

First UMC Daycare



about daycare!

Parent Handbook **2018-2019**

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FIRST UNITED METHODIST CHURCH LEARNING CENTER

PARENT HANDBOOK

Welcome to Dalton First United Methodist Church' Care and Learning Center. This booklet is published to help you understand what to expect from our program. Our goal is to provide full time, quality child care for children 6 weeks through 5 years old in an educational, loving, caring and Christian environment. We value the trust you place in our staff and our program as we strive to serve your child's needs. Each staff person is dedicated to promoting healthy growth and development of your child.

We are proud to be certified by the Health Department, Fire Department and Georgia Department of Family and Children Services. We receive regular inspections from all three of these departments. We are licensed by the Georgia Department of Early Care and Learning, Bright From The Start, to operate a learning, child care center.

PURPOSE

Providing activities that promote physical, emotional, social, intellectual, and spiritual development is the basis for our monthly themed curriculum. Christian songs, stories, and holidays will be included in our curriculum as well as activities that promote developmental milestones.

1. **Physical development:** The center provides a safe and comfortable place for children and infants to grow and play. The teacher will provide activities designed to develop body coordination and manual dexterity appropriate for the child's age and ability.



2. Emotional Development: Emotional development deals with children's changing feelings about themselves, others and the world. Emotional development begins at conception and continues throughout life. Our teachers will work to help each child build trust in themselves and in others through the care they receive.
3. Social development: Physical helplessness is what prompts a baby's social development. Newborns learn ways to respond to others in order to satisfy their physical and emotional needs. Each teacher will help the children achieve self-confidence in relating to the other adults and children by promoting friendly, understanding, and mutually respectful relationships.
4. Intellectual development: Researchers still do not fully understand the complex process of learning. They have, however, discovered much about how quickly and efficiently infants/children learn. Infant/Children learn more and at a quick pace when caregivers respond to them in a nurturing and positive manner and teach them through play.
5. Spiritual development: Each child will experience respect, love, forgiveness, and reconciliation with the help and example of the teachers and staff. Christian prayers, songs and stories as are age appropriate will be included in the total curriculum.



AGE

Children who are eligible for this program must be at least six weeks of age and under six years old by September 1st.





CENTER HOURS

The center will be open Monday through Friday from 7:00 AM to 6:00 PM, 51 weeks per year. The center will be closed for a week during the Christmas holidays.

Please refer to the calendar at the back of this handbook for specific dates and additional holiday closings.

ENROLLMENT PROCEDURES

1. The parent must complete the necessary registration forms and pay a non-refundable annual registration fee of \$75.00 and a supply fee of \$35.00.
2. The parent must provide the center with a Preschool/Child Care Immunization Certificate (Georgia Form 3231). This is to be kept updated and the center will remind parents when a new Certificate is needed. This form can be obtained from the Dalton Georgia Health Department or your local pediatrician.
3. The parent will receive a copy of the policies and procedures and will go over them thoroughly, sign the form that they have read and understand the policies, and return the form to the Daycare office.
4. The parent will sign the Parental Agreement Form which indicates agreed upon fees, release person(s) form for the child, and emergency information form.
5. The parent will complete a Child Schedule Information Form.
6. All enrollment forms must be completed by the parent and returned to the center by the first day of attendance.
7. Parents of children with special needs or handicaps must inform the director of the child's condition/s prior to enrollment so it can be determined if the center can adequately meet the child's needs. This is necessary for the well-being of the child.



PRESCHOOL

Children enrolled in our 3 and 4 year old daycare will have a preschool morning with an extended afternoon. Four year olds will have a different teacher in the morning. You will also receive information from the Preschool Director concerning your child's class. On most days when Preschool is closed, we will offer a full day program in your child's daycare classroom.

