

MISSION STATEMENT

We recognize that the quality of care children receive in the early formative years is directly linked to subsequent ability to participate in school and social life. First Broad St. United Methodist Church provides a loving atmosphere for children to grow physically, mentally, socially, and in Christian spirituality through its Child Center. A quality full-time childcare program and preschool program, along with an after-school program are all available to meet family needs. Through a variety of activities appropriate for each child's age and developmental level, he/she develops self-expression, self-control, and an interest and joy in learning. Above all, each child is provided the opportunity to develop a positive self-image through loving care and interaction with others.

ORGANIZATION

The Child Center is governed by the Child Center Committee, which is comprised of members of First Broad Street United Methodist and/or parents of children who attend the Child Center. This committee sets policies and works with the Director in running the Center.

Chairman of the Committee is Dean Odiorne.

The State of Tennessee licenses the Child Center.

The Child Center meets all requirements for compliance with Section 504 of the Rehabilitation Act of 1973. It does not discriminate on the basis of handicap with regard to enrolled children and their parents, potential children and their parents, or current or potential employees.

HEALTH REQUIREMENTS

1. Each child must have a health form signed by the health care provider on file. An up-to-date record of immunizations must also be on file.
2. Communicable diseases (chicken pox, strep throat, etc.) need to be reported to the teacher so other parents can be alerted.
3. If a child has been ill during the previous night or has had a fever of 100 (axillary) within 24 hours, he/she cannot be in attendance.
4. If a child becomes ill during the day (fever, upset stomach with vomiting or diarrhea) the parent will be called and **MUST** come for the child within one hour of the call.
5. Prescription medication to be given by staff must be in the original container labeled with the child's name, dosage, etc. Over-the-counter medications must be labeled with the child's name.

Refrigerated medications may be stored in the classroom. Other medication may be stored in the locked box in the classroom. Instructions for dosage, time, etc. must be written on medicine charts in the classroom.

CHILD CENTER HEALTH POLICY

KEEP YOUR CHILD AT HOME IF HE OR SHE HAS:

- A temperature of 100 or higher. Keep your child home until the temperature has been normal for 24 hours. Your child cannot return until the temperature is normal **without the aid of a fever reducer.**
- Cold, sneezing, coughing, and/or any discolored nasal drainage.
- Diarrhea (2 or more loose watery stools in 8 hours). Your child **must be free from symptoms at least 24 hours** before returning to school.
- Vomiting (more than usual "spitting up"). Your child must be **free from symptoms at least 24 hours before returning to school.**
- Rashes that have not been diagnosed by a physician.
- Impetigo, a skin infection consisting of blisters surrounded by reddened area. When the blisters break, the surface becomes raw, weeps, and oozes. The lesions eventually become crusted and yellowish.
- Conjunctivitis, an eye infection commonly referred to as "pink eye". The eye is generally red with some burning, and there may be a thick yellow drainage. **Treatment must be in progress for 24 hours before your child may return.**
- Bronchitis, which can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, and then becomes loose.

- Any of the usual childhood contagious diseases. Some of these are: measles, mumps, rubella (German measles), chicken pox, and roseola.
- Strep throat: If the doctor diagnoses a strep throat infection and places your child on an antibiotic medication, **your child should not be brought into the Center until he/she has had medication for at least 24 hours.**
- Head lice –Child must have been treated and all nits removed. Children must be checked by the Health Department before returning to school.
- If a child seems really sick without obvious symptoms, please do not bring him/her to the Center. If your child has a contagious disease not listed above, you must keep the child home. By helping us observe good health standards, you will be protecting your child and the other children in the Center.

If your child develops any of the conditions previously listed while at the Center, parents will be notified immediately and are expected to pick up their child within one hour. If you cannot be reached by phone, one of the other people you have listed for emergency notification will be contacted to pick up your child.

Parents will also be called, but will not be required to pick up their child, if he/she is unusually listless, pale, irritable, or has a low-grade fever.

It is extremely important that you follow our illness policy. We can reduce the amount of illness that spreads throughout the Center if you keep your child at home for the amount of time suggested above. Thank you for your cooperation.

