

# **I. ORGANIZATION OF THE CHILD DEVELOPMENT CENTER**

## **1. What is the foundation of the Child Development Center?**

The Child Development Center (CDC) is a church-sponsored, non-profit weekday ministry to preschool children. It is part of the total education program of First United Methodist Church and operates under the direction of the Child Development Center Board (CDCB). The purpose of this ministry is to provide a safe, nurturing, and developmentally rich program for children in the Knoxville area. Children must be at least six weeks old to enroll in the infant room and may attend until the time they start kindergarten. It is the position of the church and staff of the CDC that each child belongs to God and should have opportunities to develop physically, mentally, socially, emotionally, and spiritually in a loving Christian environment.

The Child Development Center is fully licensed by the Tennessee Department of Human Services (DHS) and abides by their rules, regulations and standards. Our program and facilities are inspected yearly by the Health Department, Fire Department, the Department of Environmental Safety, and DHS.

## **2. What are your teachers' educational backgrounds and professional experiences?**

The CDC has a highly qualified staff of teachers, trained in child development and early childhood education at colleges and universities known for their excellent programs. The staff members' professional experiences range from two years to over 20 years. Additionally, staff members receive training from many professional organizations and are required to complete 18 – 24 hours of ECE professional development each year. All teachers are trained to understand the needs of our students, to enhance student development and to adhere to "best practices" of early childhood education.

All staff are certified in first aid and CPR. They are members of professional organizations, such as the Knoxville Area Association for Young Children (KAAEYC), the Tennessee Association of Young Children (TAEYC), and the National Association for the Education of Young Children (NAEYC). They regularly attend teacher workshops and conferences to update their knowledge and skills. Each teacher has met the requirements for physical examinations according to DHS regulations.

# **II. GOALS OF THE CHILD DEVELOPMENT CENTER**

We offer a high-quality program based on our conviction that preschool experiences are among the most important and influential in a person's life.

We balance activities for well-rounded spiritual, moral, physical, mental, social, and emotional growth in developmentally appropriate ways. We also encourage language development and development of a healthy sense of humor!

We work hard to maintain open lines of communications with parents. You are sharing your child with us, and we know it is important to tell you everything we can about your child's activities.

To achieve these goals, our teaching methods and techniques are based on knowledge and understanding of child development. We follow the "Developmentally Appropriate Practices" published by NAEYC and the TN-

ELDS (Tennessee Early Learning Developmental Standards), both of which help guide us as we plan activities, lessons and play opportunities for your child.

## **1. What are the CDC's yearly objectives for my child?**

Our objectives reflect our desire to see students develop in positive and wholesome ways. We want each student to:

- enjoy learning in a safe and loving environment.
- recognize God's plan for them, know He loves and cares for each of us, and He wants us to love and care for one another.
- develop an appreciation and a desire to care for our families, friends, school and our world.
- learn to share.
- learn to get along socially with age-mates and appreciate differences amongst peers.
- feel comfortable and secure with new and special adults.
- learn new concepts through play based learning opportunities and teacher-directed activities.
- develop a sense of curiosity and wonder about the world around them.
- develop gross and fine motor skills.
- learn to listen to instructions and complete tasks.
- be creative and to feel a sense of accomplishment and personal worth.
- develop language and listening skills.
- learn to express their feelings in appropriate ways.
- develop problem-solving skills.
- develop spiritually as an important member of God's family and as a citizen in God's world.
- develop moral and Christian values through quality interaction with Christian teachers, other children, the environment, and the total CDC curriculum.
- develop a well-balanced personality
- gain independence, self-expression and self-control.
- accept personal responsibility for themselves and their belongings.

## **2. Those are great goals! What kinds of activities will you do with my child so that he/she may reach these goals?**

- Children learn through their play. Learning is active, so your child will have a variety of activities in which to be successful.
- Your child will have opportunities to pray at mealtimes and thank God for His blessings.
- Your child will participate in indoor and outdoor play. We will play outdoors every day, weather permitting.
- Your child will have time for active play, quiet play, and rest.
- Your child will have opportunities for self-directed, individual activities as well as group activities.
- Your child will participate in art, dramatics, and music; all are planned to be creative and fun:
  1. Art activities are intended to encourage creativity with different art media.
  2. Your child will listen to stories being read and told to him/her with books, storyboards, puppets and finger plays. He/she will also be able to do storytelling, role playing, etc. with others.
  3. Musical activities include singing, listening to music, playing instruments, and dancing.
- Your child will be encouraged to develop language skills by talking and listening to others.
- Your child's imagination and sense of humor will be encouraged in all of our activities.
- Your child will participate in activities that require assuming responsibility such as cleaning up, picking up and sorting toys, wiping tables and watering plants.

- Your child will participate in activities that require gross motor skills such as running, climbing and exercising; and fine motor skills such as block building, assembling puzzles, finger plays, and art work.
- The Pre-K classes participate in community programs, field trips, and library visits. Parents are encouraged to accompany us.

### **3. What are some of the play materials you use?**

- We use materials that are safe and appropriate for the age and skill range of your child, including sand, water, paint, fabric, clay, play dough, crayons, construction paper, paste, blocks, puzzles, balls, puppets, dress-up clothes, and riding toys.
- We provide a variety of musical instruments, records, tapes, and cd's.
- We have storybooks, cassette tapes & CD's, flannel board stories, and story props covering a wide range of interests in each classroom and in our CDC library.
- Children may supply materials for special activities. If you have an idea for a project, please let us know. We are always open to suggestions.
- Our playground has been constructed for preschool children and meets the state requirements for environmental health and safety. We have a variety of child-safe, developmentally appropriate equipment. The children are under careful adult supervision at all times.

