

## **WELCOME**

Welcome to First Broad Street Child Care Center. We hope your family will enjoy our school. This handbook has been written to describe our programs, goals, policies and practical details that go into making each school day as happy and successful as possible. Please read this and keep it for reference because it will answer many of your questions.

## **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. 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 and the Church Leadership Council, 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.

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 101 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 the director 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 office. Instructions for dosage, time, etc. must be written on medicine charts in the classroom. Medication must be signed in and out every day.
6. Medication authorization is required for topical ointments (such as diaper cream or teething medication). These are considered medications as defined by the Department of Human Services. **NOTE: APPLY SUNSCREEN TO YOUR CHILD BEFORE SCHOOL.**

### CHILD CENTER HEALTH POLICY

#### KEEP YOUR CHILD AT HOME IF HE OR SHE HAS:

- A temperature of 101 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** for 24 hours.
- Cold, sneezing, coughing, and/or any discolored nasal drainage.
- Diarrhea (3 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.
- 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. A note from your child's pediatrician is needed to return to school after a contagious illness.

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**

Children enrolled in the childcare center are obligated to pay tuition. Tuition is due regardless of attendance, holidays, vacations, illness or school closure. Tuition is charged weekly and payment is expected by Friday 10 AM prior to each week of service. Tuition payments can be made at any time and any increment as long as it is made prior to the week of service. Fulfilling this tuition obligation secures a child's enrollment at the center. Parents wishing to pay by the month should multiply weekly charges by the number of Fridays in the month to calculate the monthly charges. Parents who **pre-pay** for upcoming month's charges will receive a \$10/month discount if their pre-payment is received on the **Friday before** the 1<sup>st</sup> of the month. Parents may use online banking for convenience of paying tuition. Please contact Sue Ann Greene at 224-1509 for further information.

Withdrawal from enrollment in the center requires written notice two weeks in advance of the child's final date of attendance.

Other fees include an annual registration/supply fee due in August of each year. The registration/supply fees are used to purchase items directly for the classrooms and playground.

## **SCHOLARSHIPS**

Limited tuition assistance may be available for emergency situations.

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. When a space becomes available you will be contacted by the director.

## **PROGRAM**

A full day program is available for children aged 6 weeks through Pre-K. There are individual groups for infants, crawlers, 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.

As Tennessee moves forward with the Common Core State Standards in Reading/English and Math, the FBS Child Care Center adopted the Tennessee Early Learning Development Standards to plan and provide learning experiences for our children. These standards, adopted by the Tennessee State Board of Education, provide a developmental framework that allows our teachers to provide meaningful interactions and activities so our young children can develop to their fullest potential.

FBS Child Care Center provides a loving atmosphere for children to grow physically, mentally, educationally and socially. We are a full-time, Christ-centered child care program ranging from infants to preschool. Lead Teachers have a Child Development Associate Degree or education degree. Each staff member earns 18 hours of continuing education each year and are CPR/ First Aid and Safe Sanctuaries trained

## **CHAPEL and Music**

Three and four year olds participate in weekly chapel .

Music class is provided weekly for the toddlers, 2, 3, and 4 year old classrooms.

## **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 nap mat, or small beach town. Nap items must go home on Fridays to be washed.

## **NUTRITION**

### **Lunch and snacks are included in the tuition.**

Menus will be sent home monthly and are posted in each classroom.

Morning snack is provide each day from 9 to 9:30

Lunch will be served to all children (except infants). Meals are planned to be nutritious and appetizing and meet the nutrition requirements for the Federal Child Adult Care Food Program.

Afternoon snack is provided each day from 2:30 until 3:00.

Children are encouraged to develop skills in feeding themselves while using appropriate table manners. Teachers are required to sit with the children during meals.

Please make the Director and your child's teacher aware of any known food allergies.

Children arriving **before 8:00 a.m.** may bring breakfast to eat in their room.

Breakfast from home must be ready to eat, complete with utensils, milk, juice, etc. Please Note: Breakfast ends promptly at 8:30!

