

Children's Enrichment Center

of the

First United Methodist Church

of

North Little Rock

Parent Handbook

**6701 John F. Kennedy Blvd
North Little Rock, AR 72116
501-835-2903**



Children are our inspiration

"Our task, regarding creativity, is to help children climb their own mountains, as high as possible. No one can do more." ~Loris Malaguzzi (A Founder of the Reggio Emilia Approach)

Letter from the Pastor

Dear Parents,

In the Gospel of Matthew, the disciples ask Jesus, “Who is the greatest in the kingdom of heaven?” Jesus looked toward a child, whom he put among them and said, “Truly I tell you, unless you change and become like children, you will never enter the kingdom of heaven.” A few days later, Jesus said to those same disciples, “Allow the children to come to me. Don’t forbid them, because God’s kingdom belongs to people like these children.” In these passages we have a beautiful image of Jesus teaching the holiness of children and the gifts they are.

The Congregation of First United Methodist Church believes that our Lord has expressly given to little children a place among the people of God. We take seriously Jesus’ ministry with children and consider our Children’s Enrichment Center to be a response to His call to care for children. We are proud of the work of the CEC! The CEC has created a nurturing environment full of joy for the children trusted to their care. Together with the staff of the CEC, we consider it a privilege to be a part of each child’s growth and development.

We know that the need for quality early education is great. To meet that need we have a “Better Beginnings” rating and an honored history of quality care in a church-related setting where spiritual values are important. Our well-trained staff members are committed to working with you and your child to provide optimum care and learning. I pray that this will be a great year in the life of your child. May their time in our CEC help them in their journey of reaching their full potential.

Blessings,

Pastor Lynn Kilbourne

Senior Pastor

Statements and Philosophy from the Director

Children's Enrichment Center is a Reggio-inspired Christian Learning Center. Here at CEC we marvel in the uniqueness of many styles and philosophies of teaching young children. We are a mixed blend of Reggio, Waldorf, Montessori and Nature Play-based. We are aware of the need of children to find their own style, their own pace and what will bring their personal learning and desire for learning to the highest level. As a Christian child care center, we help children to learn compassion and respect others, and an awareness of the world around them.

Our Philosophy

- Provides environments that encourage learning and creativity.
- Fosters Individuality.
- Values Process not product.
- Believes that teachers, parents and children are co-learners.

We seek to reveal and nurture the worth and dignity of each child, while fostering physical, social, moral, spiritual and intellectual development - at the child's own pace. As a Reggio Emilia - inspired program, we approach teaching by first studying and documenting how each child learns. Using that information, our learning environments and activities are intentionally arranged to support our children's mental and physical growth as they reason and construct, all while shaping their academic and social potential.

Melissa Baddar

C. E. C. Director

For more information on the Reggio Emilia Approach, please see Edwards, C., Gandini, L., and Forman, G. (Eds.) The Hundred Languages of Children: The Reggio Emilia Approach to Early Childhood Education. Norwood, NJ: Ablex 1993

Vision Statement

Connecting lives to build a community of faith that inspires hope, spreads love, and transforms the world by igniting a passion for Christ.

Mission Statement

CEC is a faith based childcare center that offers innovative, year round, full day educational preschool as well as infant care. It is at the heart of our vision to offer a program that addresses the whole child. The mission of our center is to provide a safe, loving, and encouraging environment that not only meets children's developmental needs but also their spiritual needs.

The Children's Enrichment Center is governed by a Board of Directors which oversees the policies, programming and financial aspects of the Center.



Licensing and Better Beginnings

First United Methodist Church Children's Enrichment Center is licensed by the Department of Health and Human Services and follows all of the regulations issued by the State of Arkansas. In June 2007, the Children's Enrichment Center earned the State of Arkansas Quality Approval Accreditation. In 2010 that accreditation was carried over to Better Beginnings and continues to this day. This exemplary status is held by approximately 30% of the child care facilities in our state. It is earned when a center provides outstanding child care services in every area including curriculum, classroom environment, facility, parent involvement and professional staff. We are extremely pleased to have earned the recognition!

In accordance with Federal law and U. S. Department of Agriculture policy, the Children's Enrichment Center is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). The Children's Enrichment Center is an equal opportunity provider and employer.

- **Minimum Licensing Requirements for Arkansas**

201.4 Parents shall be informed in writing upon enrollment of their child that children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent. CEC would inform parent/guardians if their child was to be interviewed.

401.10 Parents shall not be denied access to their child at any time during hours of operation. (Clarification: The intent of this rule is to ensure that the parent(s) or guardian(s) is able to have contact with their child during hours of care. It is not intended to be a determining factor in child custody/visitation matters, nor should it be used to circumvent court ordered custody/visitation rights or schedules. Facilities should encourage parents to resolve custody/visitation issues outside of the care environment. Parents should be informed that continuing problems could result in the dismissal of their child.)

