

First Methodist Children's Center

311 E. Main St.
P.O. Box 456
Bennettsville, S.C. 29512

Parent Handbook

2026



Children are a gift from God; they are his reward.
Psalm 127:3

Jessica S.Smith

Table of Contents

A.	Mission and Philosophy
B.	Eligibility
C.	Hours of Operation
D.	Holidays
E.	Inclusion/Non-Discrimination/ Confidentiality
E.	Application
F.	Dual Language Homes
G.	Tuition/ Payments
H.	Withdrawal
I.	Field Trips
J.	Discipline
K.	Expulsion/ Suspension Policy
L.	Clothing
M.	Toys From Home
N.	Nutrition Policy
O.	Physical Activity Policy
P.	Birthday and Holiday Celebrations
Q.	Drop off/ Pick up of Children
R.	Tracking Children
S.	Health Policy
T.	Medication Policy
U.	Emergency Medical Care Policy
V.	Child Neglect and Abuse Policy
W.	Weather Emergency
X.	Infant/Toddler Care
Y.	Emergency Contacts
Z.	Immunizations
AA.	Parent Visits and Observations
BB.	Parent/Teacher Conferences
CC.	Annual Child Assessments
DD.	Prayer Needs
EE.	Parent Advisory Committee
FF.	Early Childhood Committee
GG.	Grievances
HH.	Transition Policy

A. Mission/Philosophy

The mission of First United Methodist Children's Center is to provide a safe, loving, Christian atmosphere, where children are encouraged to learn and grow emotionally, socially, physically, linguistically and cognitively.

Philosophy—Our Children's Center is a ministry of First United Methodist church and operates on the premise that children are truly gifts from God. We are entrusted, not only to care for each child, but also to love and to teach them about His world. This is achieved by serving as examples through our actions, words, attitudes and appropriately planned activities to support each child's needs.

Daily activities are designed to promote learning and development in each of the following areas: social, emotional, physical, linguistic, and cognitive. Teaching approaches must be appropriate developmentally, culturally, and linguistically. Instructional approaches also take into account the different ways and rates that children learn, as well as, varying interests and backgrounds to ensure that each child grows and learns.

B. ELIGIBILITY

Children are enrolled in the following order:

Children of FUMCC staff.

Children whose parents are members of the First United Methodist Church.

Children who have siblings (of the same household), that are currently enrolled at the First United Methodist Children's Center.

All other children who meet the eligibility requirements.

C. HOURS OF OPERATION

The FUM Children's Center is open Monday through Friday from 7:00 a.m. to 5:30 p.m. ***To keep the children in a routine, and to assure that all of the children eat and rest on their normal schedule, we ask that you bring your child to the center no later than 9:00 a.m.***

D. HOLIDAYS

The Children's Center will be closed on the following days:

New Year's Eve

New Year's Day

Martin Luther King Day

President's Day

Good Friday.

Memorial Day

July 4th- Summer Break -5 days The week of July 4th If the 4th falls on the weekend we

will be closed the week before if it's on Saturday, and the week after if the 4th is on a Sunday

Labor Day

Day before Thanksgiving, Thanksgiving Day, Thanksgiving Friday

Christmas- The week of Christmas if the holiday falls on the weekend we will be closed the week before if it's on Saturday, and the week after if the Christmas is on a Sunday

When the holiday falls on a weekend, the center will close the following weekday as a replacement.

E. Inclusion/ Non-Discrimination/ Confidentiality

Inclusion Policy

First Methodist Children's Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Communication strategies are used with parents to learn about each individual child's needs and necessary support to ensure inclusion and participation. Prior to enrollment, the teachers and director meet with the prospective child's parents to learn of needs and any support that the child will need during any given activity throughout the day. If necessary, this will also be a time to determine reasonable modifications and accommodations to include every child, with varying abilities, in all activities and routines. Parent conferences are scheduled to provide a time that they can come to the center and meet with their child's teachers. This occurs in September and May.

When it is suspected that a child may need further support, the director and teacher explain resources available to the family to determine the correct type of support needed. Staff will contact SC Inclusion for assistance in determining needed assistance for the child. The staff will also assist families to complete a BabyNet referral.

Specialized services to support children with disabilities are carried out in the classroom setting. Services provided by agencies that include speech, physical or occupational therapy are provided space in the center to work with identified children. This is also true for BABY Net services, early interventionists, and any other assistance that the child may need from an outside agency. Staff and support **staff from other agencies will** communicate to ensure that the child continues to complete activities according to the therapy being received.

When a child qualifies for enrollment in the Developmentally Delayed preschool class at Bennettsville Primary, they attend our center for ½ of a school day. We request that parents allow us access to their child's IEP to ensure that the program received here is compliant with their IEP. Staff that has access to the goals from a child's IEP will focus on those goals with the child while in our care. Lesson plans will reflect activities for a child that align to the goals stated in their IEP.

Non-Discrimination Policy

At First Methodist Children's Center, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or

special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality Statement

The protection of confidential information and proprietary inventions is vital to the interest and the success of First Methodist Children's Center. Such confidential information includes but is not limited to the following:

- Donor Names/Information
- Employee data
- Family/ Client Information
- Financial information
- Research and development initiatives
- Pending projects and proposals

The disclosure of The Organization's confidential, proprietary or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary action (up to and including possible discharge), even if he or she does not actually benefit from the disclosed information.