### **4. How do you encourage the children to obey you?**

Happy, busy children usually don't have time to misbehave. We provide a wide assortment of interesting toys and activities so children can stay engaged in play. However, we know that all children will test the rules from time to time. We explain and demonstrate proper behavior to the children, and we guide them to act in socially appropriate ways using lots of individual and group positive reinforcement and praise. Sometimes, simply the natural and logical consequences for his/her misbehavior will be self-guiding. When a child shows negative behavior, we do the following:

- Distract and/or redirect his/her activities,
- Talk privately with him/her to review the rules and our expectations,
- Suggest he/she take a moment in the cozy center to calm down or reflect on his/her behavior.

NOTE: The use of corporal punishment (spanking, slapping) is not permitted, nor do we speak in critical or embarrassing ways.

## **III. HEALTH AND SAFETY**

### **1. What are the CDC's general guidelines for my child's health and safety?**

We care about the health and safety of all our children. We require that each child have a physical exam and an immunization/medical form must be signed by the child's physician. All immunizations must be current. **ALL FORMS (medical, general, information, and emergency) MUST BE TURNED IN TO THE CDC ON OR BEFORE THE FRST SCHOOL DAY** as required by DHS.

Please take your child to his classroom each day and remain with him for a brief health check by his/her teacher. Your child cannot stay at the CDC if he/she seems to be ill. If he/she becomes ill at school, we will contact you. He/she will be cared for in a private place until you arrive. Sick children may infect others and will

not feel well enough to participate in the normal activities. Upon entering your child's classroom each day, please wash their hands at the classroom sink. (See also our Child Illness Policy).

Please instruct your child about good health and safety habits for home and school. Call us when your child is absent for more than two day due to illness, but **REPORT COMMUNICABLE DISEASES IMMEDIATELY**. You will be notified if your child has been exposed to a communicable disease at school.

Notify us if you change your address, home phone number, work phone number, or if you choose new emergency contact people.

## **2. You mentioned immunizations. What is your formal immunization policy?**

The CDC adheres to medical mandates endorsed by the Tennessee Department of Health, the Center for Disease Control and the American Academy of Pediatrics regarding the safety and efficacy of childhood vaccinations for the health and safety of all children in our program. **We cannot support or allow the enrollment or participation of any child who has not been immunized against preventable illness.**

The CDC requires that each student present an official immunization record from the Tennessee Department of Health, available at your health care provider's office or a local health department office, for entry into school.

- Parents must bring us a copy from your health care provider **BEFORE** the child begins our program
- In addition to documenting all received immunizations, this form must indicate the date your child was last seen by a healthcare provider. *Your child must have been seen within the last 3 months before beginning our program if under 30 months.* All other children must have an updated immunization record and proof of check-up once a year.
- All children born in countries other than the US, Canada, Western Europe, Australia, New Zealand and Japan shall present evidence of a tuberculin skin test performed in the US at any time after 12 months of age.
- It is the parents' responsibility to provide an updated immunization form each time your child is immunized. **Your child's continued attendance in the program will be dependent on receipt of updated records as needed.**

## **3. My child is on medication. May I bring the medicine to school?**

We recommend that medications be given at home whenever possible. Cough drops are considered to be medicine. If your child needs cough or cold medicine, it would be best for him/her to stay home. The CDC must have written parental or doctor's authorization to give medication. Please leave medicine and written instructions for administration with the teacher. See Appendix 2 for more information.

If your child requires an epi-pen or inhaler, please ask the Director or Assistant Director for a long-term medical form that must be completed by your child's physician. The medication must may remain at school in the classroom in a safe place, not accessible by the students, but readily available to the teachers in case of emergency use. Further, if an inhaler or epi-pen is stored in the classroom, a posted note must be visible to all staff member with dosage information and instructions for use.

## **4. My child has some allergies. May he/she come to school?**

Yes, however the teacher needs to know about allergies or possible skin rashes, including:

- Poison Ivy, Oak, etc.: Children cannot attend schools during the rash period due to high communicability.
- Food: Since we have a wide variety of snacks, we need to know of allergies to foods or food additives.
- Pets: Occasionally pets visit our classrooms. Please tell us if your child is allergic to fur, feathers, etc.
- Insects: If your child is allergic to bees, please supply us with a bee sting kit.

If your child has a non-seasonal allergy (such as a food allergy), that information must be posted in the classroom in a place visible to all teachers. Your child may be in class with a child with a food allergy. If that is the case, you'll be notified at the beginning of the year with instructions about possibly prohibited food items.

## **5. What shall my child wear to school?**

Please dress your child for comfort and freedom of movement. Choose play clothes which will not be harmed by brightly colored paints, sand, or active play. Please save dressy clothes for special occasions. Choose fasteners and belts that are easy for little fingers to manage. Socks and properly fitted shoes, which fasten securely, are required. No flip-flops, cleats, tap shoes, or dressy shoes please. We want to protect little feet from accidents.

