

University United Methodist Day School Parent Handbook

"Children are one third of our population and
all of our future"

-Select Panel for the Promotion of Child Health, 1981

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(To be signed and returned to the office)	

History

The University United Methodist Church Day School was started in 1960 with an enrollment of ten students, consisting of six 5 year olds and four 4 year olds. Other classes have been added through the years, and a curriculum has been developed for each age group. The program was expanded to include full time day care in February of 1976. Five year old kindergarten was taught from 1960 through May of 1991, when the program was discontinued.

Although the Day School is operated under the auspices of the University United Methodist Church, it is non-denominational in its teaching. Any religious instruction is within the context of the Christian faith.

University United Methodist Church, in organizing the weekday school, recognizes and accepts its opportunity for the Christian education of the young child by providing a Christian environment for his care, and a teaching learning situation in which the child will enrich his life spiritually and afford him a good readiness program for formal education in the elementary schools. The curriculum includes art and creative activities, story time, singing, and music, games, science, discussion, and supervised play in and out of doors.

We have designed our program to help the child find a comfortable, contributing place in a group situation, to feel his own worth and the worth of others as children of God, and to consider the developmental needs of the individual child.

The Day School is a Type III licensed center, and as such must meet the minimum requirements established by the State of Louisiana.

Philosophy

For more than 50 years, University United Methodist Day School has strived to form close relationships with each child in our care, and their families. We see each child as a unique individual with a great capacity to learn and able to make positive contributions to those around him or her. We strive to provide an environment where children and families from different cultural backgrounds feel welcomed and accepted. Our goal as a center is to provide children with a rich environment where they feel safe to explore, initiate learning, and feel free to express themselves.

Calendar of School Holidays

UUMDS honors the following holidays and will be closed:

Labor Day: September 2, 2019

Thanksgiving: November 28 and 29, 2019

Christmas: December 24 and 25, 2019

New Year: December 31, 2019 and January 1, 2020

Martin Luther King Day: January 20, 2020

Mardi Gras: February 25, 2020

Good Friday: April 10, 2020

Memorial Day: May 25, 2019

Independence Day: July 3, 2020

CHAPTER 1
General Policies and Procedures

Hours of Operation

The day school hours are from 7:00 a.m. until 5:30 p.m. Drop off is allowed from 7:00 am to 9:00 am. After 9:00 am no child will be allowed to enter a classroom without a doctor's excuse.

If a child is not picked up on time, you will be charged \$1.00 penalty for every minute you are late. After the 3rd offense it will increase to \$5.00 per minute.

Center Access

To gain entry into the school, those who are responsible for dropping off or picking up your child are required to enter an access code. We ask that this code not be shared with others. **DO NOT SHARE THIS CODE WITH YOUR CHILDREN OR ALLOW THEM TO OPERATE THE KEYPAD.**

Arrival and Departure

- Children are to arrive clean and fed **if** they are arriving after breakfast has been served.
- It is normal for some children to have difficulty separating from their parents or cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop off times; the longer you prolong it, the harder it becomes. A smile, a cheerful goodbye kiss, and a reassuring word that you will be back are all that are needed. In our experience, children usually get involved in play or activities as soon as the parents are gone.
- All children must be brought into the center and walked to their classroom by an adult each day and will only be released to an authorized adult.
- **NO CHILD WILL EVER BE ALLOWED TO LEAVE THE CENTER WITH ANY PERSON NOT AUTHORIZED BY THE PARENT.** A driver's license is required prior to any child being allowed to leave with anyone other than the child's parents.
- Parents are not allowed to leave car seats at the center when dropping their children off in the morning.

Attendance

- The school expects every child to attend classes regularly.
- The importance of regular attendance cannot be over-emphasized.
- If a child will be absent, please notify the school by 8:30 a.m. Any child who arrives after 9:00 will not be allowed to stay unless the parent has called to let us know that the child will be arriving late. Please make sure a message is left on the answering machine as these messages are checked at 9:00 daily.
- **Remember fees continue regardless of the absence of the child.**
- There is no reduction in tuition when the school is closed for holidays, emergency situations, and/ or weather.
- In order to hold a place for a registered child at the beginning of a session, registration and a month's tuition will be required. This pertains to an unborn infant or any child unable to attend at the beginning of school.