Information about children enrolled at First Methodist Children's Center and their families is always kept confidential. It is not to be discussed among staff members or between staff members and anyone outside of First Methodist Children's Center.

Children have a right to privacy. Neither students, staff nor parents may divulge any information about children or families to others. The First Methodist Children's Center list of parents and children's names will not be released without prior notification. Parents must sign a release before their child's picture will appear in any newsletter or other childcare publication associated with First Methodist Children's Center.

E. APPLICATION

Applications are available through the Early Childhood office.

The following information is needed in order to enroll a child:

- S.C Immunization Record
- D S S F orm 2900 Child's General Record
- Assurance form from the parents regarding permission and understanding of the following information:
 - Medication Authorization
 - Discipline Policy Statement
 - Corporal Punishment
 - Emergency Medical Treatment
 - ID Verification
- Parent Questionnaire for caregivers to understand
 - Routine Care Preferences
 - Child Temperament
 - Dominant home language
 - Social Emotional needs of the child
 - special accommodations needed for the child.

A \$25.00 application fee is due at the time of enrollment.

F. Dual Language Homes- children and families whose second language is English are welcome in our center. Staff utilizes resources from the following to accommodate the needs of each child and family:

- Services offered by CCRR Dual Language Quality Coach
- The ESL Lead Teacher for Marlboro County School District
- And work with the South Carolina Inclusion Network.

**First Methodist Children's Center
Tuition Rates and Policies**

G. TUITION (Effective September 1, 2026)

Tuesday September 1, 2026

First Methodist Church Children's Center
311 E. Main Street
Bennettsville, SC 29512

Re: Notice of Fee Adjustment

Dear Parents and Guardians,

We want to take this opportunity to thank you for choosing us to care for your child at First Methodist Church Children's Center. We are committed to delivering high-quality care and fostering a nurturing environment for all the children in our care.

After a thorough review of our operating costs, we have made the decision to implement a fee increase in the amount of \$5, effective September 1, 2026. Previously, grants have been secured by our director and used to supplement our finances. As a result, our tuition rates have remained much lower than in other areas. Grant funding was utilized to ensure that all rising costs were paid while refraining from passing the expense on to our families.

We understand that financial changes can affect your family's budget. Therefore, we will continue to work to secure future funding, but now, we will have to increase tuition to ensure that we maintain the standard of care your child deserves while balancing the operational needs of our daycare. Please see below a list of our revised rates. An updated tuition policy is attached for additional details. To provide you with adequate time to adjust to this change, this will go into effect for the week beginning September 1, 2026..

Tuition will be determined according to the schedule that your child will be attending:

If your child will be staying in our center from 7:00 a.m. until 4:30 p.m., The revised rates are as follows:

Tuition Categories	0-24 months	24-months-	Church
Weekly Rates		5 years old	Members
One Child	145	140	120

+ Sibling	140	135	125
-----------	-----	-----	-----

Additional Rates

- \$25.00 Holding Fee
- \$25.00 Registration Fee
- \$10.00 Late Fee
- \$25.00 late fee plus \$ 1.00 per minute for late pick up

Please review the updated tuition policy on the back of this sheet for an explanation of all fees. Feel free to contact us with any questions.

Best Regards,

First Methodist Children's Center Finance Committee

Tuition amounts are based on enrollment. If a child is enrolled in a fulltime slot they are guaranteed care every day that the center is in operation.

The same tuition amount is due even when a child is not present or when the center is closed for a holiday or weather day.

Tuition is as follows:

- \$145.00 per week for infants, ages 6 weeks to 24 months;
- \$140.00 per week for siblings
- \$ 120.00 for attending church members

\$120.00 per week for preschool children ages 2 years through 5 years of age.

- \$140.00 per week for siblings
- \$ 120.00 per week for church members

Other Fees

- \$145.00 Holding Fee (This holds a child's place)
- \$25.00 Registration fee (Due at the first week of attendance and at every year at the beginning of every preschool year (August))
- \$20.00 Late tuition payment Fee (Payment is due on Monday and a late charge is added when not received by Wednesday of that week.)
- \$ 25.00 late plus \$ 1.00 per minute for late pick up

REDUCED TUITION

A family discount is offered when two or more children from the same family are enrolled in a regular space (must live in same household). The discount fee is \$5.00 for each child enrolled.

TUITION PAYMENTS

All tuition payments are due by Monday for the upcoming week. Payments may be made in advance. If the balance due is not paid by Wednesday at 5:30, your child will be placed on our hold list. After two weeks of non-payment, we will not be able to continue caring for your child or children. The debt will continue to be due. If not paid in full, this amount will be referred for collection as a legal matter.

A \$20.00 late fee will be charged to all accounts not paid in full by 5:00 each Monday afternoon.

When the balance is paid, your child can return, if there is an available space. If space is not available, they can be added to the waiting list.

We prefer that electronic payments may be paid through Brightwheel. We also accept checks and cash payments. Checks are to be made to: First United Methodist Children's Center or FMCC, and put in the black mailbox hanging beside the Office door. Please write child's name on the memo line. **Cash payments must be put in an envelope with child's name, amount enclosed and dates for payment marked clearly on the envelope and given to the person in charge.** Receipts are available upon request and can be located through Brightwheel.