We go outside whenever possible, so please dress your child accordingly. In cold weather your child will need a jacket, sweater, hat, mittens, etc. Please mark all outer wear with your child's name. Pack an extra set of clothing in your child's backpack each day for use in emergencies and more than one extra pair of underwear and socks!

If your child is not toilet trained, please bring a sufficient number of disposable diapers and wipes each day. TUITION DOES NOT COVER THE COST OF DIAPERS AND WIPES.

## **6. I assume you have safety rules for your playground?**

Yes, we do. Children are supervised by adults at all times. Older children (3's and 4's) do not use the playground while the younger children (toddlers and 2's) are using it. Food and beverages (with the exception of water bottles) are not allowed on the playground. Some of our playground rules are:

- Swings: One child per seat. No standing in the seats. No twisting chains. Always walk outside the swing's reach.
- Slide: Walk up the steps, sit feet first, slide down one person at a time when the way is clear. Do not use slide if it is hot or wet.
- Sandbox: Do not throw sand or put it on other people. Keep sand in the sandbox. Use only safe plastic toys.
- Climbing: Climb only where climbing is intended. Do not climb on the tops of any play structures or on the fence.
- Riding Toys: Children ride only in one direction. No bumping or side-swiping other children, toys, walls, etc.

## **7. Do you have fire drills?**

The CDC is equipped with a fire alarm system, fire extinguisher and clear exit signs. Fire drills are held regularly to test the equipment and to acquaint the children with safe procedures for exiting the building in an emergency situation.

## **8. How do you handle emergencies?**

All teachers are certified in first aid and CPR. In the event of life threatening illness or accident, we will contact 911 and follow their instructions, then we will contact you. If you cannot be reached, we will contact the people listed on your child's emergency form. If an ambulance is needed, it will take your child to the Children's Hospital, 2018 Clinch Ave. (514-8000; 541-8133 for the emergency department). Please supply us with a copy of your family medical insurance card.

In the event that we need to evacuate, we will take the children next door to Calvary Baptist, 3200 Kingston Pike. Your child's teacher will contact you. Please be sure we have your current phone number on the emergency cards.

## **IV. ARRIVAL AND DISMISSAL INFORMATION**

### **1. What are the arrival and dismissal procedures?**

Preschool hours are 9:00 a.m. to 2:00 p.m. Full-day hours are 7:00 a.m. to 6:00 p.m. When you arrive at your child's classroom, be sure your child's teacher is in the classroom before you leave. When you or an authorized person comes for your child, always be sure the teacher sees that you are taking your child.

Please remember to sign your child in and out each day. If your child will be staying for the extended care, which operates 2:00 p.m. to 3 p.m., please write "late care" in the area for sign out time.

We will not release your child to an unauthorized person without a written note or phone call from you. We will not allow your child to leave with any driver whose abilities appear to be impaired by medication or mood-altering substances. Employees of the CDC may not transport your child/children to or from the CDC or to CDC sponsored events such as fieldtrips, etc.

Our driveway is **ONE WAY ONLY**. Enter by the EAST driveway and exit by the WEST driveway. Drive slowly (below 5 mph) into the CDC parking lot. Children may be in the driveway when you come. You are responsible for your child during drop-off and pick-up times. You should always hold your child's hand when crossing the parking lot.

We keep the main door locked from the outside during the day. Upon registration, you will be provided a unique code that will allow you to access the CDC from the main entry door (to the right of the playground). Each parent will have their own code. If a grandparent or trusted adult regularly picks up or drops off your child, they can also have a code. If someone on your approved transportation list is picking up your child only occasionally, we ask that they ring the doorbell and wait to be greeted. They will need to provide ID and allow the classroom teacher to verify that they are permitted to transport your child.

### **2. Due to last-minute change of plans, I will not be picking my child up today. May he/she go home with someone else?**

If your child will be picked up by someone other than the usual driver, we need direct communication from you (written note or phone call). Be sure your child knows who his/her driver will be. If your plans change during the day, you must call us with information about your child's driver, and be sure that person has I.D. for us to check.

### **3. May my child play on the CDC playground for a while after I pick him up?**

No. Our insurance regulations do not allow that. For the safety of your child and those in extended care, please do not use our playground at pick-up time. If your child wants to continue playing with classmates, he/she may stay for extended care. If you are waiting for another school to dismiss students, keep a few books in your car to read with your child. When a child is released from our authority, but remains on the premises, he/she is not sure who is in charge, and the CDC safety rules may be “forgotten.”

### **4. Under what circumstances would you close schools?**

The CDC is committed to following our posted yearly calendar, which follows Knox County schools. However, there are circumstances beyond our control that may require us to close school, including inclement weather, building issues or school wide illnesses. The decision to close school will not be made lightly. If we are able to meet state mandated teacher/student ratios, we will be open! If we do have to close unexpectedly, we will notify parents as soon as possible via e-mail, Facebook, Instagram and teacher communications. We do follow Knox County School’s schedule for inclement weather. If Knox County closes for inclement weather, the CDC will also close. If Knox County Schools opens late due to inclement weather, we will also open late.

## **V. THE CDC SCHEDULE**

### **1. What are the CDC’s hours of operation?**

Full-day hours are from 7:00 a.m. to 6:00 p.m. year-round. The preschool is open from 9:00 a.m. to 2:00 p.m., Monday through Friday, September through May.

