

CHILD ENRICHMENT CENTER Handbook
Union Avenue Baptist Church

Days and Hours of Operation

The Child Enrichment Center serves children 6 weeks old to 5 years old without regard to ethnicity, creed, or ability, race, national origin, color, religion, sex, and age. We operate year-around, Mondays-Fridays, 7:00a.m. – 6:00p.m. When severe weather warrants the closing of Shelby County schools, the Child Enrichment Center will also be closed.

The Child Enrichment Center will be closed on the following days:

New Year's Day	Labor Day
Good Friday	Thanksgiving and the Friday following
Memorial Day	
Independence Day	Christmas Eve and Christmas Day

Purpose of the Handbook

The purpose of the handbook is to make parents aware of our policies and procedures. We recognize that it may not cover every situation that may occur; however, we feel that it is as comprehensive as possible. Please do not hesitate to contact us if you have any questions, concerns or suggestions concerning areas not covered in the handbook.

Our Staff

At the Child Enrichment Center, the Preschool Director, Raleigh Wherry, is responsible for oversight of all school operations, as

well as maintaining relationships with our parents, staff and campus community. The Director welcomes feedback, concerns, and comments regarding improvements to our programs. Parents may contact the Director's office at any time during school hours at 901-276-4264 or email at, raleigh@unionavenue.org. Our classrooms are staffed by educated and experienced teachers, and they welcome suggestions and ideas for school enhancement as well. The Center's staff members must maintain a clear criminal background check, undergo an interview process with the director, provide credible references prior to employment, and have been trained in CPR/First Aid and fire safety. The faculty participates in professional development/continuing education opportunities throughout each year; these may include organizational meetings, teacher workshops, and professional conferences.

Organizational Structure

In order to provide a program that functions smoothly and is beneficial to everyone, the Child Enrichment Center uses the following organizational framework of administration and employees:

CEC Committee

Director

Lead Teachers

Assistant/Co-Teachers/Floaters

Anytime children are present in the school, the Director or designated "employee in charge" will be on the premises. At all times, the individual's name is posted outside office door.

Office Hours

The Child Enrichment Center's office is open Monday – Friday, 7:00am-6:00pm, where the staff will be available to assist you in person, via email, or on the phone. You may contact the office at

901-276-4264 and leave a message at any time before or after school hours. We will return your call as soon as possible. The Child Enrichment Center uses email (raleigh@unionavenue.org/) to communicate parent information, school activities, and meetings. We check email regularly throughout each business day and will return emails sent after 6pm the following business day. Keep in mind, there are times in which technology fails us. If you do not have a response back within the allotted timelines, please resend or call the office.

Communication

Each teacher will communicate information about classroom activities, skills learned, and announcements using the following methods of communication:

- Daily report sheets/electronic reports that go home with all children at the end of the day
- Fliers in folders or attached to lunchboxes and/or book bags
- Weekly emails with lesson plans and reminders
- Monthly calendars
- School website
- Parent/teacher conferences upon request
- Phone calls

Enrollment

Parents who wish to enroll their child may do so by contacting the Preschool Director, Raleigh Wherry, to set up an appointment to meet, tour the school and receive a parent information packet. If a space in the desired class is not available at the time of the tour, parents will have the opportunity to secure a position on the wait

list. The Application Fee is \$50.00 per child. Enrollment is prioritized by currently enrolled children and their siblings, church members, followed by the general public. Upon enrollment, families will pay a non-refundable, non-transferable \$100 per child registration fee. Enrollment of your child is finalized upon receipt of a completed registration packet, full payment of the registration fee, first week of tuition, and an updated immunization record.

Immunization Record

Your child must have proof of immunizations to attend the Child Enrichment Center. State Law requires a current Certificate of Immunization on your child at the time of enrollment. A new certificate is required prior to the expiration of the current certificate. The official immunization form must be completed by your child's pediatrician or the county health department. When your child has a doctor's appointment and receives immunizations, be sure to get a new immunization form.

Tuition, Late Fees & Delinquent Payments

The financial agreement regarding tuition and fees is between the parent(s) on record and the Child Enrichment Center. The school will not mediate collections of tuition or other school fees with parties not on the enrollment agreement (i.e. parents or guardians that are separated, divorced or any form of third party). Tuition is due prior to child attending on a monthly basis. Students enrolled will be charged regardless if the child attends their registered time. If you enroll your child, though chose to begin them at a later date, you will still be responsible for paying for that month's tuition, whether the child is present at the CEC or not. This is to ensure that all open spaces in a classroom are filled by paying families. No refunds or credits are issued for absences, illnesses, or vacations. Any exemption to this policy must be presented, in writing, for consideration. If you have more than one child, you will receive a 10% discount on all children's tuition.

However, if your child is hospitalized, you will not be charged for the missed weeks due to the child's emergency.

Tuition covers the operating costs of the school (utilities, teachers' salaries, maintenance, etc.). We rely on tuition and fees to operate the daycare ministry as an outreach program to our Church.

Weekly tuition is due every Monday. Monthly tuition is due the 1st Monday of each month. If there is a holiday that falls on a Monday, the tuition payment will fall on the following day. All tuition and fees are non-refundable and non-transferable. If full tuition fee is not received by the 15th day of the month, the Child Enrichment Center reserves the right to drop students whose account is delinquent.