EMERGENCY PLANS

1. If it becomes necessary to close or delay opening the Center because of inclement weather, please tune into local weather reports and school closings. ***If Dalton City Schools are closed for inclement and/or threatening weather, we will be also.***
2. If it becomes necessary to close the Center while the children are present parents will be notified via emergency contact information.
3. In the event we should be without water, heat, electricity, or other such mechanical problems, it may be necessary to close the center until problems are corrected. If we should lose power or water for an extended period of time while the children are present in the Center, you will be called to come pick your child up. Timely pickup of no more than 30 minutes will be expected in these cases.
4. If the church should experience a fire or other such emergency which would cause evacuation of the building, the children will be taken to the Scout Hut on the west side of the parking lot (the white brick house facing Valley Dr.) and parents will be called.
5. In the event of severe weather, the children will be grouped in the hallway outside their class room away from windows and doors. Emergency and severe weather plans are posted in each classroom by the entrance doors.



TUITION

We are a nonprofit organization and want to continue the high quality of care and services we offer our families. In order to maximize our tuition receipts, **we accept only ACH as payment**. We do not accept cash, checks or credit cards. All monthly tuition is the same each month regardless of holidays, absences due to illness, vacation, or closings due to inclement weather. All tuition is paid in an unavoidable emergency such as the center having no water, heat, no electricity or other such mechanical problems that cause our center to be unsafe and/or unsanitary for our children. Each child in our program is obligated to 51 weeks a year of tuition payments.

Our Daycare center is closed the week of Christmas of which we do not charge. This weekly amount is calculated and then divided into 12 equal monthly payments. You will be given a form to fill out with your information for the monthly ACH withdraw upon registration. DFUMC Daycare Tuition charges are listed at the end of this handbook.

First United Methodist Church Daycare Tuition Charges for **2018**

Infants: \$680.00/month

Transition: \$655.00/month

Ones: \$655.00/month

Twos: \$615.00/month

Threes: \$595.00/month

Fours: \$555.00/month

Tuition is subject to change in January 2019 to maintain rising operating costs for a quality center.





HEALTH

First United Methodist Church Day Care Center will make every effort possible to protect the health of your child. Cooperation of parents in helping fight the spread of communicable diseases is of great importance.

For the protection of all children in the center, parents should keep a child home when he/she shows signs of illness. *A child shall be free of fever, vomiting and/or diarrhea for 24 hours before returning to the center.* The following is a list of symptoms to be aware of before sending a child to the center. This list includes but not limited to:

**SORE THROAT
SEVERE COUGHING
INFLAMED EYES
NAUSEA OR VOMITING
FEVER
EARACHE
DISCHARGING EAR
FLUSHED FACE
DIARRHEA
DISCOLORED RUNNY NOSE
SKINRASH
ENLARGED GLANDS**

Please be prompt in picking up your child if called to do so because of illness. Because we do not have a school nurse or a place to keep your child while waiting for them to be picked up once you are called, thirty (30) minutes is the maximum amount of time we allow for pick up. If that potentially would not be possible on any given day, please make alternate contact arrangements with another individual/individuals to remain in compliance with this important policy. This is for the well-being of your child as well as the other children and staff in our center.



If your child is picked up from the center due to illness, the child must remain out of the center for the remainder of the pickup day, the following day, and not return to the center until they are symptom free for 24 hours. Any child, who develops contagious symptoms while NOT in attendance at the center, must be symptom free for a minimum of 24 hours before returning. Depending upon the severity of the illness, rash and/or disease, the director may require a note from the child's pediatrician, clearing the child of being contagious before returning to the center.

The Director will in turn notify other parents of the possible exposure. There is posted on the hall bulletin board a communicable disease chart which contains recommendations for the exclusion of sick children and their readmission to the Center. We will follow these guidelines. Please refer to it as needed.

If your child is injured at school, you will be informed immediately. If a child becomes seriously ill or injured and parents cannot be reached, emergency medical treatment will be obtained through Hamilton Medical Center.



MEDICATION

With the exception of infant teething/gas drops, diaper cream, re-applications of sunscreen and bug spray (as needed) and the topical creams/sprays that are state required to be in our center first aid kit, daycare staff will not dispense any type of medication to the children in our care.

Life threatening situations requiring medication will be given special consideration with medical documentation.





