

**First United Methodist
Church
Children's Day Out**



309 Cedar St.
Sweetwater, Texas 79556
(325)236-9708
Director of CDO
GiGi Murff

Dear Parents,

We would like to welcome you to the First United Methodist Church Children's Day Out Program. The Children's Day Out Program is established to fulfill and encourage the spiritual growth of the children by providing a safe, loving, Christian environment in which to learn. We believe that early childhood should be a time of fun, warmth, security, exploration, and discovery. Children are creative and receptive individuals and our staff will strive to nurture and encourage these qualities in the children who attend. While enrolled here, your child will be provided with high quality care. **Please feel free to visit FUMC CDO anytime!**

This will be an exciting year for all of us. Thank you for your prayerful support of the staff and the students of First United Methodist Church Children's Day Out.

In His Peace,
GiGi Murff
Director FUMC Children's Day Out

Admission Policies for Children

- A. FUMC CDO will accept children in age from Newborn through 5 years.
- B. We use September 1 as our **age determining** date.
- Newborns ~ 0-11 months old on Sept. 1
 - Ones ~ 12-23 months old on Sept. 1
 - Twos ~ 24-35 months old on Sept. 1
 - Threes ~ 3 years old by Sept. 1
 - Three year-olds must be potty trained to attend CDO.
 - Fours ~ 4 years old by Sept. 1
Four year-olds must be potty trained to attend CDO.
- C. Enrollment Requirements:
1. Completed registration form
 2. Health records
 3. Fee agreement
- D. Two weeks written notice is required for all children prior to removal from the center by the family. No refunds will be given for paid tuition.

Fee and Payment Policies

A. Fees

1. A once per year registration fee of \$40.00 is due at the beginning of the month in which your child enrolls.
2. Our monthly fees are
3. \$135.00 per month for regular care (9:00 - 2:30)
4. \$170.00 for full extended care (7:30 – 5:15).
5. We offer a \$10 discount for any additional siblings. These fees are prorated and you pay the same amount each month.

B. Fee Payment Schedule

1. Monthly tuition is due on the first Tuesday or Thursday of the month
2. There will be a 10% fee attached to delinquent accounts after the second meeting day of the month.
3. Should a tuition check be returned from the bank due to insufficient funds more than once, we will require that all payments be made by cashier's check, money order or cash.
4. Arrangements must be made to pick up children on time. There will be an additional charge of \$5.00 for the first 5 minutes that the child is left at the center past 2:30, and \$1.00 for every 2 minutes after that.
5. Failure to pay late tuition fees and/or late pick-up fees will result in your child's dismissal from the program.

C.

1. Fees must be paid in full without deductions for absences.
2. There will be no reduction in fees for days that the center is closed due to a holiday.
3. Our monthly fees are figured over the full 9 month period and prorated to maintain a consistent monthly payment.

Arrival and Pick-Up Policy

A. Arrival at CDO

CDO meets Tuesdays and Thursdays and begins at 9:00. Teachers will be preparing for the day, so please do not bring children before 8:55. Please be sure your child has finished breakfast before entering the classroom. You must bring your child into the center each day. This is to ensure your child's safety and for gathering information related to your child. You must sign your child in and out everyday and leave a number where you can be contacted.

B. Pickup from CDO

1. CDO ends promptly at 2:30. You must come into the center to pick up your child. Please make sure that a staff member is aware that your child is leaving, and sign your child out for the day
2. If someone other than a parent will be picking up your child, you must notify you child's teacher as to whom and when, as soon as your child is dropped off. The person who retrieves your child must be on the approved list you issued at enrollment.
3. We will be checking driver's licenses of all people picking up your child. Please be sure we have their license number on the registration form.

C. Extended Care

CDO provides extended care for those parents who register for the extra time. This can be done in two ways:

1. On the initial registration form, you may indicate that you need extended care. Your child may then stay at Children's Day Out from 7:30 a.m. until 5:15 p.m. There will be an additional charge of \$5.00 for the first 5 minutes that the child is left at CDO past 5:15, and \$1.00 for every 2 minutes after that. Once you commit

to extended care, you are obligated to pay the full \$150.00 for full extended. There are a limited number of extended care positions available, which are filled on a first-come, first-serve basis.

2. As space is available, you may request extended care on a drop-in basis. To request this form of extended care, you must pre-register with the CDO Director no later than 1 class day prior to its use. Cost is \$20 per day or \$10 for a partial day for drop-in extended care. You must prepay for drop-in extended care, and the fee is non-refundable.

We appreciate your compliance with this policy. This policy is in effect to protect all the children enrolled in our program, including yours.

Curriculum

We teach: self-help skills, social development, Christian living, language development, fine and gross motor development, and pre-academic skills which include the following: left to right progression, sequencing, spatial relationships, number and letter recognition, perceptual development, and discrimination, as well as continuous vocabulary building.

Our CDO program includes free guided play, directed activities, chapel, music, computer, circle time (stories, songs, and finger plays), lunch, snack time, outside time and quiet times.

Our main purpose is to build a closely knit community where the child has friends, both adult and other children, where there is love given and received. We strive to provide an atmosphere where learning is the most exciting thing that is happening.

Health Policy

We will not accept a child who is even slightly ill.

A child must be fever-free for the last 24 hours, free of vomiting and/or diarrhea for 24 hours, and any discharge from the child's nose must be clear. Please do not bring your child if he/she has any unexplained rash or skin infections, or if pink eye or any other eye infection is apparent. If a child has seen a physician and is taking antibiotics for any infectious disease, he/ she must have been on antibiotics for at least 24 hours before attending our program.