Hours of Operation & Holidays

The Center's hours are 7:00am to 6:00pm, Monday through Friday. Parents or authorized individuals are allowed access to their child(ren) at any time during hours of operation. We close promptly at 6:00pm. Failure to pick up your child by 6:00pm will result in a \$10.00 assessment per child up to 6:15pm. After 6:15pm, there will be an additional charge of \$1.00 a minute per child. This charge will be determined by the time on the Center's clock.

The Center will be closed on the following days:

Friday Before Labor Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve

Christmas Day

New Year's Day

MLK Jr. Day

Friday Before Memorial Day

Memorial Day

Independence Day

Wait List

We are proud and humbled by the existence of a wait list to enroll in CEC. CEC has a wait list or record of children waiting for an opening to enroll in the center. This list is kept by age and in the order it is received. The exception to that order is church members, siblings and CEC employees. Inquiring parents are asked to go to our church website, www.nlrfumc.org, click on CEC and then Wait List. Fill the form out completely and submit this will send the information to the director's email. Every spring after the enrollment of currently enrolled children, the parents of children on

the wait list are contacted to fill any open spaces, thus completing CEC's enrollment for the next year.

Enrollment

CEC's classes are open to any child regardless of race or religious beliefs. But as stated above, with space being limited, parents with children already enrolled in the program, church members and CEC employees will be given priority. Registration for the next school year is held in February through April of that year. Children are placed in classes according to their age as of August 1st of the current year. CEC is a full-time child care center and enrollment is for 1 year. Parents are encouraged to visit the Center before their child is enrolled. Please call to schedule a tour. We prefer not to schedule tours during our children's nap or quiet times.

Entrance Requirements

Children are not considered enrolled until a registration form is completed and the non-refundable registration fee paid. To complete enrollment, the following forms are required before the child's first day:

- Registration form and fee
- Current immunization record provided
- Information/Child Bio
- Child Care food program (SNP)
- DHS medical information required
- Verification and Consent forms/Media form
- Obligation to Serve Infants in the CACFP (for infants only)
- Authorization for automatic draft of tuition
- PTO Enrollment Form

Withdrawal from Enrollment

Parent-initiated voluntary withdrawal of a child

- A **two week** notice withdrawal form must be given to the office stating the child's last day of attendance.
(Pick up form in the office)
- Parents are financially responsible for the tuition fee of the entire two weeks.

Center-initiated discharge of a child

- The parent or guardian is more than 30 days overdue on tuition.
- Failure to submit immunization records as required by licensing, resulting in the Center's non-compliance with the State of Arkansas.

- If CEC cannot accommodate the particular needs of a child with current staffing patterns.
- If the child or parent is unable to cooperate with the Center's program.
- If the child's behavior is overly disruptive to staff or other children enrolled in the Center.

The Center provides care for:

The center provides care for children between 8 weeks to Pre-K. Our after school and summer program provides care for ages 5 to 12.

Safe Arrival and Departure Policy

For the safety and security of all of our children, the two front doors of the Center have security locks. They are locked at all times. Admission into the Center on Monday through Friday is by scanning your card in front of the panel. Each family will be provided with two security cards. If your card is lost please notify our business office immediately. Replacement cards are \$10.00 each.

If you do not have your card with you, you can be admitted by ringing the bell that rings in our offices. The door will be unlocked from the office. There is a monitor on the desk to see who is at the door. If the person at the door is not recognized, we will ascertain their reason for being at CEC before they are admitted.

Parents/Guardians/Authorized persons must sign their child/children in at arrival time and out at departure time from their child's classroom. To prevent unnecessary injury CEC asks that your child/children not be allowed the freedom to roam the hallways during arrival or departure times. Children may be consolidated by age in one/two classrooms upon arrival or departure times. Sign your child/children in/out from the classroom they are located in at that time.

If a person other than the parent/guardian is picking up the child, the parent must notify the office in advance. Additional persons authorized to pick up your child can be listed on the back of your child's registration form. You can also fill out a "Picking up My Child" form to authorize another person. Any authorized unrecognized person will have to provide a driver's license at the Office before CEC will release your child to them.

Safety and Courtesy Tips during Arrival and Departure

- Please turn your car off and take the keys out of the ignition before entering the center at all times.
- Do not leave a handbag or valuables in your car in plain view. We suggest you lock your car before entering the center.
- Please drive slowly when approaching or departing the building or when driving under the shelter.

- Please do not leave small children unattended in your vehicle. It may not be convenient,
- but the following could be avoided:
- The child could lock themselves in or their parents out of the car.
- The child or baby could choke.
- Someone could abduct your child.
- A child could climb out of the car and get hit by a moving car or wonder off.
- Heat exhaustion or hypothermia could occur (since your car should not be left running).
- Heads, necks and arms could get caught in power windows.

Child Custody/Divorce Issues

In the event that custody becomes an issue for your family, a Court Order stating that a non-custodial parent may not pick up a child at the Center must be submitted to the CEC office. Without a copy of the Court Order on file, staff members cannot refuse a parent the right to take his/her child from the Center. CEC will need updated copies of court custody papers in the event that custody changes.