ABSENT

If your child is going to be absent for the day, or arrive later than usual, please call the center by 9:00 am to let us know. We must give the kitchen a lunch count by 9:15 am.

DISCIPLINE

The task of helping children learn to behave in acceptable ways. Discipline is treated as a positive learning experience for children in the center. Discipline that is practiced only after a child has done something wrong has little chance of success. To be effective, discipline begins with encouraging good behavior and through examples, explanations, and praise. The following guidelines will be used in promoting discipline in the center.

1. Setting examples: Teachers will be positive role models.
2. Praising good behavior: Giving praise is an excellent way to provide encouragement.
3. Praise helps children feel good about themselves and it makes them want to continue the desired behavior. Teachers will be specific, sincere and positive, give praise tailored to the needs of each child, and offer choices.
4. Setting limits: Setting limits is away to guide children toward good, safe behavior.

Discipline will not be corporal, associated with food, naps, or bathroom procedures. Methods of discipline will not be humiliating, shaming, or frightening to the children. Redirecting a child is usually all that is needed. "Time Away" is used to give the child time to be away from the problem that has arisen.





After a short period of time, the teacher and the child will talk about what has happened and the teacher will let the child know he/she is loved. The child may re-enter the play situation and try again. The Director or lead teacher may be asked to intervene if inappropriate behavior continues.

If misbehavior continues the teacher may: 1) call the parents at home and discuss the problem; 2) request a conference with the parents or; 3) request a conference with the parents and the Director. Appropriate steps after these interactions will be taken to maintain the integrity of the program.

AGENCY COOPERATION

Any suspected incident of child abuse, neglect, or description shall be reported to the local county Department of Family and Children Services in accordance with O.C.G.A. 19-7-5.

OUTSIDE PLAY

This is a regular part of the daily schedule. Everyone plays outside unless it is raining, extremely cold or otherwise disagreeable. **If a child cannot play outside due to illness, he/she must not attend until able to participate in outside play.**





CLOTHING AND PERSONAL BELONGINGS

1. Children should wear play clothes which are loose, comfortable and washable.
2. Children need to wear appropriate footwear for their age. *All sandals worn must have a strap on the back of the foot to keep them on.* Tennis shoes are required for 3 & 4 year old P.E. day in the gym with Ms. Susie. Check with your child's teacher for PE schedule.
3. Children need the freedom to explore all phases of the program, without fear of "getting dirty." ***Although we are watchful in maintaining the cleanliness of your child, we are not responsible for soiled/stained clothing.***
4. Toddlers in the process of being potty trained must wear clothing that can be removed fast and easy.

TOILET TEACHING

Due to necessary staffing during this process, we offer our toilet teaching assistance beginning in our two year old class. We will not initiate your child's toilet teaching but will **assist** in helping your child succeed. If possible, begin the teaching on Friday afternoon and continue the teaching through the weekend. Please discuss your techniques and any "terminology" with your child's teacher, so that we can say and do the same thing. Please dress your child in clothing that makes this process easier for him/her. With consistency and cooperation, we feel the child's success is maximized.

Please note: It is the policy of our daycare that a child may not enter the three year old class room until He/She is potty trained. Due to the daily routines and activities of our Three year old class, this policy must be strictly enforced.





The following is a list of items needed for each age group:

6 WEEKS - 12 MONTHS:

- Bottles with formula already prepared- making certain each bottle is labeled with the child's name and the current date (this is very important!)
- Juice, cereal and baby food as needed
- Diapers and wipes
- Desitin or similar if needed
- Two changes of clothes
- Two Sleepsacs (no blankets)



ONE AND TWO YEAR OLDS:

- Diapers and wipes
- Two changes of clothes
- A nap mat- purchased from our daycare
- A light weight blanket/nap roll

THREE AND FOUR YEAR OLDS:

- One change of clothes
- A nap mat-purchased from our daycare
- A light weight blanket/nap roll

Please be sure all items are labeled. We cannot be responsible for items not well marked. **Please do not allow your child to bring toys from home,** as this tends to cause problems in the classroom. We have plenty of age appropriate toys.