****After a consistent nine months each child will be entitled to 5 days without payment of fees (vacation week). The 5 free days may not be used as a 2-week notice.**

Annual Supply Fees

A supply fee of \$50 per child is due annually for the school year when your child begins attending Child Enrichment Center and in July of each year thereafter. All supply fees are non-refundable and non-transferable. These fees are due whether or not your child is in attendance on the first day of school (this applies to infants through Preschool students). Supply fees cover the costs of all curricular supplies and consumable materials used in the classroom on a daily basis. Supply fees also go toward purchasing school resources such as games, books, toys, furniture, classroom displays, batteries, sanitizing products, baby equipment, playground items, first aid supplies, cots, etc.

Late Pick-up

Please contact the school if you know you will be arriving later 6:00 PM. Children must be picked up by 6 pm, in order to avoid late pickup charges of \$1 per minute. If a second offense occurs

within a three-month period, the fee increases to \$3 per minute. If a third offense occurs within a three-month period, a \$5 per minute charge will be enforced. The late fee will be charged to your PROCARE account. You will be charged by the time shown on the clock on the front desk computer where you sign your child in and out each day. After three late pick-ups, a conference may be scheduled to discuss the ongoing issues and possible solutions. Your child may be dismissed due to noncompliance of this policy. If a child is left at the preschool past 6:30pm, then a faculty member will call you to facilitate pick-up arrangements. If the child is still at school after 7 pm, law requires us to call the Department of Social Services (DSS) to arrange care for the child. Any escort must present picture identification when picking up the child. Faculty will not release a child to an escort without proper identification and authorization.

Withdrawal Procedures

The preschool reserves the right to drop any child from enrollment whenever it appears to be in the best interest of the child and/or other children in the preschool. A written notice will be given to the parents in situations when it is deemed in the best interest of all parties to withdraw the child from our program. Likewise, parents may withdraw their child from enrollment of the Child Enrichment Center upon issuing a two-week written notice. The Child Enrichment Center reserves the right at any time to permanently drop a child for the following reasons:

- Non-payment of tuition and fees (payments must be cleared through the bank.)
- The needs of the child or the needs of the program are not being met. Children who display inappropriate and/or aggressive behavior toward other children and/or teachers will not be tolerated.
- Parents or guardians displaying inappropriate behavior such as,

but not limited to: posting or commenting on posts using negative/derogatory remarks about the school, church, or staff on social media; using profanity or belligerent language/actions toward staff/students; using physical aggressiveness, verbal abuse, etc. toward staff members, other parents, or any child/children on the premises.

- Non-compliance of school policies and procedures and/or blatant disregard for the state regulations

Arrival & Departure/Security System

The Child Enrichment Center is a facility with one main entrance located inside the South East side of Union Avenue Baptist Church. There is a security lock on the entrance doors where one of our staff will let you in through our security system. This system provides an important added measure of security for your child while he or she is at the preschool. Parents and employees are asked to use ONLY the main entrance located on the right side of Union Avenue Baptist Church to enter and exit the building. Our children need to see us obeying this rule so they are never tempted to leave the building unescorted. When you arrive at the Child Enrichment Center each day, you must accompany your child to the classroom. Prior to dropping your child off or immediately following their drop off, please sign your child in using the clip board located at the entrance of your child's classroom. Once at the classroom door, it is important for you to wait for an acknowledgment from the teacher indicating her awareness of your child's presence. Older siblings will not be allowed to check a child out of his/her classroom unless they are older than 18 and on the authorized pick-up list. In addition, we ask that children not be permitted to open the doors or depart from the building without being accompanied by an adult due to high volumes of traffic in the parking lot at pick up times. As you are preparing your child to enter the class for the day please take this time to make the teacher aware of any pertinent information (requirements for the day, lack of sleep the previous night,

changes in the home, etc.). We ask that you help our teachers and staff by acknowledging your child before your departure as it helps the child and teachers, especially the younger ones, to begin to adapt to the class and gain some reassurance that you will be returning. When dropping off and picking up your child, be sure to sign in/out each day. The child's safety may be dependent upon the parent fulfilling this responsibility. Per state regulations, all students must be signed in/out each day. **STATE LAW REQUIRES CHILDREN'S ARRIVAL AND DEPARTURE TIMES TO BE RECORDED.** Caution should be exercised in the parking area as young children are often difficult to see. The Child Enrichment Center makes a concerted effort to protect the safety and well-being of all the children in our care. You are asked to notify the office and your child's teacher anytime your child is being picked up by anyone other than you. This confirms parental approval for release of your child to another individual. Upon arrival, the approved individual, if unrecognized by the staff, will be required to present identification with his or her picture on it. Children will be released only to properly identified persons who have been listed on the "Pickup/Release Authorization" section of Procure. The names of persons who may pick up the child **MUST** be kept current by the parents, and emergency contacts **MUST** include local persons. You will be contacted if someone other than those on the approved list comes to pick up your child. We welcome and encourage parent involvement and simply ask that you let the teacher or school office know ahead of time that you will be visiting. When you come to pick up your child you will receive a "Daily Activity Report" which will give you a snapshot of your child's day. Please take a moment to review it and ask any questions you may have. Children may also have a folder that is to be taken home each day. This folder will house additional important information regarding updates, school news, parent information, etc. Please take a moment to check this each day as well. Once you have gotten your "Daily Activity Report" and/or folder, and gathered your child's belongings, we ask that you sign your child out for the day before leaving the building.