Law enforcement officials will be called immediately in the event that a custody confrontation arises at CEC.

In the event a parent/guardian needs copies of CEC's records, a fee of \$25 per hour with a minimum of \$25 will be assessed for gathering any amount of information. The process to gather this information is very labor intensive.

Infant and Toddler Requirements

- **Minimum Licensing Requirements**

401.12 *The facility shall distribute materials developed or approved by the Department of Health on prevention of Shaken Baby Syndrome to all parents of infants upon enrollment. Written documentation of receipt of this information by each parent, with a signature, shall be placed in the child's file. (Carter's Law, Act 1208)*

1003.3 *Infants (children 12 months of age and below) shall be placed on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome. (If a child rolls over on his/her own, the facility is not required to reposition the child.) If there is a medical reason a child cannot sleep on his/her back, then a signed statement from the child's physician must be in file stating the reason, the sleep position indicated and the time frame this is required.*

1003.4 *Infants' sleep space (e.g. crib) shall be free of loose bedding.* The interior of a crib shall have the infant only, dressed appropriately for sleep.

1003.5 *Swaddling infants shall not be practiced except as directed in writing by the child's physician.*

1202.2 *Pacifiers if used shall not be secured around the neck or have strangulation hazards attached.*

Acknowledgement of the some of the above information is included in this packet. Please sign and return to the CEC office.

Curriculum

Reggio Emilia Inspired Program

CEC shares the same philosophy of early learning that has emerged from the pioneering collective work of a group of schools in Reggio Emilia, Italy.

Children's Enrichment Center programs include:

- **Emergent Curriculum**
Learning is child-directed. Rather than teachers choosing an area of investigation and giving the children isolated facts on a given subject, teachers work as researchers alongside the children. They carefully listen to the interests of the children, assisting the children in defining their questions as a place to begin investigations and express their knowledge.
- **Project Approach/Inquiry based model**
Project work is the method by which children and teachers explore in-depth the interests and ideas generated by the children. Teachers provide materials, help children identify their hypotheses and then work in collaboration with the children to pursue a course of study. Teachers provide continuous support through the process by adding provocations and challenges to encourage the children to take their learning to deeper and deeper levels.
- **Hand-on, active learning**
Research shows that children learn best through play, using their whole bodies in active learning. We honor this in our program, providing an abundance of learning opportunities through meaningful play.
- **The importance of the environment, "the environment as the third teacher"** The environment is seen as instrumental to a child's educational experience. The classroom environment is composed thoughtfully and intentionally. Teachers work together to create opportunities for learning throughout the environment in addition to providing a safe, comfortable place for children to carry out their investigations.

Teacher as researcher

Teachers are committed to listening, observing, and documenting children's work carefully throughout their investigative process. In this capacity, teachers are able to provoke, co-construct, stimulate new thinking, and foster children's collaboration with each other.

Goals for each child:

- Development of social skills—sharing, caring and socializing.
- Development of self-help skills—toilet training, dressing and hand washing.
- Development of a positive self-image.
- Development of curiosity of the world around them.
- Development of Pre-Kindergarten skills and concepts.

Daily Schedule

Teachers develop the daily schedule and where there is more than one classroom per age, the schedules are coordinated. Each classroom has the daily schedule posted for their individual room. The following is a general schedule.

7:00 am –8:00 am Children arrive and enjoy free center time. In the summer months they may use this time for large motor skills outdoors.

8:00 am –9:30 am Breakfast is served every 30 minutes for different ages.

9:30 am –11:00 am Children participate in learning activities and depending on the day—Tumble Wheels (optional programs, fee paid by parents), Chapel, story time in the library or Spanish (2's, 3's, 4's). Some age groups may use this time for large motor skills.

11:00 am–12:30 pm Lunch is served in every 30 minutes for different ages.

12:30 pm–2:00 pm Some ages are napping, others preparing to nap/napping/quiet time.

2:00 pm–3:30 pm Snack time is served every 30 minutes for different ages.

3:30 pm–5:45 pm Children participate in organized group activities and free choice activities, indoor or outdoor large motor skills.

5:45 pm–6:00 pm Rooms are cleaned and straightened as the Center prepares to close.

Outdoor Play

- **Minimum Licensing Requirements**

401.4 *There shall be a total of 30 minutes per day of moderate to vigorous physical activity. This could be included in outdoor play time if it meets this criterion.*

Outdoor play is a critical part of young children's experience and aids in all aspects of development. We see our outside spaces as an extension of our classroom. Teachers plan fun, active, and engaging activities for outside play. We ask families to ensure that children are dressed appropriately for outside play each day. That means dressing with coats, hats, and gloves when it is cold out, raincoats and boots when it is raining, and light clothing when it is hot. We pay close attention to weather and air quality when making a decision regarding outdoor activities. We will reduce or eliminate strenuous outdoor activities due to extreme heat and poor air quality; however, we may go outside for short periods of time doing non-strenuous activities. We will also reduce or eliminate outdoor time due to extreme cold, when temperatures are below 32. We want our children to experience nature that includes puddle jumping and building a snowman.