TRANSPORTATION

Children six weeks through two year olds will not be transported unless it is a medical emergency and parents cannot be reached. You will be asked to sign a form allowing us to do so should this need arise.





NUTRITION

We believe that good nutrition is a vital part of your child's development. ***Please make sure they have had a healthy breakfast before arriving in the morning.*** They will be offered a mid-morning snack at 8:30 AM, lunch between 11:00 and 12:00 noon and an afternoon snack between 2:30-3:00 PM.

Parents of infants under one year should supply formula already mixed in labeled bottles, baby food, rice cereal, juice, etc. on a daily basis. You will be asked to fill out an infant feeding plan which will help us keep your child on a schedule for you. Children over one year will eat nutritious meals and snacks prepared by the food services director under the guidelines of the State of Georgia.

If your child has an allergy or intolerance to any food, please let us know. For the well-being of all children who use the daycare facility, as well as our own children, our policy is that no outside food be allowed in the daycare. The exception to this is physician directed diets and parties (teacher approved foods only.)

ARRIVAL AND DISMISSAL

Parents must bring their child inside, locate their child's class and sign them in with the knowledge of the child's teacher. Upon exiting at days end, the parent or designated pick up person must sign them out again with the knowledge of the child's teacher. For important security reasons, the **ONLY** entrance and exit of the daycare center is through the daycare door beside the daycare office. All other entrances and exits will be locked with the exception of a needed emergency exit. With the exception of occasional emergencies, a receptionist will be available at the daycare entrance during all operating hours.

The handicap parking spaces directly beside our daycare entrance are to be used during business hours only for our daycare/preschool families dropping off and picking up their children. It is against fire code to park along the curb for any amount of time. Please do not cause a safety issue for our children by ignoring this rule.

Do not leave your child unattended at any time. Cell phones are a distraction to the safety of and attention toward your child. We ask that you leave your cell phone in your car or put away until you or you and your child have exited the center area.



Please do not arrive before 7:00 am or be exited from the building after 6:00 PM. This is for insurance purposes.

Please note: No child will be released to anyone who has not previously been authorized, through our strict registration process, by the child's parent, or acting guardian.

LATE PICK-UP

The Center is not licensed after 6:00 PM. If you are going to be late picking your child up, we ask that you call to notify us. If you arrive after 6:00 PM, you will be asked to sign a late slip. **Three (3) late slips in a 12 month period will result in dismissal from the program. Re-enrollment may be considered** by the Weekday Children's Ministries Board the following academic year.

COMMUNICATIONS

Parents are welcome to call or drop in at any time. For the comfort of the children, **please be sensitive to the center's schedule.** Children adjust much easier than adults do. If your child is having severe separation anxiety, you will be notified. Please communicate daily with your child's teacher and/or call the Director if you have special needs or concerns please notify us immediately of any change in name, address, phone number or place of employment.



First United Methodist Daycare 2018-2019 CALENDAR

Monday, August 6, 2018
Opening Day - Fall

Monday, September 3, 2018
Labor Day - Closed

Thursday & Friday November 22 -23, 2018
Thanksgiving Holidays- Closed

Monday, December 24 -Tuesday January 1, 2019
Christmas/New Year's Holidays - Closed

Wednesday, January 2, 2019
Resume Classes

Monday, January 21, 2019
Martin Luther King
Holiday - Closed

Friday, April 19, 2019
Good Friday Holiday -Closed

Monday, May 27, 2019
Memorial Day Holiday - Closed

Thursday, July 4, 2019
Independence Day Holiday - Closed





DFUMC Learning Center



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www.daltonfumc.com

Pastor Ken Elben, *Pastor of Family & Children's Ministries*
Linda Fitzgerald, *Daycare Director*
Anne Stinnett, *Preschool Director*

Rev. Tommy Willingham, *Senior Pastor*
Dr. Dean Osuch, *Outreach & Spiritual Formation Pastor*