## **GROSS MOTOR**

Physical activity is important for gross motor development therefore all children will have the opportunity to go outside everyday unless there are extreme conditions.

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.

## **MONTHS OF OPERATION**

First Broad Street Child Care Center provides care and education opportunities for your child year-round. We are pleased that we are open each weekday of the year with the following exception:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Staff Inservice Day (in July)  
Labor Day  
Thanksgiving (Thursday and Friday)  
Christmas Eve and Christmas Day

The Child Care Center will observe holidays on alternant dates when that holiday occurs on a weekend. Tuition is due in full during school closing.

## **ARRIVAL AND DEPARTURE**

**First Broad Street Child Care Center welcomes children to the center starting at 7:15 each day.** The classroom teacher will be in the room at 7:15 to greet you and your child. Please DO NOT bring your child to the classroom until 7:15 because the teachers need time to prepare for the day. We appreciate your support with this. Parents are welcome to spend a moment with their child before they depart. However, we ask that the departures occur quickly so the rest of the class and routines are not disturbed.

Please note: lingering parents often make the drop off transition more difficult for all students).

Remember, staff is responsible at all times for all children in their care. Therefore, we ask that you keep conversation with your teachers brief. Information about your child's day will appear on HiMama each day. The teacher or Director will be happy to schedule a conference with you at any time.

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 recommend that everyone be in attendance by 10:00 a.m.

## **CENTER HOURS**

Child Center hours of operation are 7:15 a.m. – 5:30 p.m. Monday - Friday.

Accounts will be billed an after 5:30 rate of \$10 for the first 5 minutes and \$1.00 per minute thereafter. The Department of Human Services may 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 on the left beside the water fountain. The bulletin board in the entrance area will have notes of interest for parents. There is information on the table in the hallway for parents to pick up.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, First Broad Street Child Care Center will make every attempt to remain open as usual. However, to preserve the safety of our staff and children we will close if extreme weather conditions warrant such action. It is at the discretion of the Child Center Director, along with the Executive Director of First Broad Street UMC, to make the decision to close or open later due to weather conditions.

## **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 AND COMMUNICATION**

We want to maintain open and free communication at all times. Please make the teacher aware of anything unusual that might affect your child.

Remember that during the school day the main responsibility of the teachers is supervision of the children so please limit phone calls to emergency situations. Feel free to call the main center number 224-1527 at any time that you have a need or concern.

Parents are urged to request a conference any time they feel a need.

## **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, 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 entering a code before going past the office. The code is issued to parents and will be changed periodically. Parents will be notified prior to changes.

## **CHILD CENTER TUITION RATES – January 2021**

<b>INFANTS</b>	<b>\$180/week</b>
<b>TODDLERS</b>	<b>\$180/week</b>
<b>2 –YEAR- OLDS</b>	<b>\$175/week</b>
<b>3 &amp; 4-YEAR-OLDS</b>	<b>\$170/week</b>
<b>2 days/week</b>	<b>\$130*/week</b>
<b>3 days/week</b>	<b>\$145*/week</b>

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

## **ENROLLMENT FEE**

\$55.00 annually enrollment/supply fee 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

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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

## **COMMUNITY RESOURCES FOR PARENTS**

<b>CASA (Court Appointed Special Advocates)</b>	<b>247-1161</b>
<b>Holston Children and Youth Services</b>	<b>224-1000</b>
<b>Children's Advocacy Center</b>	<b>279-1222</b>
<b>Department of Children's Services</b>	<b>279-1460</b>
<b>Child Abuse/Neglect Hotline</b>	<b>877-542-2873</b>
<b>Contact Concern</b>	<b>246-2273</b>
<b>Department of Human Services</b>	<b>224-1900</b>
<b>American Red Cross</b>	<b>378-8700</b>
<b>Mt. Region Speech and Hearing</b>	<b>246-4600</b>
<b>Big Brothers/Big Sisters</b>	<b>247-3240</b>
<b>Small Miracles Therapeutic Horseback Riding Center</b>	<b>349-1111</b>