip. Under no circumstances will food be allowed in the cubbies. The center is not responsible for any personal belongings. Lost or misplaced articles that cannot be identified are regularly collected by the staff and placed in a special drawer labeled "Lost and Found."

### **Potty Training**

To be enrolled at First United Methodist Church of Salisbury Child Development Center, your child needs to be completely potty trained. We do understand that accidents will happen sometimes. If your child has been enrolled at the center for two weeks and the teacher feels that the child is not completely potty trained, the center will temporarily suspend enrollment until potty training is achieved.

### **Cleaning Schedule**

Various areas of activity in the classrooms are routinely cleaned throughout the day. Tables are thoroughly cleaned with soapy water and disinfected daily. Sheets are removed from the children's mats weekly and laundered with hot water, detergent and

bleach. Blankets used for quiet time are sent home weekly with parents to be washed and returned to the classroom the next day. Classrooms equipment and materials are cleaned regularly either by washing and spraying with a disinfectant or by sanitizing with water and detergent at a temperature of at least 185 degrees Fahrenheit.

### **Safe Sanctuary Policies**

The First United Methodist Church of Salisbury Child Development Center abides by the Safe Sanctuary Policy at all times. The lead teacher/director will be happy to provide a copy for your review of the approved **Safe Sanctuary Policy of First United Methodist Church of Salisbury.**

### **WHAT IS TOGETHER IN EDUCATION?**

Harris Teeter's Together In Education program will give **First United Methodist Church Child Development Center** funds when you link your VIC card. Linking your VIC card is so easy and there is NO LIMITS to how much we can earn.

Please tell the cashier to link your VIC Card today so we can earn money to purchase instructional materials for our center as we build our program.

**Linking First United Methodist Church Child Development Center to your VIC Card is easy!**

\*\* If you are not yet a member of My Harris Teeter, please sign up for an account so you can link your VIC card.

**LINK TODAY**

**Use Code - 6414**

**FUMC CDC**

**PARENT ACKNOWLEDGEMENT NOTICE  
FIRST UNITED METHODIST CHURCH OF SALISBURY  
CHILD DEVELOPMENT CENTER**

**I have received and read the Parent Handbook for the Child Development Center of First United Methodist Church of Salisbury. I understand and agree to comply with the policies and procedures outlined in the Parent Handbook.**

**The Child Development Center of First United Methodist Church of Salisbury prohibits the use of tobacco products, including electronic cigarettes referred to as e-cigarettes.**

**THANK YOU FOR PROVIDING A HEALTHY ENVIRONMENT FOR OUR CHILDREN!**

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**PARENT SIGNATURE**

**DATE**