Your child should be picked up no later than 2:00 for preschool children and 6:00 for full-day children. Children become very worried and anxious if they feel they have been forgotten. If you must be late (emergency), please call the CDC as soon as possible. Children left after 2:00 or 6:00 will be charged a late fee.

### **2. May I bring my child early?**

Yes. Early care is available for Preschool children from 8:00 a.m. – 9:00 a.m. The cost is \$6 per hour for Toddler – Two’s, or \$5 per hour for Three’s – Fives.

### **3. My child has a mid-morning snack. Will he/she have one at school?**

Yes. All children have at least one snack per day. Full-day children often have more than one snack, depending on their scheduled lunch time. All snacks and snack supplies are furnished by the CDC. If your child has special food restrictions, please tell us so we can provide an appropriate snack to meet his/her dietary needs.

### **4. Can my child celebrate her birthday at school?**

Please schedule parties in advance with your child’s teacher. If your child’s birthday is in the summer, we can celebrate before preschool ends in May. Please do not send gum, balloons, or other unsafe party favors.

### **5. Tell me about playtime.**

The play schedule includes active and quiet play, indoor and outdoor play, creative, dramatic, musical and artistic play. Play is the way children learn about the world and people in it.

The CDC is equipped with many child-safe toys that were carefully chosen for play and learning in large group settings. **Please do not allow your child to bring toys from home**, unless it is a “show and tell” item. If you do allow your child to bring a toy for show and tell, explain that the toy will be kept in their cubby until the teacher tells them it is time for show and tell. Toys brought from home tend to create conflict, can be lost or broken and might not be safe for all the children in the classroom. We do encourage the children to bring in a stuffed animal or favorite sleeping toy for naptime.

For everyone’s safety:

- No **GLASS** containers may come to school
- No toy guns, knives, or toys that encourage rough or violent play
- No gum, candy, or balloons
- No money or other valuables

## **6. May my child bring his pet for “show and tell?”**

Any potential animal visitor to the CDC must have teacher permission ahead of time regardless of the length of the intended visit. If a student in your child’s class has an allergy to that species of animal, you should not have your pet visit. We allow only docile, household-domesticated pets totally under the control and supervision of the adult owner. After visiting the CDC for no longer than one-half hour, the adult owner must remove the pet from the CDC property. Pets are not allowed on the playground.

## **7. Tell me about lunchtime.**

Children bring their own lunches from home. You may want to buy a lunch box that comes with a small cold pack. Otherwise, pack lunches that do not require refrigeration. Your child may enjoy helping to pack his/her own lunch. All food should be in containers that are easy and safe for your child to open, hold, and eat from during lunchtime. Unbreakable thermos containers can be used for soup, spaghetti-o’s, etc. We want the children to eat nutritionally balanced meals. Peanut butter sandwiches, yogurt, meat, cheese, hard-boiled eggs, fruits, and veggies are good choices. Please do not send sugary desserts. Please clean your child’s lunch box daily.

- **Children are required to bring milk or a milk substitute every day for lunch.**
- **Toddlers need their food cut into “toddler size” pieces in a sectioned container.**
- **Please do not send any items in glass containers to the classroom.**

## **8. Will my child rest at school?**

All children rest each day after lunch and some even fall asleep! Each child needs his own foldable rest mat (approximately 20”x 45” and two inches thick) available at Wal-Mart, Target, etc. A small crib sheet is needed to cover the mat and will need weekly washing. Your child may bring a small blanket and his favorite snuggly. Please mark all nap-time articles with your child’s name. During rest time, we listen to quiet, soothing, and nap-inspiring music. If your child wants to bring music, be sure it is relaxing music.

## **9. What enrichment opportunities do you provide?**

In addition to the vibrant classroom play and learning your child will experience each day, he/she will also be offered enrichment activities each week. Some of these activities, such as music, sign language and cooking classes are included in your yearly tuition. Others, including Gymbus, Soccer Shots and Movement and Mindfulness, are offered at additional fees. If you choose to enroll your child in Gymbus, Soccer Shots or Movement & Mindfulness, you will pay those organizations directly. More information about all of our enrichment activities will be offered at the beginning of the school year.

### **10. How do you celebrate the holidays?**

We want to celebrate special times throughout the year. Perhaps you can help us with special party food, room decorations, arts and crafts, or special music for one or more of these celebrations. Let us know what your specialty is. Here are some special days we may celebrate:

<b>September</b>	<b>Welcome Back to School</b>
<b>October</b>	<b>Fall Fun, Harvest Activities, Grandparent's Day, Favorite Book Day</b>
<b>November</b>	<b>Thanksgiving</b>
<b>December</b>	<b>Christmas</b>
<b>January</b>	<b>New Year's Day</b>
<b>February</b>	<b>Valentine's Day</b>
<b>March</b>	<b>Spring</b>
<b>April</b>	<b>Easter</b>
<b>May</b>	<b>End of School Party or Picnic</b>

In addition to the above holidays, we celebrate many other special days throughout the year, such as Johnny Appleseed Day, National Day of Peace, The Week of the Young Child, and many more. Please check the community bulletin board/calendar, parent e-mails and newsletters for more information about special days!

### **11. Do the children go on field trips?**

Our Pre-K students occasionally take field trips. We will ask you to sign a general permission form for your child to participate. Before each trip, special notification will be made regarding times, destination, purpose, possible costs, and travel arrangements.