Clothing and Footwear

Children should be dressed each day in clothing appropriate to the weather, comfort and for play. Please make sure your child has a complete change of clothing in their classroom. Also, please mark each article of clothing with your child's name. Your child's teacher will put soiled clothing in a plastic bag; your child's cubby should be checked daily. To protect your child's feet, please put them in appropriate outdoor play shoes, such as tennis shoes. Flip-flops, jelly shoes, open-backed shoes, clogs or cowboy boots are not allowed (except for water day shoes).



Personal Belongings

We ask that your child not bring toys, food or money from home. The only exception is if the child is asked to bring something by their teacher pertaining to a lesson or for show and tell. Children

often have a difficult time sharing personal items or they may become lost or broken. If your child has a security item, we will place it in their cubby until naptime.

Nutrition Policy: Meals and Snacks

We participate in the USDA Food Program and serve only nutritious, well balanced meals and snacks. Breakfast, lunch and a snack are served each day. All meals are prepared on the premises by our kitchen staff. All meals meet the USDA Food Program requirements and a variety of foods are served.

Within the scope of all of our meals and snack, we seek balance; a balance in nutrition that our food is whole and fresh, but not 'crazy-making' for our cook. Food is good. Let's enjoy it. We live in a great area with locally grown fresh foods. Let's experience these. The tastes we provide range from savory to sweet, the spices include a range of flavors. Not all children will like all foods and tastes. We accept that and know that no child will leave hungry. However, we will not cater to a child's preferences because so many options are available and we know they will find one or more that works for them. We believe by providing young children with new tastes and textures, we allow them to learn to accept and enjoy more "mature foods". But on occasion...yes it's a party and we will have a cupcake! That's balance.

Our meals are one of our most recognized teaching opportunities. These are wonderful times for learning and trying new things. At CEC your child will learn to pour, pass, scoop and more. They practice using manners, judgment, and patience, and learn respect for their food. Meals and snacks are served in a casual family-style atmosphere that promotes sharing and conversation.

Our menus are inspired by nature and motivated by our commitment to balance. Within the week, we balance red and white meats with vegetarian options. We balance dairy and fruits with whole grains and vegetables. We serve fresh fruits in lieu of desserts. We offer water regularly so that children learn to be well hydrated. We believe that by expanding foods tastes, textures and combinations, children are given an opportunity to appreciate food and not just feed themselves without awareness. We avoid highly processed foods.

Food Brought In:

Please refrain from bringing children into the center with food. If they need to finish their breakfast please sit with them in the foyer. Food brought into the classroom is hard for the other children to see but not eat. We thank you for wanting to bring in snack for the class but please refrain from donuts or snacks with a high sugar content. Fresh Fruit, whole wheat bread or yogurts are some ideas, please check with your child's teacher about allergies.

Parties/Special Occasions

Families are encouraged and welcome to celebrate their child's birthdays at school. Parents need to check with their child's teacher to find out if any of the children in the classroom have food allergies before bringing commercially pre-packaged food. When the school has holiday parties or special occasions, the teachers will post sign-up sheets for parent participation.

**WE NEED TO TEACH OUR CHILDREN
TO EAT REAL FOOD.
NO FAST FOODS.
NO JUNK FOODS.
NO PROCESSED FOODS.
JUST HONEST, NUTRITIOUS, REAL FOOD.**



- **Minimum Licensing Requirements**

701.8 *All food brought from outside sources shall come from Health Department requirements, or the food shall be in an individual, commercially pre-packaged container. (This does not include individual sack lunches brought from home.)* Snacks brought for the entire class have to be commercially packaged and not homemade.

Health Policy

Immunizations—Before your child’s enrollment is considered complete we must have a current immunization record. As per DHS, if we don’t have a copy of your child’s immunization record within 15 days of enrollment, your child will be released from our care.

Exclusion from Child Care—The problem of communicable disease is prevalent in every group and CEC is no exception. We can only accept healthy children. Upon a child’s arrival, CEC staff observes each child for signs and symptoms of illness and continue to observe them throughout the day. CEC staff will follow the guidelines listed below when making the decision to send a child home. Once a parent/guardian is contacted, the child must be picked up within one hour of the call. Ill children have to be separated until they are picked up, therefore they will be placed on a cot in the Office until a parent or authorized person arrives to take them home.