A parent who has a child enrolled in a fulltime slot may choose to pay ahead up to one year in advance. If for some reason the child leaves the center before the pay ahead date is reached, no refunds will be given.

LATE Pickup Fees and Policy

- \$25.00 late fee is due when a parent is late picking up their child. After five minutes, \$ 1.00 per every minute late will be added. The fee is due by the following morning. A child may not return until the fee is paid.
 - 2nd Late pick-up – In addition to the charges, a conference will be held with the parent
 - 3rd Offense - Warning in writing
 - 4th Offense- Termination from our program.

HOLDING FEE

In the event of an emergency closure due to natural causes and lasting **more than 2 weeks**, there will be a holding fee of \$25 per week to hold each child's space while closed. We are closed for a week at Christmas and a week in July. These weeks a holding fee of 35% of your normal tuition will be charged; for example if you pay \$140 per week the charge will be \$49 to hold each child's space. You will be **charged for each vacation week** in lieu of the regular weekly rate.

Tuition Assistance

- ABC Quality provides tuition assistance and is available through DSS and First Steps for children whose parents are eligible. Previous financial arrangements must be made, before a child can begin childcare. Applicants can apply and find information online at [Child Care Scholarships - SC Child Care Services](#)

Co-pay amounts not covered by ABC Quality are due by Monday of each week and charged a late fee if received after Wednesday of that week. By the second Wednesday, children with a balance will be dismissed. When a voucher expires, prepayment of each week's tuition will have to be paid in order for the child to continue attending our Children's Center. We are not able to extend credit when a parent is waiting for their voucher to come into effect.

SC First Steps 4K- Children who will be 4 before September 1st can be enrolled in our 4K program. Tuition scholarships are provided by South Carolina. To enroll you child in our 4K program, follow this link [Apply - SC First Steps](#)

When applying for these programs. Return a copy of the e-mail or letter verifying that

your child has qualified. We will then make sure that our book keeping system is updated to reflect the payments that will be made on your child's account.

H. WITHDRAWAL

A two week notice must be given to the director if a parent decides to withdraw their child at any time. This notice will enable the space to be filled without the loss of center funding. If a parent pulls their child from the center without notice, the parent will be charged the regular tuition for the following two weeks. When a child is absent for more than two weeks with no communication from the parent, the child will automatically be dropped from enrollment.

I. FIELD TRIP and Transportation Policy

First Methodist Children's Center does not take children on field trips.

Transportation is not provided by First Methodist Children's Center.

J. DISCIPLINE

Policy Statement

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, our Children's Center uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

Communicate to children using positive statements.

Communicate with children on their level.

Talk with children in a calm quiet manner.

Explain unacceptable behavior to children.

Give attention to children for positive behavior.

Praise and encourage the children.

Reason with and set limits for the children.

Apply rules consistently.

Model appropriate behavior.

Set up the classroom environment to prevent problems.

Provide alternatives and redirect children to acceptable activity.

Give children opportunities to make choices and solve problems.

Help children talk out problems and think of solutions.

Listen to children and respect the children's needs, desires and feelings.
Provide appropriate words to help solve conflicts.
Use storybooks and discussion to work through common conflicts.

Discipline and Maltreatment Policy

Name of Program: First Methodist Children's Center	(License/Registration/CC Number): 22967	
Program Type (Choose One): ☒ Child Care Center ☐ License Exempt Program ☐ Family/Group Child Care ☐ Head Start	Director/Administrator/Owner Name: Jessica S. Smith	Contact Phone Number:
Address: 311 E. Main st.#456 City/Zip Code: Bennettsville ,SC 29512		

Definitions:

Corporal Punishment

Corporal punishment is the use of physical force to the body as a discipline measure. Corporal punishment is physical force to the body that includes but is not limited to:

Spanking	Slapping	Biting
Shaking	Jerking children by the arms	Dragging children by their legs
Pinching	Hitting	Kicking
Shoving	Hair pulling	Ear pulling

****SC Child Care Licensing Law prohibits the use of corporal punishment on any child in a child care setting. This includes the owner and employees whose child(ren) is enrolled in the program, and any parent of an enrolled child who might discipline their child before leaving the premises of the program.**

Child Maltreatment

Child maltreatment includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role (e.g., clergy, coach, teacher). There are four common types of abuse. They are sexual, physical, emotional and neglect. The following are examples (but not limited to) of abuse and neglect that may occur in a child care setting:

Physical harm	Withholding food
Withholding water	Withholding restroom use
Verbally threatening a child	Yelling at a child
Shaming	Inappropriate discipline such as washing a child's mouth out with soap



Discipline and Maltreatment Policy

Policy:

First Methodist Children's Center prohibits the use of corporal punishment and maltreatment of children by staff regardless of the type of relationship the employee has to the child. The program provides employees with behavioral strategies and support through training and technical assistance that promotes positive guidance practices. Staff, read, agree, and implement the policy, which is signed annually.

What kind of training is provided to staff to promote positive guidance practices to children? Training in components of Conscious Discipline has been completed. Elements of the program are utilized in the classrooms.

A request has been submitted through SCI Inclusion for each staff member to participate in Pyramid Pieces-program-wide implementation

List strategies your program uses to support children's behavior.