Adjustment Period

While attending Child Enrichment Center is an exciting experience for a young child, it can be difficult at first. Feeling nervous or anxious, for both children and parents, is normal. Separation can be a difficult process. Between ages 8-10 months, babies can become distressed upon separation from their parents. Typical reactions associated with anxiety are crying, clinging, and trying to follow you. New people and new routines can be intimidating for little ones of any age. As your child takes social cues from you, responding positively to the drop-off will reflect positively on your child. Talk to your child ahead of time as to what is going to happen. Establish a friendly relationship with your child's teacher and a positive drop-off routine. If you enter the classroom with your child, you can settle him by offering a toy or book. Say your good-byes to your child and then leave, as making the departure definite will ease the anxiety. If your child begins to cry while you are leaving, please do not turn around and come back, as it will be harder the second time around to calm them. You are welcome to call the school or come back by to check on your child at any time. After your child's first day, if he or she is having difficulty, please say quickly and without hesitation, "Goodbye, I will come back later." Children seldom continue to cry for more than a few minutes after the parent is out of sight. If your child does not adjust after a reasonable period of time, you will be contacted. In most cases, after a short period of time, the engaging daily routine and care from teachers will rectify all anxiety and full adjustment will be established. Sometimes, children who had easy drop-offs during the first week or so may suddenly start to become upset at their parents' departure. This is a typical reaction in a school setting, and as time goes on trust will be established and the child will be comfortable with the school routine.

Confidentiality

Employees of Child Enrichment Center are required to maintain

strict confidentiality regarding information about all children and families that we serve.

Children's Files

A file is maintained on each child enrolled. State law requires that each child's file must always be current. Files must include current immunization records and a fully completed enrollment packet. All information can be updated in Procure. Please keep the Director/teachers/administration closely informed about changes and updates that need to be made regarding your child's enrollment information, so that we may contact you or an authorized person swiftly in cases of illness or emergencies. (Phone numbers, address, emergency contacts, custody paperwork.) All children's records are kept confidential in a secured area accessible only by Management.

Custody Issues

If a parent's name (other than your own) is listed on your registration packet, we cannot prohibit that parent from picking up your child. However, if we have legal documentation on file, which either denies custody or specifically prohibits that parent from taking your child from the center, we will stop to check ID at the check-in station. They will be refused for pick-up. If the prohibited parent demands release of your child, our employees are instructed to talk to the parent, telling him or her that the child cannot be released; however, if the parent forcibly takes the child, our employees are not legally bound to physically withhold the child. We will notify you immediately. We will also notify the authorities, if you request us to do so. (The above policy also applies to legal guardianship situations.)

Attendance

If your child is going to be absent, you are asked to notify the Child Enrichment Center as early in the day as possible. Regular tuition fees remain due when your child is absent; this payment

assures that your child's space will be retained. Regular attendance is encouraged so that your child will become familiar with our routine and a consistent daily schedule. In order to keep a consistent daily schedule, parents are asked to drop off your children by 10:00 am.

Our Curriculum

The Child Enrichment Center program supports and encourages each child's individual development: social, emotional, cognitive, language, physical and spiritual. Learning through play is the basis of our curriculum as research supports this as a valuable means of learning for young children. We embrace that concept that children learn more from the process of the activity rather than the final product of an activity. Our curriculum includes: Bible stories, music, language development, creative art activities, character traits, large and fine motor skill activities, science, shapes, colors, numbers, and letters. Teachers and staff provide both teacher-directed and child-initiated activities to help each child develop language, reading readiness, and other cognitive skills appropriate to his or her stage of development. All classes follow our school-wide monthly and weekly themes with daily, developmentally appropriate activities. The teachers are required to post Early Learning Standards in their weekly/monthly plans, The Director will also email lesson summaries to families during the Monthly Newsletters. Children will also attend chapel once a week. Parents are encouraged to join us during this time to bridge the religious communication between home and school.

What to Bring Each Day

Infants, Toddlers, and Pre-K students will need the following items brought to school with them each day, if applicable: diapers, wipes, Pull-Ups, diaper ointment, bug spray, sunscreen, 2-4 complete seasonally appropriate changes of clothes including shoes and underwear, sippy cup/water bottle, pacifier, nap roll, blanket, sweater or jacket. All personal items should be clearly

labeled with the child's first and last name (use permanent marker). Different items are required for infants, toddlers, and preschoolers. Your child's teachers will share specific directions about age appropriate items that are needed for your child. When your child is low on something, the teacher will indicate this item on the daily report. Clothing and naptime items can be brought in a tote bag or small backpack labeled with your child's name and left at school during the week, but wet/soiled items must be taken home on a daily basis to be laundered. Napping materials for toddlers through preschool age children ("Happy Nappy," blankets, etc.) will be sent home every Friday to be laundered.

No toys should be brought to school unless specified by teacher (nap toys, riding toys, etc.) There are certain occasions and events that the teacher will notify you when it is appropriate for toys (toy day!).

Daily Schedule

Each day is set up to offer your child a balance of language, social, physical, and cognitive development. The daily schedule provides a framework for planning and organizing the daily routine and play activities for the children. Adjustments to the schedule are made as needed. Some common changes you may notice in your child's behavior after enrollment in any group setting include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite. Infant classes function on a much looser schedule than any other classroom. Younger infants who are not yet on a consistent schedule are able to eat and sleep as needed. Below is an outline of a typical schedule for the toddlers through preschoolers.

7:00 - 9:00 Arrival of students- Breakfast and self-directed play

9:00 -10:00 Group Time: calendar, songs, centers*

*Centers are TN Learning Standard specific. Some include

manipulatives (fine-motor skills), Creative play (Dramatic play, art projects, etc), Counting and Sorting, Puzzles and science exploration, sensory (5 senses), etc.)

10:00-11:00 Snack, Art Time, Outside Play

11:00-12:30 Restroom, Lunch, Free Play, Story Time

12:30- 2:30* Rest time/ Nap Time

*Please note that Rest Time may differ per classroom given the needs of the children.