We need parents to assist with supervision, so please volunteer if your schedule allows. We will request that a couple of parents volunteer to help transport and chaperone our trips. A copy of your driver's license and insurance card will be required.

Children younger than four years old do not take field trips. For children this young, trips are best done as a family event.

### **12. My child loves school. May he/she attend the CDC more often than we originally registered for?**

Yes. If you signed up for 2 or 3 days per week and would like to add additional days, please the CDC Director or Assistant Director if there is any availability on other days of the week. If the director and classroom teacher agrees on the change, then a change request form must be completed.

You may also change from Preschool to Full-day or from Full-day to Preschool. The CDC allows for one change per year. If you make more than one change per year, you'll be charged \$20.00 for each additional change. If you **reduce** the number of days or hours of attendance, you will be charged a \$30.00 fee.

If you only need an occasional extra day, please check with your child's teacher to see if there is room for your child on that day. Charges vary by classroom for an extra day. Please check the Registration Form for the charge.

**13. I have occasional scheduling conflicts. May my child stay later than 2:00 p.m.?**

Yes. Preschool children can stay after 2:00 p.m. for an additional charge. This charge is listed on the Registration Form as "Late Care." However, this depends on staffing and child ratios for that class on that day.

**14. If my child misses a day in which he/she was scheduled, can he/she come a different day as a makeup day?**

No. The CDC must meet specific guidelines on the number of children to teacher ratios in each classroom. Staff is scheduled each day to meet these guidelines. There are no makeup days when children miss a scheduled day. This policy also applies for snow days or inclement weather closings.

**15. Can my child attend the CDC during the summer?**

Full-time students are automatically enrolled during the summer months, and we are open from 7:00 a.m. – 6:00 p.m. for full-time students. Preschool students may enroll in the summer program during our annual spring registration. There is a \$30.00 registration fee for preschool children who register for the summer program. Children ages 2 – 6 may attend our summer program. The summer program hours for preschool students are 9:00 a.m. to 2:00 p.m.

## **VI. FINANCIAL INFORMATION**

**1. What is the CDC tax I.D. number?**

Our tax I.D. number is 62-6001890. Use this number on your tax form W-10 if you declare the childcare deduction on your income tax.

**2. How do I register my child for future years?**

Your child will be enrolled in his/her class for the upcoming school year based on his age as of August 15 of that year. Registration for the following school year begins in late February. Current CDC families should register during this early enrollment period to guarantee their places for the next school year. Current families will be notified when the enrollment is open to the general public.

**3. What does it cost for my child to attend the CDC?**

See the current Registration Form for tuition rates. There is also a non-refundable registration fee of \$100 per child to be paid at registration. This reserves a place for your child and covers the cost of insurance, assorted publications, supplies and equipment. Families do not pay any fees while children are on the waiting list.

## VII. TUITION POLICY

Tuition is billed on the FIRST SCHOOL DAY of the month and due by the 15<sup>th</sup> of each month. Bills paid after the 15<sup>th</sup> of the month are assessed a \$20.00 late fee. Each family account can have **ONE** late fee waived during each calendar year if the tuition is paid by the last school day of the month in which the late fee was applied.

**Tuition is due by the 15th of each month whether or not a statement is received.**

Please make your checks payable to FUMC (First United Methodist Church). It is also very helpful if you will write your child/children's name(s) in the memo line on your check and "CDC." You can leave your checks in the lock box on the library door. The library door is on the bottom level of the building, on the right as you are heading toward the kitchen (Fellowship Hall). **If your check is returned for Non-Sufficient Funds, you will be charged a \$40.00 Returned Item Fee.**

If an account is in arrears by an amount of one month's tuition or more, you will receive a letter and current account statement. If your balance is not paid within seven days of the date of the letter, you will need to schedule a meeting with the director or assistant director. **Your child will not be able to attend the center until we have had the meeting if there is still a balance due on your account.**

First United Methodist Church members receive a 25% discount on the tuition amount for each child. All other families receive a 10% discount when they have a second child enrolled at the center. The 10% discount is taken off the lowest monthly tuition.

### 4. With whom do I speak about my invoice?

Please contact the Director or Assistant Director. You may call the office at 865-525-8843 or email at [cdc@knoxvillefumc.org](mailto:cdc@knoxvillefumc.org).

### 5. Some months have fewer school days than others. Do I still pay the same amount of tuition?

Yes. After calculating the yearly budget, we determine what the yearly tuition will have to be. The tuition is then equally divided by twelve months. This is the most efficient bookkeeping procedure and is used at most preschools and private schools. Although it may seem you are paying "extra in December", the alternative would be to pay less in December and more in the longer months. That would make the CDC's (and your family's) bookkeeping and budgeting more complicated and costly than when payments are kept a uniform amount each month. Please keep in mind that the CDC is a preschool program with professional teachers. This is not a daycare center, Mother's Day Out, or babysitting service where you would pay only for the hours your child attends (where caregiver turnover is a constant problem due to minimum hourly wages and non-paid vacations).

### 6. What happens if I am late to pick up my child?

If your child is enrolled in preschool (9 a.m. – 2 p.m.) and is not picked up by 2:10, they will be taken to late care, and you will be billed for that hour. We charge a late fee when children remain here after 2:10, unless we

have been notified before noon that they will be staying for extended care. After 3:00 p.m. (or 6:00 p.m. for full-day students), the late pick-up fee is \$1.00 per minute for each child. This charge will be added to your account.