1. Development of positive relationships with parents
2. Consistent and constant communication with each child's parents.
3. Creating an environment that is appropriate for the age and developmental level of each child.
4. Creating and maintaining a safe and nurturing environment for each child.

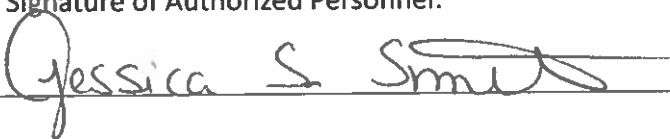
Do you use outside agencies to provide technical assistance to your staff related to positive guidance strategies? If so, list who you use (i.e., CCR&R, SC Inclusion Collaborative, SCIMH).

SC Inclusion - Phinis Black
CCR&R-Manija Torian
SCPITC-Allison Becker
PEAR Network



Discipline and Maltreatment Policy

First Methodist Children's Center _____, staff have been informed, read, understand, and agree to implement/abide by the Discipline and Child Maltreatment policy as written. Our program understands that non-compliance with this policy can result in adverse actions.

Print Name of Authorized Personnel: Jessica S. Smith	
Signature of Authorized Personnel: 	Date: 8/26/2026

K. Expulsion/Suspension Policy

The suspension/expulsion policy of First United Methodist Children's Center is a reflection of the US Department of Education's POLICY STATEMENT ON EXPULSION AND SUSPENSION POLICIES IN EARLY CHILDHOOD SETTINGS accessed at: https://www.acf.hhs.gov/sites/default/files/ecd/expulsion_suspension_final.pdf

FUMCC staff members strive to create a program that utilizes best practices related to the emotional and behavior development of young children. In order to make every effort to prevent the need for suspension, or expulsion, this program:

Promotes children's social-emotional-behavioral health as a means of addressing challenging behavior.

Forms strong, supportive relationships with children and their families.

Provides ongoing assessment of each child's development and collaborate with community-based service providers- physicians, the local school district, early interventionists etc., to provide the child with needed support.

Ensures that all staff understands culture and diversity.

Eliminates all discriminatory discipline practices.

Provides daily activities that are appropriate and engage all children.

L. CLOTHING

Comfortable and washable play clothes are the appropriate attire for the Children's Center. Children need to be able to manage their own clothing for bathroom use. No belts or clothing that button at the shoulder should be worn to the center, unless the child can manage on his/her own.

Open toe sandals and flip flops are only allowed when a parent has signed a waiver that states they will not hold the FUMC center or the First Methodist Church liable if their child is injured due to wearing flipflops or sandals.

Young children need to bring a Ziploc bag with clean underwear, socks, and an extra outfit. These items need to be clearly marked with the child's name. Accidents do happen, and it is best to be prepared. Each season the parents need to change the clothing appropriately. Children who are not fully potty trained must bring wipes and pull-ups. The center does not supply extra ones. Parents should check the child's supply regularly to be sure there are plenty of needed items.

M. TOYS FROM HOME

Children are encouraged to bring a toy to share on specified "Show and Tell" days. Names or initials need to be on all toys. Other toys that are not to be shared cause much grief for the owner and for other children; these toys need to be left at home or in the car for later use. ***Toy guns and gun playing are not allowed at the FUM Children's Center.***

School Age children enrolled for summer vacation may bring electronic games and devices, but it is the responsibility of the child to keep up with these items. **The center will not be responsible for lost or broken items.**

Children are not allowed to bring cell phones to the center. There are two telephones available if a parent needs to speak with their child at anytime. Most teachers have cell phones if a parent needs to be contacted, either the director or a teacher will contact the parent.

N. NUTRITION POLICY

First United Methodist Children's Center follows the child care nutrition guidelines recommended by the USDA for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Weekly Menus

Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide:

a wide variety of nutritious foods that are different in color, shape, size and texture. All of our child care menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated to provide the children with a balance of variety and familiarity.

Menus are adapted to incorporate local and fresh in-season produce when available.

Nutrition and Punishment

Staff will never use food as a reward or as a punishment.

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center. Parents are asked to discuss the food items to bring prior to the parties with the center director. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door. These selections are healthy with limited sugar and fat content.

Special Dietary Requirements

Children who are not able to eat certain foods due to physical, cultural or religious beliefs are accommodated by:

Having a meeting with the parents, kitchen staff and teachers to review and specifically list foods that a child may have, and those that they may not have.

The list is posted in the kitchen. All staff members are given a copy and the list is maintained in the staff notebook for review.

Items to suit dietary needs are purchased for the weekly menu with accommodations listed on the menu.

If a child needs an item that the daycare cannot provide, parents are able to provide the needed food for their child. The staff will ensure that the child is given this alternative to

the menu.

Breakfast is offered to children who arrive at the center before 8:30 am. Children arriving after 8:30 will be provided breakfast after 8:30 if the child needs to eat.

Children ages one and up will be served lunch every day. The daily lunch will be posted by the kitchen. Children will be encouraged but not forced to try new foods. **If your child has a food allergy, please notify us so precautions can be made.**

Only 1% milk is served to children ages 2 and above.