We depend on parent's cooperation to promote a healthy environment for all children attending CEC. A child showing any of the following signs of illness prior to arrival should not be brought to CEC. Or if these signs develop at CEC, your child will have to go home:

- Fever over 101 degrees/oral in a child who also has pain, behavior changes or other symptoms of illness. As per DHS, an **infant younger than 6 months** with any increased temperature shall be **medically evaluated**.
- Diarrhea: two or more watery stools above normal for that child and not related to a change in diet or medication.
- Blood or mucus in stools (unless caused by hard stools)
- Vomiting illness: vomiting on two or more occasions within the past 24-hour period
- Abdominal pain which lasts more than 2 hours
- Rash with fever or behavior change
- Strep throat: until 24 hours after antibiotic treatment has been started
- Mumps: until 5 days after onset of gland swelling
- Severe coughing: episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing
- Pertussis (whooping cough): until 5 days of antibiotic treatment
- Conjunctivitis or pink eye: pink or red eye(s) which may be swollen with white or yellow discharge (until treated with antibiotics for 24 hours)
- Pediculosis, head lice or the presence of nits: may return after treatment and removal of nits
- Multiple sores inside mouth with drooling: unless health care provider determines the condition is non-infectious
- Impetigo: may return 24 hours after treatment is initiated
- Active tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care
- Chicken pox: until all lesions have crusted (usually 6 days after the rash appears)
- Measles: until 4 days after onset of rash
- Rubella: until 6 days after onset of rash
- Illnesses or symptoms that interfere with a child's ability to participate comfortably in program activities including outdoor play. Or result in a greater need for care than the staff can provide without compromising the health and safety of other children.

Exceptions to the above time periods may be allowed by the Director on an individual basis if:

- A child has a chronic illness that is documented by the child's physician.
- Written documentation is received from the child's physician that the child will not expose others to a communicable disease upon his/her return to CEC.

We will post signs when your child has been exposed to a contagious illness. Please call our office when your child has been diagnosed as having strep throat, pink eye, chicken pox, etc. CEC follows

all protocols deemed by the Arkansas State Health Department. Please understand that if you are asked for information or action by CEC related to the Health Department it is a mandatory request that must be adhered to for CEC to retain its license.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day. If an injury is determined to require the attention of medical personnel, parents will be notified immediately. If a parent cannot be reached, we will then try to reach someone from the emergency contacts listed on the registration form.

In case of a serious accident or illness that requires immediate attention, the Center will dial 911 and then contact a parent. If the child is taken to a hospital, a staff member will accompany the child and remain with the child until the parent assumes responsibility for the child.

Medications

If given the option, an informed physician knowing your child is in day care, may prescribe medications to be dispensed in the morning and evening. When that is not the case, the administration of CEC dispenses prescription and non-prescription medications to a child under the following conditions:

- Prescription medication is in the original container and the label includes the child's name, the dosage and directions for administration.
- Nonprescription medication with written parental consent and instructions.
- Parents have filled out a medication permission form including the date, type, drug name, time and dosage, length of time to give medication and what the medication is being given for and signature.
- Staff will not dispense medications in dosages that exceed the recommendations stated on the medication bottle.
- Medication needs to go home after the last date that the medication is administered.

All medications are kept locked in the office. Only administrative personnel are authorized to dispense medications. Medications administered 30 minutes before or 30 minutes after the time on the permission form are considered on time. Administrators will write the actual time of administration and their initials on the medical permission form. Ongoing medications need a permission form filled out every two weeks. This and all other forms are kept in the office but you may request a copy. Please do not leave any medication in your child's diaper bag, cubby or backpack; this creates a safety risk for children who may gain access to the medication and is a violation of DHS policy.

The Children's Enrichment Center does not administer prescription medications by injection (with the exception of an Epi-Pen) or any other special medication we determine should be only administered by trained medical personnel. Children with special health care needs (ex. Asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given on an emergent basis (Benadryl, Epi-Pen, rescue asthma medication but no other injection type medications) shall have a care plan. Care plans shall have clearly stated parameters, directions and symptoms for giving the medications. Care plans shall be updated as needed but at least yearly.

Because children go outside for part of their day, they need to be protected from overexposure to the sun. Sunscreen shall be used if needed, with a parental permission form filled out and on file.

Weather/Emergency Policy

Children's Enrichment Center follows the North Little Rock School's weather policy. If the NLR Schools are closed for weather reasons, so is CEC. Shortly after the NLR School district posts closing with KARK 4, CEC will also post it's closing on KARK 4.

CEC practices monthly fire and tornado drills. The staff brings the enrollment with them for all drills. Maps with evacuation routes are posted in classrooms. In the event a tornado siren sounds or is sounding, your child can be picked up from the bathrooms, the laundry room or the cafeteria/toddler playroom. In the event of an actual fire we will evacuate and meet at the bus shed. Emergency information for each child will be taken by the staff in the event of an evacuation. In the event of an emergency requiring the relocation of CEC, all staff and children will relocate to the Lakewood United Methodist Church on 1922 Topf Road in North Little Rock. Parents will be notified as soon as possible to pick up their children. A more detailed emergency plan is on display outside of the office.