**7. Do you charge my account if the bank returns my check?**

Yes, we charge \$40.00.

## **VIII. EXPULSION/GREIVANCE/RISK MANAGEMENT POLICIES**

### **EXPULSION POLICY**

A family wishing to withdraw their child from the CDC is required to notify the Director in writing at least 30 days prior to the last day of attendance **or payment for the entire month's tuition will be required.**

**The safety and well-being of all children, teachers and staff is the CDC's first and most important priority.** As a private entity, the CDC reserves the right to the **immediate** withdrawal of a child for any reason deemed necessary by our Board of Directors and/or recommendations from the Director. If possible, the CDC will assist in the planned transition of a child to another program if expulsion must occur. As required by Tennessee Department of Human services, aggregate data that includes reasons for expulsions shall be maintained and reported to the Department annually.

The CDC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **GRIEVANCE POLICY**

It is essential that the concerns and grievances of parents, teachers and staff are addressed and resolved quickly. It is important that the Director be made aware of all grievances so that all parties involved are assured the proper course of action is taken. Grievances should not be discussed with the parents, teachers or staff not directly involved. Please express your concerns only to the person(s) who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved with the problems or situations.

In the event that a parent has a complaint regarding a classroom, the parent should first discuss and attempt to resolve the issue with the classroom teachers. If an acceptable resolution cannot be reached, then report the concern to the Director. Questions regarding policies and procedures should be taken to the Director. If you have explored these options and have yet to reach a resolution, then parents may appeal beyond the Director to the CDC Board of Directors

**Procedures:** If you have a concern or a grievance that you would like to have addressed, please take the following steps:

1. Request a meeting in a private setting to discuss your grievance with the person whom it concerns. The person with the grievance is responsible for setting up the meeting at a time convenient for both parties. The meeting should not interfere with running of a class. Staff involved will be responsible for communicating the details of the meeting to the CDC Director, along with the time of the meeting and the resolution reached.

2. If you are not satisfied with the outcome of this meeting, request a private meeting with the CDC Director. The Director will arrange a date to meet with the parent, teacher, or staff to seek a resolution to the grievance. The Director has 14 days to resolve the situation with all parties involved.
3. If you are not satisfied with the outcome of this meeting with the Director, you may submit a written appeal to the CDC Board of Directors to hear your grievance. A subcommittee will be appointed to hear your situation in a special meeting. Their discussion on the issue will be private and the decision they reach will be binding for all parties.

## **RISK MANAGEMENT ISSUES**

1. Babysitting – Many of our families rely on CDC teachers to provide after-hours babysitting. The CDC does not and cannot be responsible for employee's actions after hours. Parents who hire our employees to babysit after hours do so at their own risk and must sign a HOLD HARMLESS policy form each and every time an employee cares for their children after hours. It is the responsibility of the employee to bring a HOLD HARMLESS with them to each after hours job.

## **IX. PARENT/SCHOOL COMMUNICATIONS**

It is important that good communication exists between the parents and the CDC. We are partners in caring for and educating your child/children. Please inform your child's teacher or the CDC director if your child is experiencing changes at home. Some changes in home life may alter your child's behavior at school. We want to work with you to help your child through these transitions.

### **1. To whom do I bring a problem or concern?**

Occasionally there are miscommunications or disagreements. The CDC uses Biblical principals in solving disputes. Our principals are taken from Matthew 18:15-17 and require that parents talk to teachers about problems before they talk to administrators. If your issue/concern is not resolved with your child's teacher, you can schedule a conference with the director.

A very small number of problems may need to be resolved by the CDC Board. The CDC director will explain the problem to the board chairperson, who will then decide how to handle the matter. Depending on the complexity, it may be appropriate for the chairperson to request a meeting of all involved.

### **2. Is there any regular communication between the CDC and our home?**

Yes. Excellent communication is important to us! The CDC will send a monthly e-newsletter to each family as well as other e-mail updates as needed. Your child's teacher will communicate weekly, sharing information about the classroom, lesson plans, activities updates and important information. A community bulletin board is posted at the main entry. It is updated regularly with monthly calendars, flyers, and interesting tid-bits! You will also receive an email each month with your account statement and current balance. We encourage our families to follow us on social media. Find us on Facebook by searching: Child Development Center of Knoxville First UMC and on Instagram at [cdc\\_at\\_fumc\\_knoxville](#)

### **3. What can I do to help my child's teacher?**

Be on time when you drop your child off and pick your child up. If you are going to be more than a few minutes late, please call the center to let us know.

Please make your daily drop offs quick and cheerful. It is confusing and disruptive for parents to linger overly long in the classroom. We want you to always feel welcome, but we also know that children do best if parents are confident, trusting and cheerful at drop-off time. Your child's teacher will get to know him/her and will understand if they need an extra cuddle before starting their busy, fun-filled day. If you'd like to schedule time to spend in the classroom, talk to your child's teacher about being a mystery reader or a special guest. We absolutely encourage parental involvement in positive and productive ways! See appendix 3 for more information about morning drop off and parental involvement.

Label **everything** your child brings to school with his/her name. This helps us identify items that are left behind.

