

Dalton First United Methodist

Christian Learning Center



Teaching our children and building a faith alongside
parents that will last a lifetime

Parent Handbook

2019-2020

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Dalton First United Methodist Christian Learning Center

Parent Handbook

Welcome to Dalton First United Methodist Church Christian Learning Center. This booklet is published to help you understand what to expect from our program. Our goal is to provide full time, quality child care for children 6 weeks through 5 years old in an educational, loving, caring and Christian environment. We value the trust you place in our staff and our program as we strive to serve your child's needs. Each staff person is dedicated to promoting healthy growth and development of your child.

We are proud to be certified by the Health Department, Fire Department and Georgia Department of Family and Children Services. We receive regular inspections from all three of these departments. We are licensed by the Georgia Department of Early Care and Learning, Bright from the Start, to operate a learning, child care center.

Purpose

Providing activities that promote physical, emotional, social, intellectual, and spiritual development is the basis for our monthly themed curriculum. Christian songs, stories, and holidays will be included in our curriculum as well as activities that promote developmental milestones.

Physical Development

The center provides a safe and comfortable place for children and infants to grow and play. The teacher will provide activities designed to develop body coordination and manual dexterity appropriate for the child's age and ability.



Emotional Development

Emotional development deals with children's changing feelings about themselves, others and the world. Emotional development begins at conception and continues throughout life. Our teachers will work to help each child build trust in themselves and in others through the care they receive.

Social development

Physical helplessness is what prompts a baby's social development. Newborns learn ways to respond to others in order to satisfy their physical and emotional needs. Each teacher will help the children achieve self-confidence in relating to the other adults and children by promoting friendly, understanding, and mutually respectful relationships.



Intellectual development

Researchers still do not fully understand the complex process of learning. They have, however, discovered much about how quickly and efficiently infants/children learn. Infant/Children learn more and at a quick pace when caregivers respond to them in a nurturing and positive manner and teach them through play.

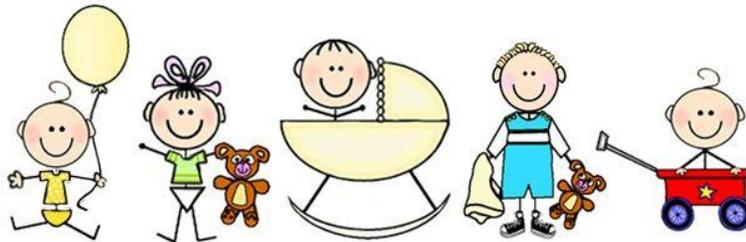
Spiritual development

Each child will experience respect, love, forgiveness, and reconciliation with the help and example of the teachers and staff. Christian prayers, songs and stories as are age appropriate will be included in the total curriculum.



Age

Children who are eligible for this program must be at least six weeks of age and under six years old by September 1st.



Center Hours

The center will be open Monday through Friday from 7:00 AM to 6:00 PM, 51 weeks per year. The center will be closed for a week during the Christmas holidays.

Please refer to the calendar at the back of this handbook for specific dates and additional holiday closings.



Enrollment Procedures

- The parent must complete the necessary registration forms online and pay a non-refundable annual registration fee of \$100.00 per family and a supply fee of \$75.00 per child.
- The parent must provide the center with a Preschool/ Child Care Immunization Certificate (Georgia Form 3231). This is to be kept updated and the center will remind parents when a new Certificate is needed. This form can be obtained from the Dalton Georgia Health Department or your local pediatrician.
- The parent will receive a copy of the policies and procedures and will go over them thoroughly, sign the form that they have read and understand the policies, and return the form to the Learning Center office.
- The parent will sign the Parental Agreement Form which indicates agreed upon fees, release person(s) form for the child, and emergency information form.
- The parent will complete a Child Schedule Information Form for incoming infants.
- All enrollment forms must be completed by the parent and returned to the center **before** the first day of attendance.
- Parents of children with special needs or handicaps must inform the director of the child's condition/s prior to enrollment so it can be determined if the center can adequately meet the child's needs. This is necessary for the well-being of the child.

Preschool

Children enrolled in our 3 and 4 year old Learning Center will have a preschool morning with an extended afternoon. Four year olds will have a different teacher in the morning. You will also receive information from the Preschool Director concerning your child's class. On most days when Preschool is closed, we will offer a full day program in your child's classroom.