2:30-3:30 Restroom/Art/Music/Snack

3:30-4:30 Games/Outside Play

4:30-6pm – Self-directed Play/ Prepare to go home

*Please note that Rest Time may differ per classroom given the needs of the children.

All children should be dropped off by 10:00 am to ensure that your child receives plenty of educational time and to not disrupt the class's instructional time. Our nap time is roughly 12:30-2:30 (Infants rest time can begin as early as 11:30); we ask that children are not picked up or dropped off during this time. Though we understand that appointments may need to be made during the day, picking up or dropping off children during these times becomes disruptive to the whole class. If your child needs to miss any part of naptime, we ask that you pick up your child before noon as courtesy to other students.

Rest Time

All students ages 1-3 years of age will take a nap each day from

approximately 12:30-2:30 pm. (Infants sleep throughout the day according to their individual sleep schedules. Most begin around 11:30.) A comfortable mat will be provided by Child Enrichment Center for your child. Each child will need to bring in a “Happy Nappy,” and they may also bring a lovey or a blanket to use during naptime. All resting materials will be sent home each Friday (and anytime a child is sent home sick) to be laundered, and we ask that you return them on Monday. Infant crib sheets are provided by the Child Enrichment Center and are laundered daily. Pull-Ups can be worn by students during nap and rest times if they are being potty trained or if they are newly potty trained. During rest time, quiet music will be played. The lights will be off and all children are expected to lie quietly and rest. Please see your child’s teacher for specific information about nap and rest times. Teachers are not allowed to keep your child up during rest time and cannot forcibly wake a child up during our set rest time. The Child Enrichment Center does not have an “awake room” to keep children who do not fall asleep and cannot be asked by parents to remove their child in order for them to skip a nap; the children who do not fall asleep on their own will be given a quiet activity to do on their mat during rest time. For development, it is important for children of this age to get a certain amount of rest time daily. We keep the children very busy at school, and they need to give their bodies and minds time to relax.

Outside Play

Running, climbing, crawling, sliding, jumping and stretching help with children’s large motor development and fresh air helps maintain good health. Your child will have the opportunity to participate in outside play twice a day every day, weather permitting. We follow the state requirement that children are provided outside time with careful consideration of extreme conditions and high/low temperatures. We extend our classroom curriculum to the playground and incorporate creative activities during outside time as well. We request that families apply

sunscreen/bug spray to their child prior to arriving at school. It is optional to send a bottle of sunscreen labeled with your child's first and last name, and second applications will be applied after nap time (weather permitting). Families will sign waivers during registration for the duration of the calendar year that permits the teachers and staff to reapply sunscreen as needed. In order for teachers to reapply topical treatments, it will be necessary to have on file a signed Medication Form.

Snacks and Meals

Snacks and Meals are provided by the Child Enrichment Center. The Children will receive breakfast, a morning snack, lunch, and an afternoon snack. For infants and toddlers still learning how to eat solid foods, parents can request which foods that they would like for your child to eat or bring formula, breast milk or baby food to feed the child as needed.

Allergies

The Child Enrichment Center is aware that children who attend may suffer from food, bee/wasp sting, animal or nut allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The Child Enrichment Center position is not to guarantee a completely allergen free environment, rather: to minimize the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

While we do not knowingly serve peanuts, peanut butter, or foods that contain peanuts, we cannot guarantee that all foods served are free from peanuts or have not been processed in a facility that also processes peanuts. If you have any concerns about the food provided by the center, you are welcome to send food with your child. The director is also available to discuss our menu and any allergen concerns.

Choking Hazards

All foods included in lunches or snacks **MUST** be cut up into small pieces (lengthwise and then quartered) to prevent choking hazards. Per state regulations, hot dogs (or any meat that is encased such as sausage, kielbasa, bologna, and pepperoni), raw carrots (and other fruits and vegetables that have that consistency when raw), popcorn, fish with bones, and grapes shall **NOT** be served to children less than 3 years of age. Children older than three may be served these foods provided that the foods are cut in such a way as to minimize choking (cut up into small pieces lengthwise and then quartered). Although you may choose to feed the above-mentioned foods to your child at home, we must adhere to the safety guidelines set forth by the state while children are present at the Child Enrichment Center. Food that is not cut appropriately or that falls into a choking category will not be offered to your child. According to state regulations, children shall not be permitted to wear anything around their necks or attached to their clothing (i.e. pacifiers or other hazardous items).

Parties

We celebrate various holidays throughout the year. Lead teachers will coordinate parties. Birthday parties may be held in the classroom and/or at the picnic tables and must be kept simple lasting no longer than thirty minutes with teacher's approval. Latex balloons can pose a choking hazard and are not allowed in the classrooms. Be mindful of any food allergies before bringing any special snacks. Parents may volunteer and assist with these events. For any snacks/treats for the celebrations, there are licensing rules that govern our center detail and what types of treats we can serve at school.

- For birthdays or classroom celebrations, treats of any kind must be in the original labeled container with the ingredients clearly visible. This is to protect our classmates that have severe allergies to many common baking ingredients such as eggs, nuts, etc. No food maybe served with nuts, may contain nuts, or in a facility where nuts are present. (Please see Director for any questions.)

- Birthday treats must be in pre-packaged single serving sizes.
- No candles or latex balloons are allowed in the Preschool for the safety of the children.
- Schedule any classroom activity with your child's teachers at least one week in advance to ensure that it is worked into the classroom schedule.

We encourage teachers and parents to think of alternatives for birthdays besides cupcakes/sugar. Some examples can be books, toys, or small activities.

Clothing & Shoes

For your child to enjoy participating in all the indoor and outdoor activities of our program, please ensure that he or she is dressed for the weather. We will attempt to go outside every day, even if extreme temperatures limit the time we spend outside.