School Closing

The Day School will follow public schools recommendations when closing for extreme weather. Parents should check with the director, the child's teacher, or a staff member for the status of the day care on the morning in question.

Emergency Evacuation

Evacuation of the school, if made necessary because of hazardous material or other emergency, will be to First Methodist Day School located at 812 Kirkman. Their telephone number is 337-433-4570. If the school is evacuated, you will be notified by telephone as soon as possible. Our second evacuation site is Kids Kastle located at 3934 Common Street. Their phone number is 337 477-7529. Evacuation and other emergency procedures are posted outside the director's office.

Suspected Abuse

Any suspected abuse and/or neglect of a child in a day care center must be reported in accordance with La.R.S. 14:403 to the local child protection agency. The local telephone number is 337-434-1544 or 1-855-4-KIDS

Biting Policy

The Biter:

1. Is reprimanded for hurting the friend.
2. Is placed in time-out for the number of minutes as years old.
3. Before rejoining the group is counseled by teacher.
4. The biter's parents will be informed of the biting and kept abreast of any further incidents.
5. If the child continues to bite, a conference will be held with parents and staff. A joint course of action will be determined.
6. If all of the above fail, a second parent/staff conference will be held. At this time, parents will be advised their child will be removed from the Day School. The school will assist in every way possible to make a smooth transition.

The Bitten Child:

1. Is comforted by the teacher.
2. The teacher will cleanse the wounded area with soap and water.
3. If skin is not broken, ice will be applied to the area to reduce pain and swelling. If skin is broken, parents will be notified.
4. The parent will be informed in writing of the child being bitten and the care received.

Discipline Policy

Each center shall establish a policy in regard to methods of discipline. This written, prominently posted policy shall clearly state all types of positive discipline that are used and the following methods of discipline that are prohibited:

1. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited.
2. No child or group of children shall be allowed to discipline another child.
3. When a child is removed from the group for disciplinary reasons, he/she shall never be out of the sight of a staff member.
4. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

Guidance Policy

We use a positive approach at U.U.M.D.S. We attack the deed, not the child. We do not tell children they are bad. We want the child to feel good about himself/herself.

Children are given freedom within limits. Boundaries are set and school rules are enforced. Children must be given reasonable rules and when appropriate told the reasons for rules (many rules are for safety reasons).

When a child needs to be corrected, we take him/her aside to talk. We question to try to find out why he/she is behaving in a negative way.

Time out shall not be used for children under age two. The length of each time out shall not be based on the age of the child and shall not exceed one minute per year of age. We make it clear that a child's actions are unacceptable but that we care about the child. When children are in time out or the thinking chair, they are always in sight of a staff person. Before children return to the group, the teacher talks to them about the behavior, asking the child why he/she had to sit out and reinforcing what is required.

We do not spank children or use any form of corporal punishment. We do not deprive them of foods or snacks as a form of punishment. We do not scream across the room, but go to the child where he is.

Conferences

Parents are urged to ask for conferences as they seem necessary. Appointments should be made in advance, although telephone calls are always invited. Please do not attempt to discuss your child during school hours, or in the presence of the child. Reports of your child's progress are sent home in January and May.

Monitoring Policy for Provisionally Employed Staff

Title 28, Part CLXI, Bulletin 137 §1811

UUMDS may at times employ staff persons whose CCCBC (Child Care Criminal Background Check) status is considered "Provisional". "Provisional" status occurs when one or more portions of the requested CCCBC is complete but the department is awaiting the return of information necessary for completion of the remaining portions (ex. any person that has resided in another state).

Childcare CCCBCs now require a search of local, state and federal databases.

Families shall be made aware of the possibility of the presence of a provisionally employed staff member anytime that such staff is employed by UUMDS.

Provisionally-employed staff will be monitored anytime that they are present in the facility or on the premises. UUMDS shall maintain written documentation of the monitoring of provisionally-employed staff members. Documentation shall identify each provisionally -employed staff member, the designated monitor for each, and the times of the visual observations. Observations will occur a minimum of every 30 minutes and monitoring documents will be signed by designated monitor. Such monitoring shall continue until which time the provisionally-employed staff person's CCCBC status is updated to "Eligible for Childcare Purposes".

Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Discrimination Complaint Form

Name _____

Address _____

Telephone Number () _____

List other ways to contact you _____

Name and address of person(s) or organizations against whom you are filing a complaint

Tell what incidents happened that made you feel you had been discriminated against, the dates they occurred, or if continuing, the duration of such actions.

List the names, titles and addresses of persons who may have knowledge of above-described incidents.

Name	Title	Address
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a. _____

b. _____

c. _____

d. _____

State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).

All complaints, written or oral, shall be accepted by the SFA and forwarded to: USDA, Director; Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (866) 632-992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). The USDA is an equal opportunity provider and employer.

Name of individual receiving complaint:

Date and time complaint received:

CHAPTER 2
Day School Policies

Holidays

UUMDS honors the following holidays and will be closed:

- Labor Day (1 day)
- Thanksgiving (Thursday and Friday)
- Christmas (2 days)
- New Year's (2 days)
- Martin Luther King Day (1 day)
- Mardi Gras (1 day)
- Good Friday (1 day)
- Independence Day (1 day)
- Memorial Day (1 day)

Visitors

Parents are welcome to visit the school at any time during regular school hours while their child is enrolled. Teachers would appreciate advance notice, but this is not required.

Parental Involvement

Parents will be offered a minimum of two opportunities for involvement each year.

Electronic Devices

Children under age two are not allowed television time. Children over age two are not allowed more than ONE hour of television per day. Children are not allowed to watch anything that is not Rated G or the television rated equivalency.

Computer Practices

Any laptop, computer, tablet, etc. must be equipped with monitoring or filtering software that limits access by children to inappropriate websites, email, and instant messaging.

Programs, Movies, and Video Games

- a. programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children;
- b. all television, video, DVD, or other programming shall be suitable for the youngest child present;
- c. "PG" programming or its television equivalent shall not be shown to children under age five;
- d. "PG" programming shall only be viewed by children age five and above and shall require written parental authorization;
- e. any programming with a rating more restrictive than "PG" is prohibited;
- f. all video games shall be suitable for the youngest child with access to the games:
 - i. "E10+" rated games shall be permitted for children ages 10 years and older;
 - ii. "T" and "M" rated games are prohibited.

Child and Adult Care Food Program

Breakfast, Lunch, and an Afternoon snack are served daily. Each August all parents will be given a new Free/Reduced Meal Application Form to be filled out and kept on file for every child enrolled.

Transportation

Transportation is NOT provided by the Day School. Parents are responsible for getting their children to and from school. The school cannot accept the responsibility of sending a child home with a stranger, so parents must list everyone that can pick up their child on the child's Master Card. If you need someone other than who is listed to pick up your child, you need to stop by the office and add their name before they can pick up your child. A note signed by you and delivered by the person WILL NOT be accepted. It is a licensing regulation that the person MUST be listed.

Authority

Authority for the school is the Day School Committee of the Church. This committee formulates all of the policies for the school.

Contacting the School

The Day School telephone number is 337-478-4347. In case of emergency and no one answers the Day School office line, please contact the Church office at 337-477-2003.

Day Care Licensing

Parents are advised that our day care program is licensed by the State of Louisiana. Should you have significant, unresolved licensing complaints, you may call the Department of License at 225-342-9905.

Civil Rights

In accordance with Title VI of the Civil Rights Act of 1964 and its implementing regulation, UUMDS will, directly and through contractual or other arrangements, provide services and benefits to all persons without regard to race, color, national origin, or if the child is being breastfed. Staff privileges are granted without regard to race, color, or national origin. In accordance with Section 504 Rehabilitation Act of 1973 and its implementing regulation UUMDS will not directly or through contractual or other arrangements, discriminate on the basis of handicap in enrollments, access, provisions of services or employment. In accordance with the Age Discrimination Act of 1975 and its implementing regulations, UUMDS will not, directly or through contractual or other arrangements, discriminate on the basis of age in the provision of services unless age is a factor necessary to the normal operation of the achievement of any statutory objective.

Water Activities

Water activities will not be held on the school premises.

Confidentiality

The children's records are under the supervision of the center director. The center shall maintain the confidentiality of all children's records and all employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly, or indirectly to any unauthorized person. Records shall be the property of the center and the director shall secure records against loss, tampering, or unauthorized use.