Emergency Plans

- If it becomes necessary to close or delay opening the Center because of inclement weather, please tune into local weather reports and school closings. **If Dalton City Schools are closed or delayed for inclement and/or threatening weather, we will be also.** Should inclement weather occur during school closings, administration will inform you of closing or delays.
- If it becomes necessary to close the Center while the children are present, parents will be notified via emergency contact information.
- In the event we should be without water, heat, electricity, or other such mechanical problems, it may be necessary to close the center until problems are corrected. If we should lose power or water for an extended period of time while the children are present in the Center, you will be called to come pick your child up. **Timely pickup of no more than 30 minutes will be expected in these cases.**
- If the church should experience a fire or other such emergency which would cause evacuation of the building, the children will be taken to the **Scout Hut** on the west side of the parking lot (the white brick house facing Valley Dr.) and parents will be notified.

- In the event of severe weather, the children will be grouped in the hallway outside their class room away from windows and doors. Emergency and severe weather plans are posted in each classroom by the entrance doors.

Tuition

We are a nonprofit organization and want to continue the high quality of care and services we offer our families. In order to maximize our tuition receipts, we **accept only ACH as payment**. We do not accept cash, checks or credit cards. All monthly tuition is the same each month **regardless** of holidays, absences due to illness, vacation, or closings due to inclement weather. All tuition is paid in an unavoidable emergency such as the center having no water, heat, no electricity or other such mechanical problems that cause our center to be unsafe and/or unsanitary for our children.

Tuition Charges for August 2019 – July 2020

Infants: \$760.00/month

Ones: \$735.00/month

Twos: \$695.00/month

Threes: \$675.00/month

Fours: \$635.00/month

Heath

First United Methodist Church Day Care Center will make every effort possible to protect the health of your child. Cooperation of parents in helping fight the spread of communicable diseases is of great importance.



For the protection of all children in the center, parents should keep a child home when he/she shows signs of illness. **A child shall be free of fever, vomiting and/or diarrhea, without the use of medication, for 24 hours before returning to the center.** The following is a list of symptoms to be aware of before sending a child to the center.

This list includes but not limited to:



Sore Throat

Severe Coughing

Inflamed Eyes

Nausea or Vomiting

Fever

Earache

Discharging Ear

Flushed Face

Diarrhea

Discolored Runny Nose

Skin Rash

Enlarged Glands



Please be prompt in picking up your child if called to do so because of illness. Because we do not have a school nurse or a place to keep your child while waiting for them to be picked up once you are called, **thirty (30) minutes is the maximum amount of time we allow for pick up.** If that potentially would not be possible on any given day, please make alternate contact arrangements with another individual/individuals to remain in

compliance with this important policy. This is for the well-being of your child as well as the other children and staff in our center.

If your child is picked up from the center due to illness, the child must remain out of the center for the remainder of the pickup day, the following day, and not return to the center until they **are symptom free for 24 hours without the use of Tylenol etc.** Any child, who develops contagious symptoms while NOT in attendance at the center, must be symptom free for a minimum of 24 hours before returning. Depending upon the severity of the illness, rash and/or disease, the director may require a note from the child's pediatrician, clearing the child of being contagious before returning to the center.

The Director will in turn notify other parents of the possible exposure. There is posted on the hall bulletin board a communicable disease chart which contains recommendations for the exclusion of sick children and their readmission to the Center. We will use this information as a guide.

If your child is injured at school, you will be informed immediately. **If a child becomes seriously ill or injured and parents cannot be reached, emergency medical treatment will be obtained through Hamilton Medical Center.**

Medication

With the exception of infant teething/gas drops, diaper cream, re-applications of sunscreen and bug spray (as needed) and the topical creams/sprays that are state required to be in our center first aid kit, Learning Center staff will not dispense any type of medication to the children in our care.

Life threatening situations, (such as asthma, allergies, etc.) requiring medication will be given special consideration with medical documentation.

Absent

If your child is going to be absent for the day, or arrive later than usual, please call the center by 9:00 am to let us know. We must give the kitchen a lunch count by 9:15 am.

Discipline

Discipline is treated as a positive learning experience for children in our center.

Discipline that is practiced only after a child has done something wrong has little chance of success. To be effective, discipline begins with encouraging good behavior and through examples, explanations, and praise. The following guidelines will be used in the area of needed discipline.



Setting examples: Teachers will be positive role models.