Please be sure that all clothing and personal items are marked with your child's first and last name in permanent marker. The Child Enrichment Center cannot assume responsibility for lost or damaged items. We take much care to ensure that your child's belongings are well taken care of; however, the school is not responsible for lost or damaged belongings including clothing.

Since our children are involved in activities that can be messy, it is important that they wear comfortable clothes that are easy to wash. Your child will run, climb, paint, paste and color. These are all developmental skills. Please dress your child in clothes that you do not mind getting dirty.

A complete set of seasonally appropriate clothing should be sent to be kept in your child's cubby and will be used as needed. The cubby should be checked daily to make sure at least 2 sets of clothes (in the appropriate size/season) is always available. Accidents of all kinds can and do happen. Children under three

years old should have 2-4 changes of seasonally appropriate clothes. A change of clothes consists of underwear, outerwear and socks. Be prepared for changing weather by dressing your child in layers. Please send a hat, mittens, or gloves, or an extra sweater if it is an extremely cold day.

Children are not permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles that are tied around the neck. Hooded jackets, sweatshirts, and shirts that have drawstrings present a major hazard for children. The cord can become caught while a child is climbing, sliding, or engaged in other active play and result in choking or other serious injury. The same risk is associated with necklaces, locket, keys, or any other article hung around the neck. Children in Nursery III- Yellow Room must come to school with closed toed shoes or sandals with heel straps that fit securely. Shoes should be sturdy and easy to get on and off. We recommend Crocs or flip-flops NOT be worn to school for safety reasons. Shoes with Velcro closures are wonderful for children.

The Infant Program

From the State regulations, all infants must be put to sleep by being placed on their backs and in an empty crib (no blankets or lovies). If the infant can turn over by himself, the teachers must still place them in the crib on their backs. If an infant should fall asleep while being rocked, in a bouncy seat, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. When a child reaches 12 months, mat sleeping will be introduced. Children who are sleeping on mats may bring a soft stuffed animal or other soft attachment item (blanket). As a measure to keep those classes as germ-free as possible, we ask that older siblings of our infants not enter the classroom at drop-off or pickup. **We encourage families with older children, to take the older child to their class first in the mornings and to pick up the older children last in the afternoons to help keep the babies' space as sanitary as possible.**

Infants who are brought in a car seat will not be left in them to continue their sleep. Cribs will only be used for sleep and not for playing, so we encourage this same practice at home to allow for smoother transitions to our classroom policies. It is not uncommon for an infant to sleep less or shorter periods of time at school than they do at home. The teachers will work with the babies' routines and schedules as much as they are able to, so please communicate your baby's preferences for anything that will be helpful in their adjustment from home to school.

What to bring on the first day: diapers, wipes, diaper ointment, pacifier (labeled with name), 2-4 complete sets of extra clothing (including socks labeled with name), premixed bottles labeled with name and date, burp cloths, bibs, prepared baby food and/or snacks (as are age appropriate), and 2-4 family photos for posting in classroom (if specified by teacher.) Pacifiers are allowed, but we cannot have anything attached to the child's clothing to hold the pacifier in place as that poses a choking hazard. Teachers will warm bottles (if that is how your child best takes the bottle), but they are not allowed to mix formula. Nursing mothers are welcome to feed their babies here at school or to send in breast milk in bottles that are labeled with name and date. Infant feeding plans must be completed and posted for each child and updated as any changes are made to ounces or when new foods are introduced or every 3 months, even if nothing has changed.

Daily reports will be sent home with each infant and will indicate the babies' sleeping, eating, and bathroom habits, as well as their temperament and their activities. We ask families to report to the teachers about when the baby last ate, how they slept the night before, and what time the last diaper change occurred during drop off. Teachers will share pictures and videos with you, per your approval, anytime your baby reaches a developmental milestone or is involved in an activity for the first time.

Adequate diapering facilities are available in each room housing infants and diapers will be checked and changed every 1 to 2

hours as needed. Prior to diapering children, staff will wash hands with soap and warm water. After diapering, staff will clean and disinfect area and rewash hands again. Diapering facilities will always remain safe and sanitized.

Potty Training

Students participating in Green and Yellow Room MUST be completely potty-trained prior to the first day of school. “Potty trained” at the Child Enrichment Center is defined as using the toilet without the assistance of teachers, able to pull up/down their pants and underwear AND wearing cloth underwear during their time at school (Pull-Ups are allowed at naptime only). Although accidents are bound to occur from time to time with children who are learning self-help skills, the Child Enrichment Center must comply with the state regulations regarding diapering.

Teachers in the Toddlers classrooms will work with children on potty training skills as they are developmentally ready. The Child Enrichment Center staff members will use positive methods such as praise, stickers, and treats for motivation to use the potty. We ask you to communicate with our staff BEFORE you begin potty training at home and before your child is brought in wearing underwear. If you need additional strategies to ensure that your little one is potty trained before entering Green Room, our staff will be glad to assist you in your efforts. Thank you for your dedication to following through with consistent measures at home, so we can have our students skilled in this important developmental milestone. Success will come easily if parents and teachers are on the same page. Avoid switching back and forth from Pull-Ups or underwear to diapers is confusing to a child. Once you make the big move to underwear, stick with it.

Daily Observation

The health of your child is very important to us. We will conduct a

visual screening of your child every day. Your child's general health status will be monitored informally each day upon arrival and throughout the day. If the Director determines that your child is unable to remain at school based on symptoms that are consistent with illness or communicable /contagious diseases, you will be notified to make immediate arrangements for your child's pick-up and care. If the Director notifies you to pick up your child due to illness, we ask that you or an authorized pick-up person come within 30 minutes.