Photographing Children

A written consent form from the parent prior to releasing any information, recordings and or photographs from which the child might be identified, except for authorized state and federal agencies will be required and kept on file at the Day School. Provider utilizing any type of recordings or taping of children to include but not limited to digital recordings, videotaping, audio recordings, web cam, etc., shall obtain documentation signed and dated by parent.

Firearms/Tobacco

Center prohibits the use of alcohol, use or possession of illegal substances or unauthorized potentially toxic substances, firearms, and pellet or BB guns (loaded or unloaded) in the center, on playground and on any center-sponsored field trip. Center also prohibits the use of tobacco in any form in indoor areas of the center, on playground or on any center-sponsored field trip.

CHAPTER 3

Health and Safety

Exclusion of Ill Children

Our center has strict guidelines designed to protect your child, other children, and our staff. Families should keep ill children at home. Ill children cannot remain at the center. Please have a plan concerning who will take care of your child if he/she is sick.

On the advice of health experts we will not allow children with any of the following symptoms to be or remain in care:

1. **Fever** of 100.4 F or higher with or without accompanying behavior changes or other signs or symptoms of illness. The child may not return to school the following day. The child may not return to school until there has been no incidence of fever for 24 hours without the use of fever-reducing medication. Please remember, if you send your child to school and he/she is still running fever, other children and staff will be exposed.
2. Uncontrolled **diarrhea** or increased number of stools, increased stool water, and/or stools that is not contained in the diaper, two (2) or more loose stools in a one (1) hour period, and/or blood or mucous in the stool. It cannot be guaranteed that loose stools are being caused from teething, medications, etc., so a child must be sent home. If the child is sent home from school with diarrhea, he/she may not return to school the following day. The child may not return to school until 24 hours after the last incidence of diarrhea.
3. One (1) episode of **vomiting** within the previous 24 hour period. If your child vomits at home the previous day or evening, he/she may not come to school the following day. If your child vomits at school at any time during the day, he/she may not return to school the following day. It cannot be guaranteed that the vomiting is caused by medication, mucous, something the child ate, or from coughing too much, so the child must be excluded from school.
4. **Signs and symptoms of possible illness** include the following: unusual lethargy (sluggishness or sleepiness); uncontrolled cough; irritability, persistent crying; difficulty breathing; wheezing; severe congestion. These symptoms do not have to be accompanied by fever.
5. Untreated **conjunctivitis** with or without white or yellow drainage from the eyes. If a child has pink eye, he/she may not return to school until 24 hours after the initial treatment has been administered. A physician's —Permission to Return to School form must be provided. It cannot be guaranteed that a child's eye ailments are the result of allergies, etc., so we must insist on a physician's statement of treatment or okay.
6. **Undiagnosed rash** with or without fever or behavior change. A physician's —Permission to Return to School|| form must be provided.
7. **Untreated infestations** such as scabies, head lice, or other infestations. A physician's —Permission to Return to School|| form must be provided.
8. A child **may not return** to childcare until a physician's Permission to Return to School form is provided for the **following conditions**: Impetigo, Strep throat, chicken pox, pertussis, measles, rubella, tuberculosis, hand, foot, and mouth, or any surgical procedure.

If a child at the center has any of the above mentioned symptoms, the child's parent/guardian will be notified immediately to pick the child up and the child will be isolated from other children until parent/guardian arrival. If parent/guardian can't be contacted, then we will call alternative emergency persons on the contact form. For the benefit of your ill child, please provide pick up as soon as possible.

When a child is excluded from attending our child care center, the staff will complete an illness/injuries form. All records are kept confidential.

We require that ill children, as described above in 1-8, not attend childcare for the following reasons:

- *They are unable to be an active part of our daily program.
- *They expose other children and staff to illness.
- *They are at risk for being exposed to other diseases when their resistance is low.

Immunizations

A current immunization record is required prior to attendance. Families must update this record regularly. Your child can be excluded from care without updated immunization records.

Communicable Diseases

The Center keeps records on communicable diseases. Parents will be notified of any outbreak and any unusually large outbreak will be reported to Public Health. Children may return to the Center when they are no longer contagious and able to

participate fully in scheduled activities, including outdoor play. A physician's —Permission to Return to School|| form must be provided informing the staff that the child is healthy enough to return to school.