Planned and informal opportunities to learn about healthy eating are provided to children weekly. As a part of our center, a garden is maintained. This indoor, or Tower Garden, is used to grow vegetables that can be picked, prepared, and eaten. Lettuce, tomatoes, cucumber, celery, peppers, and dill are grown in the center. Additional varieties of vegetables can be chosen and planted in the future. Teachers sit and eat with their children during mealtime. This provides opportunities to discuss foods and teach the children about healthy eating. This is also a method to encourage healthy eating. The Tower Garden is utilized daily for the children to learn how to grow healthy foods. This is an opportunity for the teachers to give children daily experiences in observing and caring for vegetables as they grow from seedling to harvest. The center does not participate in fund-raising with food or non-food items.

O. PHYSICAL ACTIVITY POLICY

Policy Statement

Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day.

Daily Outdoor Play

Encourage a least restrictive, safe environment for infants and toddlers at all times. Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.

Provide toddlers (ages 1 through 2 year olds) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.

Provide preschoolers and school age children (ages 3 through 12 year olds) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.

Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.

Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Dress for outdoor play-

Each child needs clothes in which they can run, jump, climb, roll around, and sit. Children should be dressed in clothes that can get messy and allow for freedom of movement.

Clothes must be free of safety hazards such as hanging strings and overly loose clothing. Parents provide seasonally appropriate changes of clothes that are stored in each child's classroom locker. This includes: shirt, pants, underpants, and several pairs of socks. Soiled clothing sent home must be replaced the next day. Extra clothing is exchanged when the weather changes from warm to cold.

Shoes must be worn. Sandals and flipflops are not allowed for outside play. Shoes that have a good tread on the bottom with traction and can be removed or put on by the children is acceptable foot attire.

Teacher Practices to encourage physical activity

Teachers provide planned physical activities daily. These times are designed to encourage all children to be physically active.

Teachers play with the children while modeling personal physical activity.

Equipment is available and accessible for all children for active play inside and outside.

Inclement Weather Policy- The First United Methodist Family Center Gym is available for play when weather does not permit outdoor play. During times of inclement weather, the gym is available for active play. Equipment such as: Balls, tricycles, games, jump ropes, parachute, plastic stilts etc. are utilized when "outdoor" play must occur in the gym.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical

activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Screen Time Policy

The American Academy of Pediatrics (AAP) offers guidance for appropriate screen time engagement for different age groups.

In our center, children under the age of 2 are not allowed to have any form of screen time.

Children ages 2 to 5 will have no more than 30 minutes of screentime each day. The recommended limit is an hour each day. Age-appropriate educational programming (PBS.org) must be used in conjunction with planned learning activities. All other programming or media must be previewed and approved by the director. S.C. Regs. 114-506(A)(7).

P. BIRTHDAYS and Holiday Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center. Parents are asked to discuss the food items to bring prior to the parties with the center director. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door. These selections are healthy with limited sugar and fat content.

Invitations to private parties will only be distributed at The Children's Center when all of the children in the class have been invited.

Q. DROP OFF/PICK UP/ATTENDANCE

Children must be signed in each day when they arrive and signed out when they leave. This is for the protection of your child.

Each teacher will keep an attendance record in the classroom.

This record book stays with the class throughout the day whenever they leave their designated area (on the playground, in the dining room, etc.). While your child is in our care we will only release your child to persons whom you have authorized to pick up your child.

Anyone picking up your child must have a driver's license on file in the Early Childhood Office.

Each family has a unique codeword that adults picking up each child must know.

R. Daily Tracking Policy

When dropping off children for the day, parents pull up to the entrance and escort their children to the center door. A staff member will sign them in and take them to their classrooms.

When children leave the room to go to other areas of the center, the caregiver accompanying the children indicates the time and place that the child is being taken to playground, bathroom, back to the classroom etc. The tracking sheet is maintained all day. When the child is picked up to leave for the day, the parent signs the sheet and indicates the time that they are taking the child. When all children have been picked up for the day, the last caregiver returns the completed tracking sheet to the front desk. When all tracking sheets have been returned, all children have left the premises for the day.

S. HEALTH POLICY

Sick children cannot come to the Children's Center. Upon arrival your child will be assessed for any illness. If your child is running a fever, has a bad cold, has an unexplained rash, is vomiting, or has diarrhea or any other possible contagious illness, please keep him/her at home. **Children must be free of fever for 24 hours (with no fever reducer meds) before returning to The Children's Center.**

Listed below are symptoms of illness that are causes for a child to be kept at home, or if observed, sufficient reason to send a child home.

FEVER: within the last 24 hours of at least 100;

COLDS: a cold that is causing them to be listless or obviously uncomfortable with coughing and congestion;

PERSISTENT RUNNY NOSE (green or yellow discharge);

CONJUNCTIVITIS (PINK EYE): If eyes are matted shut after waking or eye pupil or surrounding area is red and/or yellowish green discharge is present;

DIARRHEA, VOMITING or FEVER: Must be free of symptoms or fever for 24 hours (with out medication) before returning to the center;

ANY CONTAGIOUS CONDITIONS: Should your child contract a contagious disease, you must notify the center immediately so parents of other children can be notified if necessary. A doctor's note may be required before a child is allowed to return.

We cannot care for ill children at The Children's Center. If your child becomes ill while in our care you will be notified and expected to pick him/her up immediately.

If your child is diagnosed with a contagious illness, such as Flu, strep, virus ETC... and they have a sibling who also attends, Both children must remain at home until they meet

our illness exclusion policy and are cleared to return.