Read the notices and emails that your teacher posts. This will help you stay informed about what is happening in your child's classroom and can remind you of upcoming events.

Please read the daily sheets that are sent home with your child. There may be notes asking you to send more diapers, wipes, extra clothes or more food for your child.

Speaking of extra clothes... please make sure your child always has at least one spare outfit at school and more than one extra pair of underwear and socks. Your teacher may choose to store the extra clothing in the classroom and will notify you if it needs to be changed, washed, etc...

Carefully review the parent handbook for our policies.

If your child is here for naptime, please make sure you provide a clean crib sheet or appropriate cover for your child's mat. Sheets are sent home for cleaning on Fridays (or your child's last day of each week) and should be returned on Monday (or your child's first day of each week). DHS rules state that each mat must be covered.

If there are any special circumstances or events that may affect your child's behavior or mood, please tell his/her teacher so we can help your child while he/she is at the CDC.

## **Appendix 1.** **“Marvelous Munchies”**

You may like to bring a special snack for your child's class, but you are under no obligation to do so. The safe and nutritious snacks your child enjoys will probably be a hit with the other children too! **Please check with your child's teacher to see if there are any food allergies in his/her classroom.** Here are a few snack ideas...

### **For Toddlers:**

**(Please make sure all your child's food is cut into “toddler-sized” bites)**

Crackers: graham, saltines, animal, Ritz, cheese tid-bits, oyster, Goldfish

Cereal pieces: Life, Cheerios, other low sugar cereals

Cheese: mild or American, cut in small slices or strips

Fruit: canned peaches, pears, melon cubes (seedless), bananas (to be sliced at snack time)

Peanut butter and jelly sandwiches (quartered), toast (prepared ahead of time, quartered)

Hard-boiled egg slices or wedges, luncheon meat

**For Two-Year-Olds: (all of the above plus:)**

Cookies: Vanilla Wafers, shortbread, oatmeal, etc. (No Nuts)

Cheese: any variety, cubed or sliced

Fruit: raisins, grapes, mandarin oranges, chunky style fruit cocktail (please drain all fruit thoroughly)

Bread: banana bread, raisin toast, biscuits, muffins

Jell-O, finger Jell-O, pudding, custard (prepare at home in 5 oz. Dixie cups)

**For Three-Year-Olds: (all of the above plus:)**

Cookies: Peanut butter, raisin, fig newtons, etc.

Cereal pieces: Frosted Mini-Wheats and other cereal with nutritional value

Fruit: pitted cherries, berries, pears, peaches, apple slices, applesauce, orange sections

Bread: English muffins (home toasted), gingerbread, angel food cake slices, quick breads and muffins

**For Four-Year-Olds: (all of the above plus:)**

Crackers: wheat thins, triscuits, granola bars, pretzel chips or small pretzels, popcorn (prepared at home)

Peanuts, sunflower seeds, granola chunks

Veggies: carrots, celery sticks, cucumbers, tomato wedges, cauliflower, broccoli with veggie dips

Deviled eggs

**Beverages for all ages:** Orange, apple, “Juicy Juice,” cider, milk. We want beverages that are 100% real (no Hi-C or other sugar-water drinks)

You may have other ideas for special treats. We welcome your suggestions, as this is not an all-inclusive list.

**Appendix 2.  
Child Development Center  
Child Illness Policy**

Children may not attend the CDC with a fever, rash, vomiting, diarrhea, or a contagious disease (such as pink eye, chicken pox, whooping cough, impetigo, etc.). Teachers are required to make a casual check of each child as they arrive and before a parent leaves. If your child becomes ill during the day, we will call you (or one of your emergency contact people) to return to get your child.

Colds: A child may attend the CDC with an “old” cold, providing he/she knows how to cover his/her nose and mouth when sneezing or coughing, and he/she must wash his hands often, especially after blowing/wiping his nose. Colds usually cause a stuffy nose, sneezing and watery eyes, but little fever.

Children MAY NOT attend the CDC with one or more of the following:

- Fever (temperature over 100.4 degrees)
- Sick appearance or behavior
- Yellowish or greenish runny nose
- Sore throat or trouble swallowing
- Skin rash (whether localized or general; whether itchy, watery or non-itchy)
- Severe head ache
- Ear ache
- Vomiting

- Diarrhea (\*See chart)
- Severe stomach ache or cramps

Please make use of the chart on the next page for further information.

### **Medication Policy**

1. All medications must be in childproof containers, labeled with the child’s name, the name of the medication, and the time(s) for it to be administered. Bring only enough medicine for one day. We cannot keep extra doses at the CDC. We keep all medications in locked closets or in the CDC refrigerator.

3. Teachers may give medication only if a parent has filled out the required form (available in the office). A medication form must accompany all medications, including Tylenol, ointments (including diaper cream), cough drops, etc. Do not send something to the CDC with the idea that your child may take it when he/she wishes to. We cannot allow that. Medicine will not be given unless the correct date is on the medication form and a dosage and time are given. Please do not indicate “give as needed.” A specific time must be stated.

3. Parents are responsible for picking up medicine containers at dismissal time, as teachers are busy attending to children’s supervision and may not always remember.