Praising good behavior: Giving praise is an excellent way to provide encouragement. Praise helps children feel good about themselves and it makes them want to continue the mutually desired behavior. Teachers will be specific, sincere and positive, give praise tailored to the needs of each child, and offer choices.

Setting Limits: Setting limits on the front end is a way to guide children toward good, safe behavior.



Discipline will NOT be corporal, associated with food, naps, or bathroom procedures. Methods of discipline will not be humiliating, shaming, or frightening to the children. Redirecting a child is usually all that is needed. "Time for self" is used to give the child time to be away from the problem at hand.

After a short period of time, the teacher and the child will talk about what has happened and the teacher will let the child know he/she is loved. The child then may re-enter the play situation and try again. The Director may be asked to intervene if inappropriate behavior continues.

If misbehavior continues the teacher/director may: 1) call the parents at home and discuss the problem; 2) request a conference with the parents or; 3) request a conference with the parents and the Director. If after these interactions, the negative behavior continues, appropriate steps will be taken to maintain the integrity of the program.

Agency Cooperation

Any **suspected** incident of child abuse, neglect, or description shall be reported to the local county Department of Family and Children Services in accordance with O.C.G.A. 19-7-5.

Outside Play

This is a regular part of the daily schedule. Everyone plays outside weather permitting. **If a child cannot play outside due to illness, he/she must not attend until able to participate in outside play.**



Clothing and Personal Belongings

1. Children should wear play clothes which are loose, comfortable and washable.
2. Children need to wear **appropriate footwear for their age**. All sandals worn must have a strap on the back of the foot to keep them on. Tennis shoes are required for 3 & 4 year old P.E. day



in the gym. Check with your child's teacher for PE schedule.

3. Children need the freedom to explore all phases of the program, without fear of "getting dirty." **Although we are watchful in maintaining the cleanliness of your child, we are not responsible for soiled/stained clothing.**
4. Toddlers in the process of being potty trained must wear clothing that can be removed fast and easy. Please be mindful when picking out outfits and **exclude items such as overalls, zippers, snaps, and buttons.**

The following is a list of items needed for each age group

6 Weeks - 12 Months:

- Bottles with formula already prepared- making certain each bottle is labeled with the child's **name and the current date** (this is very important!)
- Juice, cereal and baby food as needed
- Diapers and wipes
- Diaper cream or ointment
- Two changes of clothes
- Two cotton or terry cloth Sleepsacs (no blankets)



One and Two Year Olds:

- Diapers and wipes
- Minimum of two changes of clothes that are **seasonally appropriate**
- A nap mat- purchased from our Learning Center
- A light weight blanket/nap roll

Three and Four Year Olds:

- One change of clothes of clothes that are **seasonally appropriate including tennis shoes**
- A nap mat-purchased from our Learning Center
- A light weight blanket/nap roll

Please be sure all items are labeled. We cannot be responsible for items not well marked. Remember that children in this age group grow quickly so please update spare clothes seasonally. Please do not allow your child to bring toys from home, as this tends to cause problems in the classroom. We have plenty of age appropriate toys.

Diaper Policy

Infants go through approximately 6-7 diapers in a day and ones through twos go through approximately 4-5 diapers in a day. Please keep this in mind when you provide diapers for your child. Your child's teacher will leave a note on the sign in sheet when your child is running low. To avoid borrowing diapers from friends we will provide diapers at **\$2 a piece** until more diapers have been brought in for your child. All of the proceeds will go back into our budget.



Toilet Teaching

Due to necessary staffing during this process, we offer our toilet teaching assistance beginning in our two year old class. We will not initiate your child's toilet teaching but will **assist** in helping your child succeed. If possible, begin the teaching on Friday afternoon and continue the teaching through the weekend. Please discuss your techniques and any "terminology" with your child's teacher, so that we can say and do the same thing. Please dress your child in clothing that makes this process easier for him/her. With consistency and cooperation, we feel the child's success is maximized.

Please note: It is the policy of our Learning Center that a child may not enter the three year old class room until he/she is potty trained. Due to the daily routines and activities of our Three year old class, this policy must be strictly enforced.

Transportation

Children six weeks through three year olds will not be transported unless it is a medical emergency and parents cannot be reached. You will be asked to sign a form allowing us to do so should this need arise.

Nutrition

We believe that good nutrition is a vital part of your child's development. **Please make sure they have had a healthy breakfast before arriving in the morning.** They will be



offered a breakfast snack at 8:30 AM, lunch between 11:00 and 12:00 noon and an afternoon snack between 2:30-3:00 PM.