Child Abuse

If any preschool staff member suspects possible child abuse or neglect of a child, he/she should immediately contact the program's director or church pastor. The Director or Pastor will file a report with the local Department of Family and Children Services within 24 hours and retain documentation. All preschool staff members receive training on recognizing and reporting abuse and neglect. Although anyone may report suspected abuse or neglect, as a licensed childcare facility, we are required by law to report any suspected child abuse or neglect. It is not necessary to prove that abuse or neglect has occurred. Reports can be made by calling the TN Child Abuse Hotline 1-877-237-0004 or on the secure site at <https://apps.tn.gov/carat/>. Reports may be made anonymously. If you choose to provide your name, it will not be released to the reported family, except by court order.

Health and Wellness

If your child is sick or will not be attending school on any given day, please notify the school. In order to provide the most effective infection control and the healthiest environment, the Child Enrichment Center adheres to the following policies:

Hand washing

One of our most effective lines of defense against infection is hand washing. You are asked to wash/sanitize both your child's hands

and your own hands as you enter the classroom each day. The staff will take constant precautions to prevent the spread of contagious diseases. Most common childhood diseases are contagious and can be prevented with proper hand washing. Faculty members are required to practice rigorous and specific hand washing procedures throughout the course of each day (before and after handling food, after diapering and toileting, after being outside, when hands are dirty/messy, etc.). Hand washing regulations and procedures are posted near all sinks throughout the school.

Sanitizing

A rigorous routine for cleanliness is maintained to minimize the spread of germs. A diluted form of bleach will be the Child Enrichment Center's first line of disinfectant, per state guidelines. Toys in all classrooms are cleaned at least once per day with disinfectant. Feeding tables are disinfected before and after each use. Staff members, who work with infants, ones, and twos, wash hands before, while, and after changing diapers. Changing table pads are disinfected after each diaper change. Used diapers are disposed of in containers and emptied at least once per day. Floors are swept and mopped daily, and rugs are vacuumed at least once per day. Toilets, counters, and sinks are disinfected at least once per day by the church's janitorial service. Door knobs, light switches, computer keyboards, etc., are disinfected at least once per day.

Sick Policy

If your child exhibits any of these symptoms, for the health and safety of all students, we ask that you please keep your child at home if he/she:

- Has green or yellow nasal discharge
- Has fever of 101.1 degrees or higher within the past 24 hours

- Has severe coughing
- Has pinkeye or any eye discharge
- Has a sore throat or trouble swallowing
- Has a rash of unknown origin that may be contagious
- Has been on antibiotics for less than 24 hours
- Has had 3 episodes of vomiting or diarrhea within the past 24 hours
- Is too ill to play inside/outside or participate in classroom activities

If your child exhibits any of these symptoms or situations during the school day, you will be called to come and take your child home. If we cannot reach you, we will contact the persons listed on your emergency contact form.

Exclusion Due to Illness

Children will be excluded from the Child Enrichment Center due to illness when:

1. The child's illness prevents the child from participating in routine activities.
2. The illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the group.
3. Keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.
4. If the staff is uncertain about whether the child's illness poses increased risk to others, the child will be excluded until a physician notifies the Child Enrichment Center that the child may

attend.

All policies on illness, medication, accidents and injuries have been developed to protect the health, safety and well-being of all children and employees at the Child Enrichment Center and are in no way meant to be an inconvenience for families.

Illness

From time to time your child will inevitably have a minor illness. Children in a school setting generally have about seven respiratory and/or gastrointestinal illnesses a year. Most illnesses seem to be concentrated in the winter months when children are in closer contact with each other. The most common types of illnesses we see are Fever, Diarrhea, and Colds. The Center understands that children will have runny noses and coughs. If a child comes to school with a cold, we believe that he or she should be able to follow our daily routine. If your child is unable to participate in regular classroom activities, we ask that he/she remain home in your care until they are well enough to participate in the activities at school. We will send home children that are unable to participate in the classroom routine and are uncomfortable due to illness.

Occasionally one of our children catches a communicable disease (chicken pox, strep throat, flu, hand foot mouth disease, etc. or parasites such as ring worm, lice, etc.), has a serious injury, or is admitted for surgery; these events are viewed as “major” illnesses. Our policy regarding major illnesses requires that prior to re-admittance, we receive a statement from your child’s attending physician acknowledging that it is safe for not only for your child to return, but that is safe for your child to be around other children at the Child Enrichment Center. If your child is diagnosed with a communicable disease, please call the school within 24 hours of a diagnosis so that we may notify our other families about the exposure to possible communicable and/or contagious illnesses. Communication and cooperation of parents

are of great importance in helping to prevent the spread of diseases to other students and staff members. State licensing regulations state that we will notify the Health Department (depending on the diagnosis) and follow any precautions they deem necessary. Certain types of illness may necessitate the temporary removal and/or exclusion of your child from the Child Enrichment Center for a period of time. Parents will be notified by email if/when a communicable disease is discovered/identified.

Medication

The Child Enrichment Center will ONLY administer medication (Tylenol and Motrin) with signed medication form. All medicine must be turned into the center UNOPENED and with name written on outside with permanent marker.

Diarrhea

If diarrhea is noted, your child's temperature will be taken. If there is a fever (over 101.1), you will be notified to pick up your child within 30 minutes. If your child does not have a fever but has a second liquid stool within the hour, you will be notified to pick up your child within 30 minutes. Your child may not return to the Child Enrichment Center until he/she is symptom free for twenty-four hours unless you present a doctor's statement that your child is not contagious. When your child returns to Child Enrichment Center after being sent home with diarrhea, your child will be sent home again if symptoms recur within the week, not to return without a physician's certificate stating that he/she is not contagious. Proof of negative stool culture may also be required if diarrhea persists.