Behavior Management Policy

- **Minimum Licensing Requirements**

501.6 *Behavior charts shall not be used.*

CEC understands that each child is loved by God, made in His image and redeemed for His service. CEC views discipline as a process of developing appropriate behaviors. We begin our behavior management by providing an interesting environment with plenty of opportunities for the children to choose what they would like to do. A challenging environment that allows experimenting, learning, physical activity and quiet time prevents boredom and promotes good behavior.

Discipline varies with the age of the child:

- Children under two are re-directed.
- Children two and older that are unable to demonstrate self-controlling behavior will be put in a safe area for the child to gain control.

CEC is in the process of including **Conscious Discipline by Dr. Becky Bailey** into our current behavior policy. The following is a brief amount of information from their website, www.consciousdiscipline.com:

Conscious Discipline is the most comprehensive discipline program available. It is specifically designed to provide parents with the conscious awareness and skills needed to create safe, connected, problem-solving homes. For educators Conscious Discipline is a comprehensive self-regulation program that integrates social-emotional learning and discipline.

Easy to Love, Difficult to Discipline is the core Conscious Discipline publication for parents. Conscious Discipline is designed for parents who are facing the overwhelming challenges of raising children today. Conscious Discipline is unique from other ways of guidance because it:

Defines discipline not as something you **do to children**, but something you **develop within them**.

Teaches new skills to the adult first and the children second, empowering you to become the mindful parent you want to be.

We can discipline differently than we were disciplined, break the cycle of "do as I say, not as I do," and learn to discipline without permissiveness, aggression or guilt.

Based on current research, Conscious Discipline can teach both parents and children how to: **Set goals and achieve them despite obstacles and distractions**

(instead of yelling, nagging, and sending to time out or removal of privileges).

Create safe homes by managing our emotions instead of acting them out *(instead of adults losing tempers, children throwing tantrums, name-calling, hitting or destroying property).*

Set personal boundaries to prevent bullying and encourage respectful interactions *(instead of telling others how they should think, should feel or should act).*

Resolve conflict in a way that creates closer, more loving relationships

(instead of pretending issues don't exist or having them tear us apart).

Some of CEC's personnel have been trained in Conscious Discipline and some are in the process of being trained. As per Conscious Discipline staff, the process of completely changing over to this method takes years. We encourage visiting the website and becoming our partners in creating a school family.

If a behavior persists or becomes difficult to manage, a conference will be requested with the parents, teacher and Director so we can work together to help the child.

Biting Policy

The staff at CEC closely supervises children at all times. Everything possible is done to keep all of the children at the Center safe and secure. However, just as all toddler falls can't be prevented, all bites can't be prevented.

Because biting is a common occurrence in programs serving children under three years of age, and because biting is a common concern of parents of infants and toddlers, we have carefully researched and updated our policy concerning biting. The following procedures are used at CEC:

1. The injured child receives the first attention and any necessary first aid is administered.
2. The biting child is dealt with firmly, but kindly and briefly. He/she is told that biting hurts and that we will not let him/her hurt other children.
3. Possible further response or action could include the following:
 - If the biter is an infant, usually the child is biting just as he/she would bite a toy. He /she get a response so they bite again. Careful supervision or shadowing is used to prevent bites and many chewable toys are provided.
 - Some children begin to bite because they imitate the kisses or playful bites of adults. Teachers will show children a kiss with exaggerated, protruding lips.
 - Children without language skills communicate by biting to get a toy or keep another child from getting a toy, etc. Teachers continuously work to develop language skills and children will hear "use your words" repeatedly.
 - If a certain child seems to be chosen often as the victim, that child is encouraged to be more assertive. Teachers will also attempt to keep this child away from children who are likely to bite.
 - Never will a biter be bitten back. This only provides the child with an inappropriate role model and is unsafe for the child.

Biting incidents are recorded on the appropriate paperwork by teachers and a copy is given to parents. If the bite breaks the skin (very few do) parents will be promptly notified. It is

inappropriate for CEC staff to reveal a biter's name; this information will never be provided. Biting is a normal behavior for infants and toddlers and they are never intentional.

If a child is biting repeatedly, the Director will discuss the matter with the parents of the biter. A plan and timeline is developed between parents, teachers and the Director to help the child learn more appropriate behavior instead of biting and to ensure there is consistency between home and the Center in methods used to reverse the biting behavior. We also have more written information available about children biting. Any other decisions regarding incidents of biting will be handled by the Director on an individual basis.

Potty Time

There is no set age at which toilet training should begin. The appropriate time depends on each individual child's physical and psychological readiness. Some children show signs of readiness between 18 and 24 months, others may be older. The staff at CEC encourages but does not force children to potty train at a certain time.

Communication is the key ingredient between parents and teachers when toilet training begins. Consistency in techniques between home and the child's teachers is important for a child's success. Once the child has repeated successes, the teachers encourage the use of underwear. We suggest that the change of underwear begins at home on a weekend and continues for one week. When a child is beginning the transition from diapers to underwear, the child wears diapers or pull-ups at nap time until he/she is consistently dry upon waking.