Parents of infants under one year should supply formula already mixed in **labeled** bottles, baby food, rice cereal, juice, etc. on a daily basis. You will be asked to fill out an infant feeding plan which will help us keep your child on a schedule

for you. Children over one year will eat nutritious meals and snacks prepared by the food services director under the guidelines of the State of Georgia.

If your child has an allergy or intolerance to any food, please let us know. For the well-being of all children who use the Learning Center facility, as well as our own children, our policy is that no outside food be allowed in the Learning Center. The exception to this is physician directed diets and class parties. (teacher approved foods only.)

Arrival and Dismissal

Parents must bring their child inside, locate their child's class and **sign them in** with the knowledge of the child's teacher. Upon exiting at days end, the parent or designated pick up person must sign them out again with the knowledge of the child's teacher. For important security reasons, the ONLY entrance and exit of the Learning Center is through the door beside the director's office. All other entrances and exits will be locked with the exception of a needed emergency exit. With the exception of occasional emergencies, a staff member will be available during all operating hours. **During the hours that our door is locked please use the doorbell on the right of the door.**

The handicap parking spaces directly beside our Learning Center entrance are to be used during business hours only for our Learning Center families dropping off and picking up their children. **It is against fire code to park along the curb for any amount of time.** Please do not cause a safety issue for our children by ignoring this rule. **Do not leave your child unattended at any time in the car or in the building.** This is law!

Cell phones are a distraction to the safety of and attention toward your child. We ask that you leave your cell phone in your car or put away until you or you and your child have exited the center area.



Please do not arrive before 7:00 am or be exited from the building after 6:00 PM. This is for insurance purposes.

Please note: No child will be released to anyone who has not previously been authorized, through our strict registration process, by the child's parent, or acting guardian.

Late Pick-Up

The Center is not licensed after 6:00 PM. If you are going to be late picking your child up, we ask that you call to notify us. If you arrive after 6:00 PM, you will be asked to sign a late slip. Three (3) late slips in a 12 month period will result in dismissal from the program. Re-enrollment may be considered by the Weekday Children’s Ministries Board the following academic year.

Communications

Parents are welcome to call or drop in at any time. For the comfort of the children, please be sensitive to the center’s schedule. Children adjust much easier than adults do. If your child is having severe separation anxiety, you will be notified. Please communicate daily with your child’s teacher and/or call the Director if you have special needs or concerns. Please notify us immediately of any change in name, address, phone number or place of employment.



Staff

Titus 2: 7- 8 says "In everything set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us".

We are excited and blessed with the amount of talent and gifting that God has given to our staff for 2019-20 year!

Our Infant room will be taught by Mrs. Albiy Cruz and Yesenia Godoy. Ms. Janeth Gonzalez and Ms. Melisa Rosillo will be assisting the teachers in the day to day care of your infants.

Our Transition class will be taught by Ms. Jenny Nunez and assisted by Miss Skyla Buhl

Our Ones class will be taught by Ms. Esther Moreno and assisted by Miss Skyla Buhl.

Our Younger Twos class will be taught by Ms. Edith Nunez and assisted by Mrs. Erin Saucedo

Our Older Twos class will be taught by Co Lead teachers, Ms. Diana Gonzalez and Mrs. Jasmine Willey

Our Younger Threes will be taught by Mrs. Sarah Garcia

Our Older Threes will be taught by Ms. Yesenia Castanada.