Temperature Elevations

When a temperature elevation is suspected, your child's temperature will be taken with a doctor-recommended thermometer. Children with a temperature equivalent to 101.1 degrees cannot be present at the Child Enrichment Center and

you will be contacted to come pick up your child within 30 minutes. Your child may return to the center when he/she has been fever free for twenty-four hours, (i.e. fever without the benefit of a fever-reducing medication) or with a doctor's note stating that there is no possibility of a contagious condition present. Fever is often a symptom of a contagious condition. Administering fever-reducing medication just serves to mask the fever so that a continuing contagious condition could go untreated. As a result, other children might be needlessly infected. If your child seems to be experiencing discomfort, and the temperature remains elevated, you will be contacted to come pick up your child within 30 minutes. Although we understand that babies may have an elevated temp while new teeth are coming in, we must adhere to the state regulation regarding sending children home whom have an equivalent of 101.1 fever.

Communicable Diseases

When any suspected case of communicable (contagious) disease is determined, you will be contacted to pick up your child immediately. If the physician determines that your child has a communicable disease or has been exposed to a contagious condition, you are required to contact the Child Enrichment Center with the diagnosis within 24 hours of doctor confirmation. This notice allows the center to notify other families that their child has been exposed to a communicable or contagious disease. Health Department and state regulations allows the Child Enrichment Center to reserves the right to require a physician's written release for your child's re-admission following a communicable disease or serious illness.

Rashes

Rashes are considered contagious until a physician indicates (in writing) otherwise. If a rash is noticed, your child's temperature will be checked. If your child is present at the Child Enrichment Center when symptoms are noticed, you will be contacted to pick

up your child within 30 minutes.

Congestion and Discharge

Serious lung congestion or a continuous, purulent discharge from the eyes or nose will necessitate your child's absence. If your child is present at the Child Enrichment Center when symptoms are noticed, you will be contacted to come for your child within 30 minutes.

Pink Eye (Conjunctivitis)

PINK EYE IS EXTREMELY CONTAGIOUS. If it appears that your child may be infected (eye is red/pink, yellow or green discharge is present in one or both eyes, eye is itchy and/or crusty, etc.), he or she will be removed from the group, and you will be contacted to pick him or her up within 30 minutes. Please check your child carefully for this infection before bringing him or her to our facility. Your child is considered contagious until the pinkness/colored discharge goes away and/or treatment has been administered or with a doctor's note stating the child is not contagious and ready to return to school.

Vomiting

If your child experiences vomiting before coming to the Child Enrichment Center, he or she should be kept at home. If vomiting (2 or more times) occurs while your child is at Child Enrichment Center, you will be contacted to come pick up your child within 30 minutes. Your child may return to Child Enrichment Center when he/she has not vomited for twenty-four (24) hours without medication and/or with a doctor's note stating they are not contagious and ready to return to school. When your child returns to the Child Enrichment Center after being sent home for vomiting, your child will be sent home again if symptoms recur within the week, not to return without a physician's note stating that he/she is not contagious.

Skin infections and Lesions

If your child has ringworm, impetigo, or pin worms, he or she will not be allowed to be in attendance at the Child Enrichment Center until the condition is gone or until we have a physician's note stating that they are not contagious and are ready to return to school. If your child has a skin lesion that is not considered contagious by the physician, and it is adequately dressed to prevent drainage while at the Child Enrichment Center, he or she will be allowed to remain.

Molluscum

A viral infection common in school-aged children, molluscum is easily spread by direct skin-to-skin contact, by touching contaminated objects (such as toys, faucets or doorknobs), or by scratching a lesion and then scratching another part of the body. If your child gets this virus, it is imperative that you send them to school with the affected area(s) covered by clothing or water-proof bandages to prevent it from spreading.

Head Lice

Head lice require immediate attention considering how quickly they spread. If it is determined that your child is infected, they will be removed from the group, and you will be contacted to come get them immediately. Treatment will be required and all eggs ("Nits") will have to be removed from the hair before your child will be allowed to return to Child Enrichment Center.

Accidents

In the event of an accident that causes minor injury (cuts, scrapes, bruises) to your child, the Child Enrichment Center staff members will apply First Aid. The circumstances of the injury will be reported to you during the day by Director or Lead Teacher of your child's room. An Accident Report form is our official form for reporting minor injuries. Minor injuries will be reported on your

child's daily report and/or an account of what happened will be provided to you by a staff member.

First Aid Kits

A First Aid kit is kept stocked in the office and in classrooms. First Aid kits are also prepared for portable playground use.

Serious Illness or Accident

In the event of serious illness or accident requiring professional medical attention (which is not life-threatening) the Child Enrichment Center will contact you to pick up your child within 30 minutes. If you cannot be contacted, emergency numbers in your child's records will be called. If no one can be reached, the Director, Raleigh Wherry, or Employee in Charge will take your child to the emergency department of the Le Bonheur Children's Hospital. Every effort will continue to be made to contact you.

Major Injuries

In the event of an accident that requires advanced medical attention where it is determined that your child's illness or accident is life-threatening, we will contact the parent and call 911 and have the child transported via Emergency Rescue to the designated or nearest emergency facility. We will instruct the emergency room staff to proceed if life-saving techniques are required but will await further instruction from the parent if furthermore extensive treatment is necessary. At least one staff or faculty member will always remain with your child until you or someone you have designated arrives and feels comfortable with us leaving.