Injury while at school

Teachers and/or Administrative Staff will handle minor injuries. An injury/accident form is completed when an injury occurs. State regulations require that a call must be made for any injury occurring above the neck. Injuries noted upon arrival at the center must also be documented. This documentation will need to be verified by a parent or guardian in person or by phone.

In An Emergency

An emergency care form is included in the registration packet. This form will allow us to treat your child should there be a serious illness or accident. All efforts to notify you or your emergency contacts will be made and will continue to be made.

Medication Policy

Guidelines for administering medication are set by the state of Louisiana and must be strictly adhered to. Each childcare center must establish these guidelines based upon the minimum standards of the Louisiana Administrative Code Health Services to the Child and the National Health and Safety Performance Standards.

I. Authorization, Appropriate Containers, Labels, and Information

A. Medication shall not be administered to any child in childcare if not prescribed or recommended by a licensed health care provider (physician, dentist, nurse practitioner).

B. **Prescribed medication** shall be accompanied by a medication authorization form (copies available in office for review). Medicine must be kept in the original container labeled by a pharmacist and include the following:

1. The child's first and last name
2. The date the prescription was filled
3. The name of the physician who wrote the prescription
4. The medication's expiration date
5. Specific, legible instructions for administration, storage, and disposal

C. Recommended (**over the counter**) medication shall be accompanied by a medication authorization form (copies available in office for review) **and** written instructions received from the physician including the physician's name and office telephone number, the frequency and time the medication is to be administered, and dosage of medication, directions for storage and a written statement of side effects. Over-the-counter medications must be kept in the original container, and include the following:

1. The child's first and last name
2. The medication's expiration date
3. Specific, legible instructions for administration, storage, and disposal

D. Medications with instructions such as —as needed or —PRN shall be accompanied by a clear written explanation defining when the medication is to be administered.

II. Administration of Medication

A. A medication authorization form shall be maintained for all medications administered to children in daycare.

B. A medication authorization form shall be signed and dated **DAILY** for all medications administered to children in daycare.

C. The medication authorization form shall include information stated in Section I, B and C of this policy and include the date, time, and signature of the staff member administering the medication.

D. Each child receiving medication shall be observed by a childcare provider trained in medication administration for a period of 45 minutes following administration of medications. This observation may occur during instruction time.

E. Medications prescribed for children on a long-term basis shall be accompanied by all stipulations of this policy with the addition of an update of child's health status from the physician yearly.

F. Emergency medications (i.e. *Epipen, Benadryl*) prescribed for children on a long-term basis shall be upheld by all stipulations of this policy with the exception of the daily signature. Childcare providers shall obtain a medication authorization form with signature of the parent every six months. A plan of action for children with special health needs

describing how to use the emergency medication and when to use medication shall be maintained in the child's health records. This plan of action shall be reviewed and updated every three months.

G. All aerosol medications shall be delivered to the childcare facility in premeasured dosage.

H. Medications shall not be kept at the childcare facility overnight. All unused medication shall be sent home with the child when he/she leaves the facility for the day.

I. Insect spray and preventative diaper rash cream shall be administered with a onetime authorization form that shall be updated every three months.

J. If your child needs breathing treatments for asthma, a parent will need to come to the center to administer the treatment and a medication form will need to be filled out even though the parent is the one administering the treatment.

K. Parents are allowed to give medication at school, but must sign required authorization form.

Substitutions of food at Breakfast, Lunch, or Snack

Substitutions of food or drink are only allowed when accompanied by a doctor's written release. This release must state the specific reason for the food substitution as a medical allergy or condition. Due to the number of children we serve, we do not have the personnel or space to allow for food substitutions due to personal preference. A parent or guardian is responsible for sending substitute food and drink.

If we do not have a doctor's release, your child must be offered what is being served.

Emergency Drills

- Fire drills will be held monthly throughout the year. We will send home a note with your child on the day a fire drill is held so you will be aware of this event.
- Tornado Drills will be held once a month in March, April, May, and June. We will send home a note with your child on the day a drill is held so you will be aware of this event.