TUITION

Parents must pay tuition on Friday by noon for the upcoming week. If payment is not received, your child will not be allowed to return on Monday without making arrangements with the director. No credit is given for absences, inclement weather closures, or holidays. Notice of withdrawal from the program must be in writing 1 week in advance of withdrawal. Please see form on page 9.

STATEMENTS

Because prepayment is required, do not wait for statements. Statements will be sent monthly for additional charges beyond regular fees. Parents wishing to pay by the month should multiply weekly charges by the number of Fridays in the month to calculate the monthly charges. Payments must be received on the Friday before the 1st of the month. Parents who pay monthly will receive a \$10/month discount. Parents may use online banking for convenience of paying tuition. Please contact Sue Ann Greene at 224-1509 for further information.

SCHOLARSHIPS

Application for tuition help may be made to the Scholarship Committee. Please see director for form.

WAITING LIST

A child's name may be placed on a waiting list for the program with no tuition due until an opening occurs. The space may continue to be reserved if registration and weekly fees are paid.

PROGRAM

A full day program is available for children aged 6 weeks through 4 years. There are individual groups for infants, toddlers, 2, 3, and 4 year olds. Each group meets in a room with age-appropriate toys and equipment. Specific daily activities are planned for each group.

All children enrolled in the 2, 3, and 4 year old programs have a planned pre-school program with a developmental curriculum. Children are offered opportunities for growth in cognitive, social, language and motor skills preparing them for future entrance into public schools. These activities are planned recognizing that young children learn through play and that creativity and curiosity are innate qualities we want to encourage.

CHAPEL

Three and four year olds participate in chapel each week. Two year olds begin chapel at about mid-year.

NAPTIME

Infants nap on an as-needed basis. All toddlers, 2, 3, and 4 year olds have naptime from approximately 12:30 p.m. to 2:30 p.m. Parents are encouraged to furnish two blankets and/or small beach towels for nap. An old pillowcase is a good "holder" of nap items. Nap items must go home on Fridays to be washed.

NUTRITION

Children arriving **before 8:15 a.m.** may bring breakfast to eat in their room. Breakfast must be ready to eat, complete with utensils, milk, juice, etc.

Lunch will be served to all children except infants still requiring baby food. Meals are planned to be nutritious and appetizing. We avoid overly sweet items, and encourage children to appreciate the natural flavors of a variety of wholesome foods. Children are encouraged to develop skills in feeding themselves while using appropriate table manners. Teachers are expected to sit with the children during meals.

A nutritious snack will be served in the morning and afternoon.

OUTDOOR PLAY

The center follows state guidelines in that we do take the children outdoors in cool weather. Please dress your children appropriately with coat, gloves, hat, etc.

AFTER SCHOOL CARE

After school pick-up is available from local schools. Appropriate games and other activities are offered as well as time for homework and outside play. Full-time care is provided during the summer months, and during school breaks.

MONTHS OF OPERATION

The Center is open 12 months a year. We are open during the city schools' Christmas and Spring breaks, as well as on Inservice Days. In the summer, and during school breaks, the school-age program is offered all day.

ARRIVAL AND DEPARTURE

Teachers are not responsible for the children until 7:15 a.m. The classroom teacher will be in the room at 7:15 to greet you and your child. Please **DO NOT** ask or expect the teacher to care for your child before 7:15. The teachers need time to prepare for the day. We appreciate your support with this.

Occasionally, you may wish for someone else to pick up your child after school. The person who picks up your child must be on your application form, and we will ask for photo ID before releasing your child to anyone other than a parent. This is for the protection of your child and our staff.

In order for your children to enjoy the benefits of the program, we ask that everyone be in attendance by 10:00 a.m. We will not accept children between 10:00 a.m. and 3:00 p.m.

CENTER HOURS

Child Center hours of operation are 7:15 a.m. – 5:30 p.m. Monday - Friday. A late fee, per child, of \$10.00 for the first 5 minutes and \$1.00 per minute thereafter will be charged for time used after 5:30 p.m. The Department of Human Services will be called to take into protective custody any child not picked up within 1 hour of closing time.

PARENT VISITATION

Parents are always welcome to drop in and visit as frequently as they like. You are also welcome to participate in field trips and other special events.