Illness Exclusion Policy

To help keep our children and staff healthy, First Methodist Children's Center follows its own illness exclusion policies and may differ from a healthcare provider's recommendations.

Our guidelines include:

FLU (Influenza), Strep Throat: Children must remain out of the center for at least 36 hrs. and must be fever free for at least 24 hours without the use of fever reducing medication before returning

Childhood diseases such as Hand Foot and mouth, Measles, Chicken pox, Mumps, Fifth's Disease children must remain out of the center for 5 full days, beginning on the day of diagnoses, before returning and must be fever free for at least 24 hours without the use of fever reducing medication before returning

When a child is absent due to illness the parent should call the EC office and leave a message, so that other parents may be warned of the possibility of their child being affected.

*First Aid: The staff is able to provide basic first aid in case of an accident. An accident report will be filled out and sent home if a child is hurt at the center. It will also be recorded in the classroom accident book. **There will be at least one staff person present at all times who has been trained in the Red Cross-certified Infant/Child CPR and Basic First Aid.***

T. MEDICATION

Staff will not administer prescription or over-the-counter medication with the exception of a prescribed Epi Pen. Parents or guardians must come to the center to administer all medications or medication dosages will be scheduled when children are at home. (If deemed appropriate by the healthcare provider).

Staff will administer an EpiPen prescribed by a doctor when needed for an allergic reaction.



Medication Policy

Name of Program: First Methodist Children's Center	(License/Registration/CC Number): 22967	
Program Type (Choose One): ☒ Child Care Center ☐ License Exempt Program ☐ Family/Group Child Care ☐ Head Start	Director/Administrator/Owner Name: Jessica S. Smith	Contact Phone Number: 8438620716
Address: 311 E Main St., #456		
City/Zip Code: Bennettsville, SC 29512		

Policy:

Choose one of the following:

1. First Methodist Children's Center **does not administer any kind of** (except epipen) **medication.** Parents or guardians must come to the center/program to administer all ^{breathing treatment} medications or medication dosages will be scheduled when children are at home (if deemed ^{Asthma pumps} appropriate by the healthcare provider).

First Methodist Children's Center, staff have been informed, read, understand, and agree to implement/abide by the Medication policy as written. We understand that non-compliance with this policy can result in adverse actions.

Print Name of Authorized Personnel: Jessica S. Smith	
Signature of Authorized Personnel: 	Date: 8/6/2026

***If you do not administer medication do not fill out the remainder of the form.**

2. First Methodist Children's Center ^{an epipen, breathing treatments, pump} **does administer medication to children as needed.**
- ☐ All medication is kept in the original container and labeled with the child's name.
 - ☐ All medication is kept locked and out of reach of children.
 - ☐ Medication is only administered to the child for which the medicine is labeled and authorized.
 - ☐ The child is only given the dosage amount specified on the label.
 - ☐ Parents give written parental consent for medication to be administered to their child.
 - ☐ Written parental consents include the name of medication, dosage, and times to be administered.
 - ☐ Documentation of medication administration requests is maintained at the program.
 - ☐ Our program maintains a medication log that documents the child's name, name of medication, dosage, date, time, and name of person administering the medication.
 - ☐ Medication errors are recorded, and parents/guardians are informed immediately.



Medication Policy

- Our program follows our emergency medications for allergic reaction(s) policies and procedures.
- All unused/expired medications are returned to the parent.
- Staff wash their hands before giving medication and after applying a medical ointment or cream.

Describe where medication is kept at your program.

The EpiPen is kept with the staff supervising the child at all times

Describe where your program keeps parent consent documentation to administer medication.

Consent documentation is kept on file in the office and with the EpiPen

Describe where your program keeps the medication administration log.

The administration log is kept with the EpiPen

Describe your program's procedure for recording medication administration errors, include how parents/guardians are informed.

The parents are informed immediately after the pen is administered and 911 is called

Describe your procedure for emergency medications for allergic reaction at your program.

The EpiPen is kept within reach of the child for use at any needed moment. If the child has never had an allergic reaction, the initial signs will be reported to the child's parents. If symptoms progress, 911 is called

List the name of persons who have the authority to administer medication requests for children at your program.

Jessica Smith

Renee McGill

Angela Rossianno

Cathy Belcher

Robyn Anderson

Carmen Montoya

ABC Quality
Medication Policy

First Methodist Children's Center _____, staff have been informed, read, understand, and agree to implement/abide by the Medication policy as written. We understand that non-compliance with this policy can result in adverse actions.

Print Name of Authorized Personnel:

Jessica S. Smith

Signature of Authorized Personnel:

Jessica S. Smith

Date:

8/6/2026



Emergency Medical Care Policy

Name of Program: First Methodist Children's Center	(License/Registration/CC Number): 22967	
Program Type (Choose One): ☒ Child Care Center ☐ License Exempt Program ☐ Family/Group Child Care ☐ Head Start	Director/Administrator/Owner Name: Jessica S. Smith	Contact Phone Number: 8438620716
Address: 311 E Main St. #456		
City/Zip Code: Bennettsville SC 29512		

Rationale:

Many children who have an allergy have their first allergic reaction in the child care setting. Child care providers need to be aware of the signs and symptoms that indicate an allergic reaction as well as be prepared to call 911/emergency services when required for life threatening situations and injuries. In cases of emergency, it is important to respond calmly. Posting information (address and any building access) in visible areas throughout the program is important to have so any staff member making the call can give clear information to the dispatcher.