Children that are potty trained use the restroom with the door ajar so teachers can continue supervision. The teacher will assist the child if needed, but will encourage the child to learn to wipe him/herself, etc. When a child has had an accident wetting or soiling their clothes, the teacher shall assist the child in changing their clothes in the restroom. The teacher shall put on rubber gloves, help remove their clothing, clean the child and help put on dry clean clothes. The soiled clothing shall be put in a plastic bag and put in or by the child's cubby. The parents will be informed of the soiled clothing. If your child is in our care before age 3, we will work diligently with parents to have your child potty trained before they move to the 3 year old classroom.

Reporting Child Abuse and Neglect

All child care workers are by law, mandated reporters of child abuse, child neglect or a serious licensing violation. Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision or discipline or when a child is abandoned. Any person can call the Child Abuse Hotline at 1-800-482-5964 and make a report of suspected child abuse or neglect. Reports can be made anonymously.

Children are subject to being interviewed if necessary by Child Care Licensing, DCFS Special Investigations and Law Enforcement for investigative purposes or for determining compliance with licensing requirements. Child interviews do not require parental notice or consent. However, we will inform parents if this was to occur.

Tuition and Registration Fees

As of August 1, 2015, CEC's method of collecting payment (tuition, registration and insurance fee) will be automatic drafting from checking or savings accounts. There is a form for automatic drafting, return it to the office once it's completed.

A NON-refundable registration fee must be paid for your child to be considered enrolled at CEC. If a registration form is filled out but the fee is not paid within a week, your registration is forfeited and your spot at CEC goes to the next family on our wait list. An infant less than 8 weeks old by the date of the new school year in August can be enrolled for the new school year. CEC will hold the opening for up to three months only if the parents agree to pay for the tuition for all three months.

Tuition will be drafted on Friday's before the week in use. There is a schedule of draft payments included with the other forms.

Any circumstance requiring a change in this method of payment must be discussed and approved by the Director in advance. **WITHOUT THE DIRECTOR'S APPROVAL ANY TUITION ACCOUNT OVER 15 DAYS PAST DUE WILL CAUSE THE CHILD/CHILDREN'S ENROLLMENT TO CEASE.**

Tuition must be paid for the time your child is enrolled, even in the case of absence. We do not refund tuition for vacations, sick time or if the Center is closed for severe weather (CEC follows the North Little Rock School District weather closing policy). There will be no refunds on tuition for any reason. Tuition will not be prorated. All financial accounts are to be paid in full prior to the child's last day of enrollment. If a past due account exists after a child is no longer enrolled, the account will be submitted to the NLR Small Claims Court for collection.

A \$35 service fee is charged for all insufficient funds on drafts. We will email and/or call you about the situation and rerun the draft with the fee included.

Weekly Tuition Rates

Nursery - 2 years old: \$165 per week

3 years old and Pre-K4: \$145 per week

Elementary after school: \$60 per week

Elementary rate for all day care during the regular school year for days that school is closed: \$25 per day

Elementary rate for before school care is \$4 daily/\$20 weekly/\$80 monthly. We will only provide this service for 8 children on a first come first serve basis. Parents must register with the office to receive this service.

The above rates are effective August 1, 2015. Tuition for the school year is based on the child's age on August 1 of that year. **A ten percent discount will be given to the second and subsequent children within a family.**

Insurance

Blanket Accident Policy insurance is required for each child. A minimal yearly fee decided by the insurance company will be charged at the beginning of the school year or when your child is enrolled. The policy is utilized on an excess basis meaning the parents/guardians insurance is used

first for accident claims and this policy pays for the balance of those claims. The office has the forms needed for a claim.

We also offer each family the option of enrolling in AR Kids first.

Elementary Children

The CEC's year-around program for elementary children is available for children who are in kindergarten through the summer after they finish the fifth grade.

During the school year, we provide child care each afternoon from the time of regular school dismissal until 6:00 pm. Each afternoon is filled with a nutritious snack, activities, quiet or study time and center play time. We only provide pick up services at Indian Hills Elementary.

If the North Little Rock Schools are closed for the day, we provide services for elementary children for a fee of \$25 per day. Since this is an additional fee not included in the regular monthly tuition, this is a parent's choice if they want this service for their child. If North Little Rock Schools are closed for inclement weather, CEC will also be closed.

During the summer months, the elementary program is an exciting full-time program for children who have completed kindergarten through fifth grade. The program will include weekly chapel, special activities, field trips and VBS. It will also include breakfast, lunch and an afternoon snack.

The elementary weekly tuition fee for June, July and August is determined in the spring of that year. When you register your child for the school year starting in August, your child is enrolled for the entire year so you would not have to re-enroll for the summer program. However, if you remove your child from enrollment at any time during the year, but intend for your child to attend sometime in the future, your spot is not held. You would have to re-enroll.