Emergency Phone Numbers

The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control are posted by each phone in Child Enrichment Center. Emergency contact

information for each child and staff member is kept readily available.

Our Emergency Care Procedures

All of our staff and faculty are trained in CPR and pediatric emergency First Aid. It is the school's policy to always have one, if not more, faculty or staff trained in these disciplines on duty. In the event of an accident that creates a need for medical attention, we will follow emergency care plans.

Discipline Policy

Discipline is a very important part of our total program for children. We believe good discipline first begins as we show the children that we love them. They need to see that we care enough about them to establish boundaries, expectations and guidelines. Discipline is consistency, prevention, guidance and training. It is not punishment. We base our plan for discipline on our philosophy that if children are busy and happy, they are more likely to be well behaved.

Our approach to discipline is one of a positive approach of helping children develop self-discipline or self-control over their actions. We accomplish this by teaching them the difference between right and wrong, through establishing good routines, setting limits, clearly stating the rules, and establishing a caring, loving atmosphere. Discipline will be constructive in nature and include techniques:

- Providing a stimulating and challenging environment designed for success on the child's individual level- an environment filled with TLC (tender, loving care).
- Planning activities that encourage active, purposeful and enjoyable involvement on the child's developmental level.
- Watching for actions that could lead to possible conflicts or

negative behavior and being ready to divert attention to positive actions.

- Talking to the child about his or her negative feelings or behavior. Explaining a better way to feel or behave and asking what he or she thinks would be a better choice next time.
- Allowing the child to express personal feelings- giving the child the freedom to establish his or her own personality.
- Providing healthy outlets for the child to vent anger and frustration.
- Regarding each set of circumstances as new and different.
- Assessing each action of the child in an individual manner.
- Realizing that no single approach will be successful with every child.
- Helping the child to learn self-control in order to become self-directed.
- Giving the child a brief time-out away from the group (no more than one minute for each year of age) and within the direct sight of a staff member until he or she agrees to acceptable behavior.
- Distracting and redirecting the child's attention to more positive activities.

Disciplinary Actions

Please know that if inappropriate behavior occurs which is harmful to your child, other children or the staff, your child may be suspended at any time for the duration of the day.

Steps Taken Prior to suspension:

1. Teacher will speak with the child about concerns of inappropriate behavior.

2. Teacher will use the redirection technique to avoid further inappropriate behavior.
3. Child will be given a time-out for reflection. (Not to exceed 1 minute for each year of age)
4. Office Visit - Child will discuss behavior issues with the Director.
5. Conference with parents, teacher, and/or the Director.
6. Continuing behavior problems may result in suspension and/or permanent dismissal.

We are a ministry that provides a loving, nurturing, and educational environment. Every effort will be made by the Director and the classroom teacher to avoid permanent dismissal. Physical or verbal abuse will not be allowed, nor will children be denied food, rest, or bathroom privileges or threatened with such as a means of discipline. Employees are instructed that all continuing discipline problems must be brought to the attention of the Director. Any continuing discipline problem that your child may experience will be discussed with you.

Biting Policy

Although it is not uncommon for young children in a group setting to occasionally bite, it is our goal to train children that biting is unacceptable behavior. Every child in these classrooms is a potential biter or will potentially be bit. School settings present challenges and opportunities that are unique from home, as students are surrounded by other children for hours at a time. Children bite for a variety of reasons: teething, impulsiveness or lack of control, excitement or overstimulation, frustration, as a means to communicate if the child has not yet acquired words, simple sensory exploration, seeking to be noticed, “cause and effect” experimenting, or intense desire to have a toy.

Every effort will be made in a loving, nurturing way to redirect the child and/or resolve the conflict or frustration that initiated the biting. The steps listed above for any inappropriate behavior will also be followed for our biting policy.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child's parents will be asked to come and observe their child's behavior in the classroom for at least half of the day.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents can be asked to seek medical council about the excessive biting. If there continues to be excessive biting, child will be withdrawn from the program.

**If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

Fire Drills

A fire drill is planned for each month at the Child Enrichment Center. A record is kept of these drills with information as to safety and expediency with which each drill is carried out. A Fire Exit Plan is posted in each room of the center. Children will be led by employees and moved very carefully to a designated area away from the building.

Tornado Drills

Tornado drills are held periodically. During drills, children are led into the central hallway in the basement of our building. Tornado drills are required to ensure the safety of everyone and to give employees and children the necessary training to act quickly and appropriately.

Inclement Weather

The final decision for closing the Child Enrichment Center for inclement weather will be made by the Director and will follow whatever decision is made by the Shelby County Board of Education. When bad weather occurs, please listen to local TV and radio for information. An email or text message will be sent out to all families when school is closed due to inclement weather.

Lockdown Procedure

During a Lockdown procedure, children are led to a locked room in centralized location of the church with no windows. Director and staff will wait for all clear or for emergency staff to be alerted for evacuation. Parents will be informed of lockdown after the all clear. If the school is still in lockdown when you are trying to check out your children, PLEASE be patient. The safety of you, your child, and the staff is of the utmost importance.

Hazardous Materials/ Evacuation Procedures

If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or the Director to a safe location (Union Avenue Baptist Towers). Once evacuated from the building, teachers should take roll to account for all students present in class. The Director will divide and keep in communication with radios or cell phones.

Licensing Requirements

The Child Enrichment Center follows all licensing requirements for the Child Care Centers put in place by the Tennessee

Department of Human Services. All licensing rules and guidelines can be viewed in the front office, in each classroom, or at <https://www.tn.gov/humanservices/for-families/child-care-services/child-care-laws-rules-guidelines-policies-public-chapter-1070.html>.