PARENT BULLETIN BOARD/DROP BOX

The check drop-box is located on the main hallway, outside the Infant room door on the left. The bulletin board in the office will have notes of interest for parents.

INCLEMENT WEATHER POLICY

The Child Care Center will close if Kingsport City Schools have a full-day closure or early dismissal for inclement weather. Closures will be announced on WJHL TV11, WCYB TV5, and WTFM radio (98.5FM)

BIRTHDAYS

Children love sharing their birthday celebration with their friends. Parents may want to bring a special treat for the class on this special day. Please coordinate this with the teacher.

CLOTHING

The children will be engaged in active, sometimes messy play. They need to dress so they will be free to participate in all activities.

Please label all jackets, coats, and sweaters so they will be easily identified. All children need to bring a change of clothes to be left at the Center. These need to be labeled with the child's name also.

CONFERENCES

We want to maintain open and free communication at all times. Please make the teacher aware of anything unusual that might affect your child. Parents are urged to request a conference any time they feel a need. Scheduled conferences will take place throughout the year.

DRUGS AND ALCOHOL

Persons operating motor vehicles who are noticeably under the influence of drugs or alcohol will be asked by Child Center staff to make other arrangements for transporting children from the Child Center. If that person refuses to make alternate plans, the Child Center staff is authorized to call the Kingsport Police Department to alert them of an impaired driver.

PARKING

Please use the parking spaces designated in the first two rows of the Woodyard Center parking lot for drop off and pick up.

VISITORS

All visitors must check in with the Child Center Office to maintain security within the building.

SECURITY

The Child Center's security system requires a code to be entered before going past the office. Parents are issued the code, and it will be changed periodically. Parents will be notified prior to changes.

CALENDAR FOR 2009- 2010

Dec. 24-25, 2009	Closed for Christmas
January 1, 2010	Closed for New Year's Day
January 18, 2010	Closed for Martin Luther King Day
April 2, 2010	Closed for Good Friday
May 31, 2010	Closed for Memorial Day
July 5, 2010	Closed for Independence Day**
September 6, 2010	Closed for Labor Day
November 25 -26, 2010	Closed for Thanksgiving
December 23-24, 2010	Closed for Christmas **
December 31, 2010	Closed for New Year's **

CHILD CENTER TUITION RATES – 2010

INFANTS **\$145/week**

TODDLERS **\$140/week**

2 –YEAR- OLDS **\$140/week**

3 & 4-YEAR-OLDS **\$135/week**

2 days/week **\$95*/week**

3 days/week **\$110*/week**

***Part time care available only in 2, 3, and 4 yr. old classes**

AFTER SCHOOL CARE

Pre K **\$80/week**

K-5 **\$75/week**

SCHOOL AGE SUMMER CARE

\$135.00/week

EXTRA DAYS

Full days are charged out at \$40 per day (total cost).

ENROLLMENT FEE

\$50.00 annually for all children

The Child Center is a Non-Profit Organization and what you pay in tuition pays for our teachers' salaries and benefits, lunches and snacks, and teaching supplies. The Church subsidizes the Child Center with respect to the building, utilities, transportation, and insurance.

ADDENDUM (2001)

In order to fulfill the mission of the First Broad Street United Methodist Church Child Care Center, we believe that children need a loving atmosphere to grow physically, mentally, socially, and in Christian spirituality. Young children learn actively through observation of adults – particularly parents and teachers. In high quality programs, teachable moments are available throughout the day. With this in mind, neither staff nor parents can tolerate disrespectful, loud, or inappropriate behavior in any form. Our goal is to provide an environment marked by pleasant conversations, laughter, love and excitement – promoting friendly, positive, and respectful interactions is our goal for both children and adults. No loud, disrespectful or inappropriate behavior will be tolerated. If resolution cannot be reached among involved parties, or from consultation with the Child Center Committee, families or staff members will be immediately dismissed from the Child Center.

Forms to Change Schedule/Withdraw from the Program

Date _____

Please accept this as a written notice of withdrawal from First
Broad St. UMC Child Care Center. Effective _____,
Date

My child _____ will no longer be in
attendance.

Parent Signature

Date _____

Please accept this as written notice of schedule changes for
_____. On _____
child's name date

his/her schedule will change from _____
current schedule
to _____.
new schedule

Parent signature