Allergies/Allergic Reaction Overview

The Asthma and Allergy Foundation of America defines an allergy as "An allergy occurs when the body's immune system sees a substance as harmful and overreacts to it." There are multiple ways an allergen can make its way into your body and cause an allergic reaction.

1. You can inhale allergens into your nose and lungs. (E.g., pollen, mold spores, dust, animal dander, and latex dust).
2. You can ingest allergens by mouth. (This includes foods and medications you eat or swallow).
3. Your body can have allergens injected into it. (This includes medicine by needles and venom from insect stings and bites).
4. Your skin can absorb allergens. (Plants such as poison ivy, sumac and oak can cause reactions when touched. Latex, metals and ingredients in beauty care and household products are other examples).

Emergency Medical Care Policy

Allergic reactions can present in a few different ways and can be mild to life threatening. Some symptoms of an allergic reaction include but are not limited to:

Itchy, watery eyes	Itchy nose	Sneezing
Runny nose	Rashes	Hives (a rash with raised red patches)
Redness	Pain	Tongue swelling
Coughing	Wheezing (a whistling sound when breathing)	Chest tightness and losing breath
Feeling faint, light-headed, or blacking out	Throat closing	Swelling
Stomach cramps	Diarrhea	Bloating

Other Medical Emergencies

Other medical emergencies and accidents are always a possibility in the child care setting no matter how much we plan or try to prevent them. Some examples of other medical emergencies that may take place include but are not limited to:

- Injuries (scrapes, cuts, bruises, broken bones)
- Burns
- Suffocation
- Choking
- Poisoning
- Traffic accidents
- Pedestrian accidents

Policy:

First Methodist Children's Center _____ provides the appropriate medical care in case of an emergency due to allergies and/or other medical emergencies. Our program obtains health information about children that includes allergies, this information is shared with program prohibits some foods being served in cases of medically documented food allergies.

Describe how you collect information about children's allergies.

An initial conference is held with the parents of the child. while reviewing the child's completed 2900 form, the child's allergies and care are discussed

Where do you keep information about children's allergies? How do you share this information with staff?

Staff meets with the parents to receive information and guidance in limiting the child's exposure to an allergen. A plan is written at this time.

The information is posted in the kitchen in classroom and in Brightwheel and with the child's caregiver



Emergency Medical Care Policy

Describe your program's procedure for medical emergencies related to allergies. What steps do you take?

1. if the child has an epipen, it is administered first
- 2 call 911
- 3 Call the parents or guardians

Describe symptoms when staff will seek emergency medical help.

Bleeding that will not stop or is spurting	Any sudden severe pain
Breathing problems (difficulty breathing or shortness of breath)	
Chest or upper abdominal pain or pressure	
Fainting,sudden dizziness,weakness	
Changes in vision, mental status,or behavior	
Coughing up or vomiting blood	

List the persons responsible/authorized to give emergency medical medication to a child (EpiPen, Benadryl, etc.) and call 911 or other emergency services.

Jessica Smith
Renee McGill
Angela Rossianno
Cathy Belcher
Cortney Norton

List the persons responsible/authorized to call the child's parent/guardian.

Jessica Smith
Renee McGill
Angela Rossianno
Cathy Belcher
Cortney Norton

List the persons responsible/authorized to travel to the doctor/hospital with the child until parent/guardian arrives.

Jessica Smith
Renee McGill
Angela Rossianno
Cathy Belcher
Cortney Norton

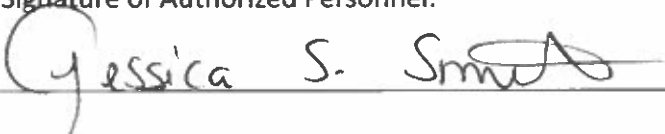


Emergency Medical Care Policy

Our program uses the following numbers or emergency contacts for non-life-threatening events.

Closest Hospital	
EMS/EMT	911
Local Police	911
Local Police Non-Emergency Line	
Local Fire Department	911
Local Weather Channel (TV/Radio)	
Poison Control	1-800-222-1222
Pest Control	
Animal Control	

First Methodist Children's Center _____, staff have been informed, read, understand, and agree to implement/abide by the Emergency Medical Care policy as written. Our program understands that non-compliance with this policy can result in adverse actions.

Print Name of Authorized Personnel: Jessica S. Smith	
Signature of Authorized Personnel: 	Date: 8/29/2026

V. Child Neglect and Abuse Policy

All staff members are required by law to report any suspected child abuse or child neglect to the Department's Office of Child Protective and Preventive Services (CPS) or to local law enforcement in accordance with South Carolina Code Annotated Section 20-7-510.

All employees are mandated reporters and are **required by law** to report any suspicions of child abuse or neglect. This includes emotional or physical abuse and neglect. The report will be made called in to CPS. SC DSS will review the information and determine if a case will be opened. If a case is opened, they will visit the child's home and contact the authorities. The complaint will be investigated and determined to be unfounded, or further action will take place.

The center shall report the following incidents to the parents/guardians immediately and provide written notification to the Department within 48 hours after the occurrence;

- A. Accidents or injuries involving any child occurring at the center requiring professional medical treatment and
- B. Child or staff occurrences of communicable diseases that the Department of Health and Environmental Control (DHEC) requires to be reported in its Exclusion List.