### **Child Development Center Chart of Symptoms**

**If your child has any of the symptoms on the previous page and/or any illness described on this chart, use these guidelines for knowing when your child may return to the CDC.**

<b>Illness</b>	<b>Symptoms</b>	<b>Child may return when:</b>
<b>Diarrhea</b>	Two or more abnormally loose stools	Diarrhea free for 24 hours or had a normal stool
<b>Vomiting</b>	Eject stomach contents through mouth or nose	Vomit free for 24 hours
<b>Fever</b>	Temperature over 100.4 degrees (often indicates infection.)	Fever free for 24 hours without fever-reducing medication
<b>Severe coughing</b>	Child gets red or blue in face; may make croupy or whooping sounds after coughs	Symptoms disappear
<b>Pink Eye</b>	Tears, redness of eyelid lining, irritation followed by swelling and/or discharge of pus	Symptoms disappear
<b>Chicken Pox</b>	Itchy rash of small red bumps on back, stomach, waist, under arms, around ears spreading to face	Usually 7 to 10 days when rash is totally dry and scabbed over
<b>Strep Throat</b>	Severe sore throat, high fever	On antibiotic for 36 hours; no fever for 24 hours
<b>Head Lice</b>	May see small eggs or lice in hair; itchy scalp or neck	Proof of treatment; needs recheck in 1 to 2 weeks

<b>Hepatitis A</b>	Fatigue, listlessness, loss of appetite, yellowish skin and whites of eyes, brown tinged urine, and light colored stool	Usually 1 week after illness, with M.D.'s approval
<b>Impetigo</b>	Flat, yellow, crusty or weeping patch on skin	On antibiotic for 36 hours
<b>Scabies</b>	Severe itching of skin	On medication for 36 hours
<b>Ring Worm</b>	Small round patches on skin	Must be treated and covered
<b>Pin Worm</b>	Squirming while sitting or lying; scratching rectal area	M.D.'s release saying treatment is completed
<b>Thrush</b>	Oral yeast infection; looks like spoiled milk that will not rise off (usually only infants)	On medication 24 hours and symptoms disappear
<b>Fifth Disease</b>	Lacy rash that looks like a slap or sunburn; usually not itchy	Note from M.D.

### **Appendix 3** **“Saying Goodbye in the Morning”**

Most children that come to the CDC are excited and happy to come to school. They burst on the scene like little rays of sunshine. However, a few children seem to have difficulty making the home-to-school transition. Others may have occasional separation anxiety when something “different” is going on at home. (For example: out-of-town visitors, new baby, new pet, too many late nights, family illness or other difficulty.) How can you make “goodbyes” less painful?

1. Appreciate your child’s individuality. Every year of growing up means a little more growing away from you. It would be abnormal and unhealthy to encourage attachment when the developmentally appropriate behavior is to be gaining self-reliance and a healthy measure of independence.
2. Be comfortable and confident that your child is at the CDC being loved and taught by very special teachers. Your confidence will be contagious. Your child will pick up on your feelings by your words, tone of voice, body language and/or facial expressions. If you communicate worry, your child will be worried too. If you are not comfortable and confident that your child is in good hands at the CDC, we need to talk, and pronto!
3. Do not give your child the message that you will be sad and lonely without them, that you’ll miss them, etc. This creates guilt and stress in your child. They will feel the need to help you emotionally, which he/she is unable and unqualified to do.
4. Set morning routines to allow a calmer experience for everyone. Get to bed on time the night before, get up in time for a nutritious, leisurely breakfast.
5. Tell your child what you’ll be doing while he/she is at school, but don’t make it sound too interesting. If he/she thinks your activities are routine and even a little bit boring, he/she will be happier at the CDC.
6. Offer to bring the class snack. It helps your child to feel special and important to have the occasional privilege of being the “snack helper.” (You are not obligated to do this however.)

7. Let your child bring a blanket, favorite book, toy or stuffed animal for security.
8. Establish a standard goodbye ritual. Help your child put his/her belongings in his/her cubby or classroom, greet the teacher, take time for a hug, a kiss and a wave. Then leave the room. Children pick up ambivalent feelings when they sense ambivalence in you. The longer you stay to watch, the harder you make it for yourself and for your child. If you want to visit with another parent, please do it out of the visual and audio range of your child. It is an unwritten rule of childhood that children fuss when they think parent may react to fussing.
9. To ease the transition to school, find out who your child's friends are. Invite a CDC friend to play occasionally. This will help develop and strengthen your child's friendships even further. One friend at a time works best.
10. Take time each school day to talk and listen to your child. Ask specific questions about her day: "WHAT was for snack?" "WHO did you play with outside?", "SHOW me your new gymnastics moves.", "SING your favorite song to me.", "TELL me about your painting." "WHAT did you build with the blocks?" If appropriate, occasionally help your child write a letter to grandparents, cousins, etc. describing their interesting day(s) at the CDC. You could help your child keep a journal, including pictures.
11. Share about your day and activities. Your child needs to learn that you have a life and interests separate from hers.
12. Do something together when you get home. Even when you are busy, the most routine job can be fun if a positive attitude is communicated. Walk around the yard, look for new flowers, bugs or birds. Feed the dog together, go to the mailbox, water the plants, set the table, clean the floor of the car and pick up litter. Children love to help (when it is presented in a positive way).
13. As the weeks and months go by, you will be pleased with how well your child is adjusting to school. Hundreds of children have adjusted fine to our classrooms at the CDC and yours will too. Trust our staff, hang in there, and pray for God's help.

***Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."***

***Matthew 19:14***