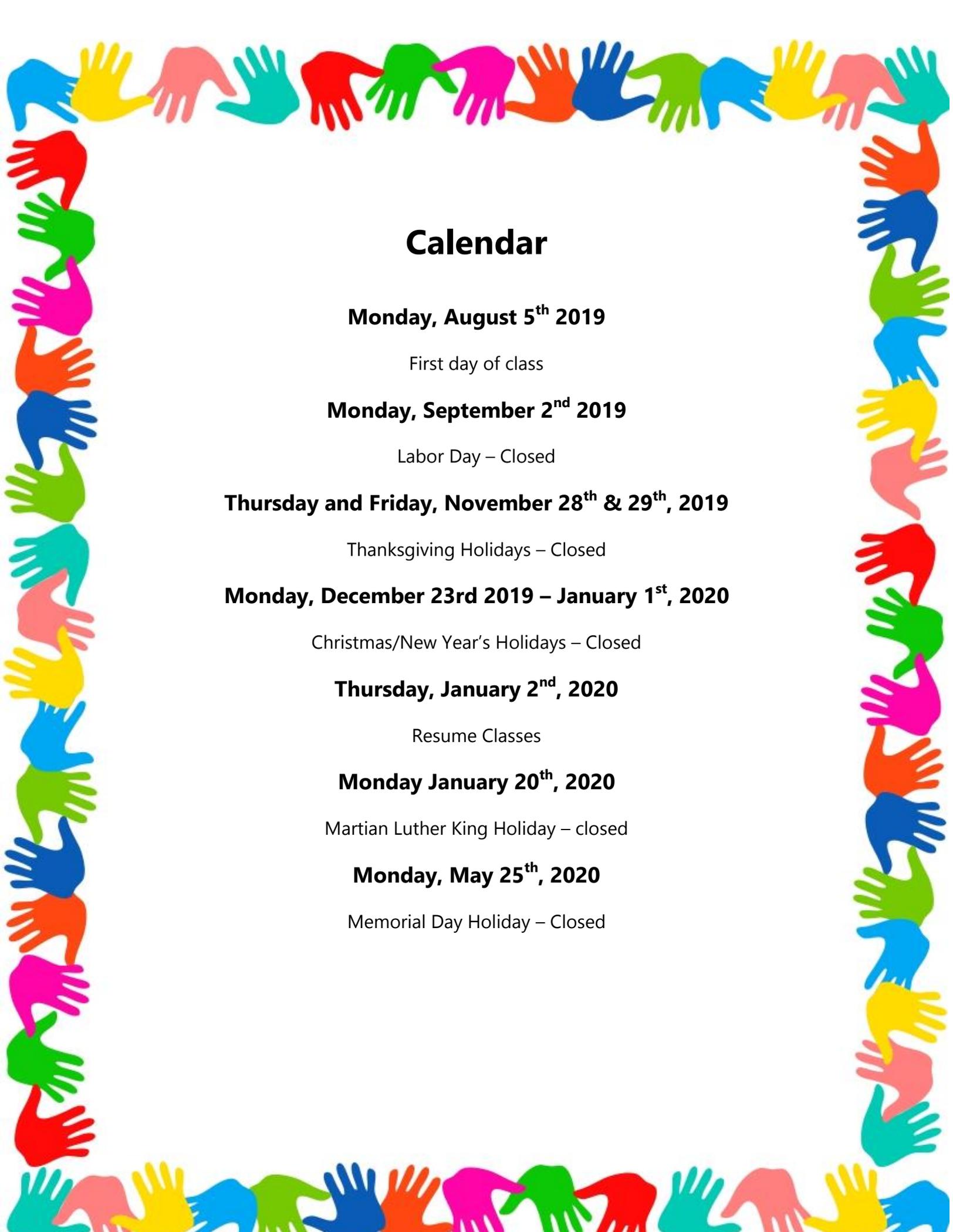
Our Fours will be taught by Mrs. Wendy Regalado with the assistance of Ms. Alba Gomez

Mrs. Crystal Hernandez and Miss Rachel Jordan will assist as needed in various classrooms.

Other support staff include Children's and Family Minister, Pastor Ken Elben, Kitchen staff Mrs. Stacy Womack and Ms. Tiffany McGee, Maintenance staff David Nix, and our own personal Reader Man, Pete Purvis!!



We are looking
forward to a year of
learning and growing
together in Christ!



Calendar

Monday, August 5th 2019

First day of class

Monday, September 2nd 2019

Labor Day – Closed

Thursday and Friday, November 28th & 29th, 2019

Thanksgiving Holidays – Closed

Monday, December 23rd 2019 – January 1st, 2020

Christmas/New Year's Holidays – Closed

Thursday, January 2nd, 2020

Resume Classes

Monday January 20th, 2020

Martian Luther King Holiday – closed

Monday, May 25th, 2020

Memorial Day Holiday – Closed

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500 S. Thornton Ave.

Dalton, GA 30720

www.fumcd daycare@optilink.com

Linda Fitzgerald, **Learning Center Director**

Anne Stinnett, **Preschool Director**

Pastor Ken Elben, **Pastor of Family & Children's Ministries**

Rev. Terry Fleming, **Senior Pastor**

Dr. Dean Osuch, **Outreach & Spiritual Formation Pastor**