CHAPTER 4 Children Specifics

Clothing

Please label all sweaters, coats, hats, extra clothes, etc. This is very important to avoid loss and confusion. In clothing the child for school, it is well to remember that one of the major activities is play. Jeans or shorts are recommended for both boys and girls. Because children are encouraged to help themselves, please see that coats, jackets, pants, etc., are easy to put on or remove. Please minimize belts, difficult snaps and zippers. Flip flops are NOT allowed, as they are a hazard on the playground. Children who are NOT potty trained are required to use disposables diapers. **We DO NOT allow pull-ups.** An extra set of clothing must be left at the center at all times for all children.

Birthdays

You may celebrate your child's birthday upon making arrangements with the teacher. Children are allowed to bring special snacks to celebrate their birthday in the classroom, but refreshments should be kept simple. The exchange of gifts is prohibited. Please send birthday invitations to school for distribution ONLY if every child in the class is invited.

Field Trips

Field trips are occasionally taken by the older children. Permission slips **MUST BE SIGNED** and returned to the teacher, or the child is **NOT ALLOWED** to go on the trip. This rule is enforced, and there are **NO EXCEPTIONS**. It is good practice to sign the permission slip and return it promptly, not waiting until the last minute. Seat belt laws are complied with on these trips. Trips are usually by private car.

Show and Tell

There are no scheduled Show & Tell days. When teachers are studying a special unit, a note will be sent home asking for your child to bring something to help the teaching experience become "real" to the class. Please label all items with your child's name. **We ask that any toys, movies, books, backpacks, etc. be left at home.**

Naps

Children are required to rest each afternoon following lunch. Each child needs to bring a beach towel labeled with their name. The towel will be sent home every Friday to be washed and returned on Monday morning.

CHAPTER 5

Learning Philosophy/Curriculum

Structured programs will be planned for each age group. The infant program will consist mainly of care in a supportive environment. The toddlers will have supervised play along with creative activities and music. Two year olds will receive the same type of care while being given some freedom to choose activities. They will also begin to learn the basic colors, shapes, counting, etc. Three year olds will enjoy the same but with a more structured environment while learning to respect the rights of others and themselves. The four year old program is a Pre-K readiness program. They will explore sensory experiences, study the alphabet, simple math, science concepts, social studies, rhyming, sequential order and a phonics program.

Children between the age of two and three are typically hands-on learners. We therefore focus on learning activities that involve learning by doing. Children are taught through learning centers and other activities which give them the opportunity to explore and create either individually or in large or small groups.

Learning centers and other group activities may include the following:

- Play-Doh
- Building blocks
- Arts and creative expression center
- Puzzles
- Play Animals and Manipulative toys
- Music
- Story time
- Games
- Dramatic Play/Dress-up

These learning activities build important skills. For example, Play-Doh helps develop strength and control in muscles that your child will use to write. Music time helps develop early vocabulary and music skills and also a love for music. Musical children often do better in math, and music may also help your child's self-confidence and imagination. Story time introduces your child to books and reading and allows him or her to practice listening, paying attention, thinking and understanding sequencing. Puzzles and games develop hand-eye coordination and memory and teach visual discrimination. They also provide opportunities for practicing social skills like taking turns. Creative projects allow self expression while teaching language and motor skills.

We believe that supervised free play provides an opportunity for this age group to practice important social skills including sharing and negotiating. Free play also provides opportunities for our two year olds to make decisions independently and to learn how to deal with emotions.

If weather permits, the children play outside every day.

In addition to organized learning activities and free play, our twos practice certain practical life skills every day, including transitioning from "sippy cup" to "big cup" and eating with utensils. We will also work with parents on potty training when the child is ready.

In the three year old classes, the children are introduced to many of the important skills and knowledge they will need in pre-kindergarten. We work on developing a daily routine that includes time for more structured learning activities as well as free play to prepare children for a pre-kindergarten classroom setting.

During the more structured learning activities, children practice recognizing letters, numbers, shapes, and colors in activities such as coloring, tracing, and letter recognition games. The children also practice important pre-kindergarten skills like using scissors. Children work daily with puzzles, memory blocks, legos, manipulative toys, and games to develop hand-eye

coordination and fine motor skills. We also have story time daily, and once per week a visitor from the Calcasieu Parish library comes to read to the class.

We believe free play is important for the development of imagination, creativity, independence, and social skills. During free play time, a variety of toys, books, and props are available including dress-up props, dolls, cars, books, and drawing materials.

All classes use the Creative Curriculum, recommended and approved the Department of Education as well as by Calcasieu Parish School Board. We have designed our entire program to help the child find a comfortable, contributing place in a group situation, to feel his own worth, and the worth of others as children of God.