Technology Policy

The advances and availability of technology have created a need for policy. Employees are not to use cell phones in the classroom, gym or playground or/and while they are supervising children. The exception to this policy is communication with a parent of a child with medical concerns. All exceptions to this policy need director approval.

Communication with teachers can happen at drop off and pick up times and with notes on the tadpoles app. If a parent needs to communicate during the day with a teacher, they can call the office and administrative staff will inform the teacher, teachers cannot be called out of their rooms while supervising children. The exception is classrooms with infants that have phones. It is the decision of each teacher whether they give parents their cell phone number.

CEC is part of the church web-site, www.nlrfumc.org. We try to stay current with information but mistakes can happen. CEC also has a Facebook page and will post events and other information. CEC would like to post pictures of events involving children; permission from parents/guardians is needed for your child's photo to be posted on Facebook or included on our website. Also, permission is needed for a teacher to photograph your child on their cell phone. A completed media form is required.

Parent's Responsibilities

Parents are responsible for providing the following items:

For infants, toddlers and possibly two's—diapers and wipes. The Center provides Parents Choice Infant formula, any other formula must be provided by parents. As stated earlier, all children require a change of clothing; infants, and toddlers may require two changes of clothing.

If you want your child to receive breakfast, have them at CEC by 8:00 am. If your child will be late or not in attendance that day, please call the office by 9:00 am and let us know so we have an accurate lunch count.

If your elementary child is absent from school or you have after school plans that do not include the Center, please call us before 1:00 pm so we know not to pick your child up at school that afternoon.

Better Beginnings asks that we record your child's progress, teachers enjoy doing this and showing you their achievements. Photos of your child are one way to record their process. As stated above, permission is needed to photograph your child.

Professional individual and class photos are made each year. We will give you notice as to when picture day is, so hopefully your child will be in attendance to be included in the class picture.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Complete all paperwork including providing an updated shot record and turn it into the office before the child's first day.
- Bring your child's classroom supply list items the week of August 15th. Each class will have a supply list.
- Communicate any concerns regarding our program or your child immediately to staff and/or the Director.
- At enrollment give CEC the email you will check for messages and to receive invoices and receipts.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- Remember your child's nap time and try to schedule visits or pick ups before or after that time. It can disrupt the entire class to pick up your child at this time.
- No smoking on the premises, either indoors or outdoors.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.

Parent Involvement

The relationship between parents and teachers is very important to the staff of CEC. The children in our care are special to all of us and their well-being is our primary concern. There is so much that we can learn from each other through open communication. Please feel free to ask for a conference at any time.

The Children's Enrichment Center has an open door philosophy. Parents are welcome at any time but as stated, you should try to avoid naptime. Nap time is after lunch and varies slightly by age, please ask your teacher for a more specific time.

Parents are asked to evaluate CEC annually through a survey. The feedback is important in helping us to continue meeting the needs of our children and parents.

We have a Parent Teacher Organization or PTO. We are hopeful that many of our parents will want to be involved in the PTO. The PTO meets during the year to plan family events, a clean-up day, promote staff appreciation, make and improve communication between parents and staff and assist in fundraising events. But the direction, goals and choices will depend on you the parent. We look forward in anticipation to the growth and benefits to the children from your continued support of the PTO. Please watch for posted memos on the dates of PTO meetings.





First United Methodist Church of North Little Rock

The First United Methodist Church of North Little Rock welcomes the opportunity to serve you and your family through our Center's ministry, as well as other ministries our Church has to offer.

FUMC Opportunities:

Sunday worship in the Fellowship Hall----9 am

Sunday school for children and adults---10 am

Sunday worship in the Sanctuary-----11 am

There are many other opportunities for fellowship at FUMC. We invite you and your family to be a part of a variety of musical venues, bible studies, and community missions. We also have extensive children and youth ministries.

Together proclaiming **CHRIST** by loving God &
serving God's people.

Form of Acknowledgement

I _____ have read The Children's Parent's Handbook and am aware of the policies of CEC.

The following is a list of important points from the handbook:

- The enrollment fee is non-refundable
- Per DHS, if CEC does not receive a copy of the child's current shot record within 15 days of enrollment the child cannot stay in care.
- Call CEC by 9am if your child is going to be absent that day.
- Parents/family are welcome at any time to visit or pick up your child; we ask that you be mindful of your child's nap time.
- An important part of your child's day includes outdoor play, dress your child in clothes that can get dirty with closed toe shoes or tennis shoes.
- Proof of identity is required with an official picture ID for all unrecognizable persons picking up children.
- Payment is required 2 days after a two week notice is given for withdrawal of your child from CEC or your child cannot continue to attend CEC.
- Accounts over 15 days past due without arrangements with the Director will cause care to cease for your child.
- As a parent of an infant, I received information about the prevention of Shaken Baby Syndrome.
- CEC follows the behavior standards of DHS and Conscious Discipline from Dr. Becky Bailey.

Please sign the loose copy of this form from your packet and return it to the office with all other forms completed.

Signature _____