If a child becomes ill or injured while here, we will contact you. Please leave a place or phone number where a parent can be reached on the sign in sheet daily.

We appreciate your compliance with this policy. This policy is in effect to protect all the children enrolled in our program, including yours.

If your child's teacher has a concern regarding your child's health at the time of arrival, she will direct you to the Director of Children's Ministries.

Emergency Notification

1. FUMC CDO will make every effort to notify the parent in the event of illness or injury. In order to make this possible, the parent must provide the center with at least three telephone numbers other than his/her own.
2. The parent must notify CDO immediately if any emergency information concerning his/her child(ren) changes.
3. In the event a parent cannot be reached, the emergency contact person will be called. In a true emergency, the child will be taken to Rolling Plains Memorial Hospital Emergency Room at the director's discretion.

Administration of Medication

1. Prescription medication may be administered at CDO. The medication must be in the original container with prescription number labeled with the medication name, child's name, date, directions, and physician's name. FUMC CDO may only dispense the medication as stated on the label directions. FUMC CDO may not administer medication after the expiration date.
2. Non-prescription medication may be administered at the center only with written approval by health professional or parent. Medication must be labeled with the child's name and date the medication was brought to the center. Non-prescription medication must be in the original container. The center must administer the medication as stated on the label directions.
3. Any medication that is out of date, or left in the center unused for over two weeks will be disposed of.
4. Staff at CDO will administer any medication once a day, around noon. If your child needs medication at any other time, or more than once, the parent may come to FUMC to administer the medicine.

Discipline Policies

Children must learn through experiences. Teachers must lovingly guide and redirect the children to help them to learn to cooperate with their peers and have positive experiences to encourage and enhance their growth and development while in our care.

Discipline and guidance of children will be consistent and based on an understanding of individual needs and development.

Positive methods which encourage self-esteem, self-control and self-direction will be used.

There will be no harsh, cruel, or unusual treatment.

1. Corporal punishment or threats of corporal punishment are prohibited.
2. Children will not be shaken, bitten, hit, or have anything put in or on their mouth as punishment.
3. Children will not be humiliated, yelled at, or rejected.
4. Children will not be subjected to abusive or profane language.
5. Punishment will not be associated with food, naps, or toilet-training.
6. Staff may use brief, supervised separation from the group if necessary, but staff must not place children in a locked room or in a dark room with the door closed. They will be supervised at all times when separated from their class.
7. If any behavior problem cannot be corrected by staff, a parent may be called to retrieve their child. Repeated behavior issues can lead to expulsion from our program.

Biting and Hitting

Our program recognizes that biting and hitting is unfortunate, but not unexpected when toddlers are in group care. It is an upsetting situation for caregivers, and we recognize how upsetting it is for parents.

In the event that a child is bitten he/she will receive immediate attention and will be comforted. A bitten area will be washed with soap and water to prevent infection, and ice will be applied. An incident report will be filled out and the child's parents notified.

The child doing the biting or hitting will be redirected. His/her parents will be notified in writing, and a copy of the incident report will be placed in the child's file. The teacher will discuss the incident with parents, and the child will be closely supervised. For those who continue to bite or hit, it may become necessary to remove the child from the program.

Other Responsibilities of Parents

A. Dress

1. Children are encouraged to wear simple play clothes. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes.
2. The child's name should be placed on all outer wear and other belongings to help ensure the return of all the proper possessions and clothes.
3. Each child should keep one complete extra set of clothing at the center in case of accidents either in toileting or in water or art activities. Please label everything with your child's name.

4. Diapers and training pants need to be provided by the parents of children who use them. Children who are potty training need several pairs of training pants at CDO at all times. We encourage “Pull Ups” as an alternative to training pants, but if you prefer training pants your child must wear plastic pants over them. Frequent accidents can be very unsanitary in a class with several potty-trainers. These items should be clearly labeled with your child’s name.

B. Meals and Snacks

1. Snacks will be served to the children between 9:30 and 10:00. These snacks will not replace a meal.
2. You will need to provide for your child a lunch in which he/she can eat with fingers. The CDO staff will not have the opportunity to warm up lunches for your child. Please keep the lunches simple.

C. Required Items

1. Each child must provide a mat at least one inch thick that is waterproof or washable for use at nap time. You may also send a small pillow and blanket. All items must be labeled with the child’s name.
2. Please provide a change of clothes labeled in a zip lock bag.
3. Please provide jackets and hats dependent on the weather.

E. Miscellaneous

1. All classes will rest for a portion of the day. This is done to quiet lullaby music on personal mats in dimly lit rooms.
2. First United Methodist Church CDO does not assume responsibility for lost, stolen, or damaged property. All items should be clearly labeled with the child’s name and phone number. Expensive toys and personal belongings should not be brought or left at CDO.

3. You are always welcome to visit the classrooms. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session. Conference schedules will be arranged between teachers and parents at mutually convenient times.
4. Birthday celebrations are welcome at FUMC CDO. Check with your child's teacher for her procedures on celebrating birthdays.
5. Holiday schedules will follow Sweetwater ISD's calendar. CDO will cancel class if SISD also cancels classes due to bad weather. Tuition is not refunded if class is cancelled due to bad weather. Closures will be posted on KTXS, KTAB and KXOX.
6. Changes at home do affect a child's behavior at school. Share with us any information which will make us more sensitive to your child's needs.

Thank you for trusting FUMC CDO with your child (ren). We appreciate the privilege of sharing their growth with you.

**Train up a child in the way he should go:
and when he is old, he will not depart from it.**

Proverbs 22:6