For more information on the centers chosen curriculum, see <https://teachingstrategies.com/curriculum/>

CHAPTER 6 Registration Procedures

How to Register

1. Parents of children currently enrolled in the center will be advised of dates and procedures necessary to acquire registration forms from the office. Forms must be completed and turned in with registration fee to the office to be enrolled for the following school year.
2. Church members and community registration dates will be announced. Parents will be required to pick up and fill out registration forms at this time to be enrolled for the following school year.
3. Parents may register their children at any time during the year that spots are available for the current year.
4. If classes are full, a waiting list is created.

Registration Requirements

Before any child can participate in this program the parent must complete and return the following forms/documents. We must have these forms/documents fully completed and in our possession before we can accept the responsibility of caring for your child. NO EXCEPTIONS! The forms/documentation are as follows:

- Enrollment Information Form
- Emergency Evacuation Consent Form
- Emergency Care Form
- Photo Permission Form
- Immunization Records
- Parent's Handbook Acknowledgement Form
- CACFP Paperwork

CHAPTER 7 Financial Procedures

Fees and Payment Schedule

There is a registration fee of \$100.00 per child for the Fall session with a supply/curriculum fee of \$50 for all children and a Summer session registration fee of \$40.00 per child. Registration for summer only is \$40, fall only is \$150, and summer and fall is \$190.

FULL TIME TUITION BEGINNING June 2018 (7-5:30 M-F)

- * Infant Class: \$600.00 per month
- * Toddler Classrooms: \$580.00 per month
- * 2 year old classrooms: \$560 per month
- * 3 year old classrooms: \$ 550.00 per month
- * 4 year old classrooms: \$525 per month

PART TIME TUITION (7-12:30):

* Part time M-F 1/2 day or all day MWF: \$400 per month

We also offer TTH if there is already a MWF child registered in the class. Call the day school office for availability and rates.

UUMDS reserves the right to change rates with 90 days advanced notice.

We offer special rates available for two or more children in the same family. All tuition fees are payable in advance. Tuition will be paid by the month. Tuition fees are figured at the minimum possible for the standards we intend to maintain, and must be paid regardless of the child's absence from school. The only exception is explained in the Attendance paragraph below. Registration fees are separate from, and in addition to, the weekly charges and are not applied toward tuition payments. Registration fees are NON REFUNDABLE. The initial registration fee is charged to help defray the expenses, which are not a part of the regular monthly operation of the school. These expenses include the purchase of crayons, paints, scissors, paper, construction paper, glue, furniture, toys, etc. In the event of withdrawal by parents of a child after registration but before classes start, the fee will be refunded ONLY in the event of moving out of town. If the child is already attending, a 2 week notice in writing or two weeks paid tuition is required.

Late Fees

Tuition is due on the 1st of each month, if not paid by the 8th, you will be charged a \$25.00 late fee. If your tuition is not paid by the 15th, your child will not be able to come to school until your balance is paid in full.

Vacation Credit

- Twelve-month day care children will receive 5 vacation days annually after being enrolled for 12 complete consecutive months. These begin June 1 and end May 31.
- Nine-month day care children will receive 3 days annually after being enrolled for 9 complete consecutive months. These begin when school starts in Aug and end May 31.
- Summer only children will not be entitled to vacation days.
- Vacation days are days that the parent does not pay tuition and the child does not attend school. The school must be notified in advance of vacation.

CCA Families, Foster Parents, and Parents of Other Children Receiving Assistance and/or Scholarships: There may be exceptions and special rules that apply to children in our program. Please discuss which tuition rules do and do not apply to you with the director.

Child's Name _____

Parents,

Please sign this form and return it to school. It will be attached to your child's registration form.

_____ I was given the opportunity to have a pre-enrollment consultation and a tour of University United Methodist Day School.

_____ I was given a copy of the Calcasieu Parish Community Resources.

_____ I have read and understand the policies and procedures in this handbook.

_____ Effective March 1, 2018, LDOE made changes to the CCCBC (Child Care Criminal Background Check) procedures and requirements. Included is our center's Monitoring Policy with regard to Provisionally Employed Staff.

Parent Signature

Handbook, Updated September 2018

Date