The following incidents shall be reported to the Department immediately;

- A. A child who is missing from the premises, or who is left unattended in a vehicle operated by the child care center;
- B. Major structural damage to center.
- C. Charges or convictions of crimes against the director or any staff person.
- D. Reports of alleged child abuse involving the director or any staff person and
- E. Death of a child while at the facility.

(*) in the event of the death of a child at the facility, the center shall also immediately notify emergency medical personnel, the child's parents, and law enforcement and

(**) Provide information for children and parents as appropriate.

3. A follow up report shall be submitted to the Department as soon as an investigation by facility is completed and corrective action is taken.

Child Abuse and Neglect Policy

Name of Program: First Methodist Children's Center	(License/Registration/CC Number):	
Program Type (Choose One): ☒ Child Care Center ☐ License Exempt Program ☐ Family/Group Child Care ☐ Head Start	Director/Administrator/Owner Name: Jessica S. Smith	Contact Phone Number: 8438620716
Address: 311 E Main St #456 City/Zip Code: Bennetttsville SC 29512		

Rationale:

Child care providers are mandated reporters and have the responsibility to protect those who cannot protect themselves. As a mandated reporter, caregiving staff at First Methodist Children's Center are an important part of the system to protect children.

The Child Abuse and Neglect Law:

*"Child Abuse Prevention and Treatment Act (CAPTA), originally enacted in 1974 (Public Law 93-247) and reauthorized in 2010, is the largest body of legislation with regard to the fair, ethical, and **legal** treatment of children and is intended to keep them free from all forms of **abuse** including physical, sexual, emotional, and psychological,"* National Resource Center for Health and Safety in Child Care and Early Education.

Staff should look for all forms of abuse and neglect, including but not limited to:

- Frequent injuries or accidents.
- Unexplained burns, cuts, bites, fading bruises or other marks noticeable after an absence from school (explanation doesn't match the injury).
- Child is always watchful and on alert.
- Injuries appear to have a pattern or resemble an item such as marks from a hand or belt.
- Child shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Child arrives each day very hungry, unclean (body or clothing) or is covered in bug bites, takes food to eat at home (suggesting that the child is not receiving proper care at home).
- Child may share information with staff regarding things that are happening in the home which places the child in danger (e.g., parents use of illegal drugs or substances, or someone in the home that is abusive).



Child Abuse and Neglect Policy

Policy:

First Methodist Children's Center _____'s staff are trained in child abuse and neglect and their responsibility as a mandated reporter. Staff look for all forms of child abuse and neglect. Our program has a procedure for reporting suspected instances of child abuse and neglect these instances are reported to:

1) DSS Office of Child Protective and Preventive Services with The Office of Out of Home Abuse and Neglect (OHAN). DSS has implemented a centralized phone number for all counties to report suspected cases, or this may be done online at the following link. Both can be reported 365 days per year, 24 hours a day, 7 days a week at 1-888-227-3487 or <https://dss.sc.gov/child-well-being/report-childabuse-and-neglect/>.

AND

2) DSS/ABC Quality at 1-800-876-2223.

Mandated Reporter Law Section 63-7-310. <https://www.scstatehouse.gov/code/t63c007.php>

All staff cooperate with SC DSS staff during any on-site investigations and/or retrieval of necessary documentation to include video footage. All staff and children's records will be released as appropriate and on request.

What is your program's procedure for reporting suspected child abuse and/or neglect of a child at home?

If abuse and/or neglect of a child is suspected, the concerned staff member must call 1-800-876-2223 and report their concerns immediately. Have the child's name, birthdate, address and parent contact information available to add to the report

Alert the director as soon as possible so they will be aware of the situation

The matter will then be handled by the authorities and all information related to the case will only come from them

What is your program's procedure for reporting suspected child abuse and/or neglect of a child by another employee?

Abuse and /or neglect of a child by another employee must be reported immediately by calling 1-800-867-2223

Alert the director and parents immediately

A report must be made to our SC DSS Licensing specialist, Felecia Covington

A report should be made to the Bennettsville Police Department

These agencies and OHAN will come and direct the investigation and determine outcomes

Child Abuse and Neglect Policy

How frequently are staff trained in child abuse and neglect and mandated reporting requirements? When does this occur?

All staff have completed a class on Mandated Reporting and Child Abuse and Neglect. This training will be required yearly for each staff employed by this center

The director will secure training and assist employees in enrolling in the class. This will be done during the month of April each year

At First Methodist Children's Center, staff have been informed, read, understand, and agree to implement/abide by the Child Abuse and Neglect policy as written. Our program understands that non-compliance with this policy can result in adverse actions.

Print Name of Authorized Personnel:

Jessica S. Smith

Signature of Authorized Personnel:

Jessica S. Smith

Date:

8/6/2026

W. WEATHER EMERGENCY

In case of inclement weather, the Children's Center will follow the same procedure as the Marlboro County Public school System. If the Marlboro County Public Schools are closed, we will also be closed. If the public schools operate one or two hour delay we will operate on same.

In case of a weather emergency (tornado, hurricane, etc), the children will be moved to the activities room on the first floor. This is the safest part of the building. The church building is equipped with emergency lighting which will turn on automatically if the electricity goes off. The children will remain in this area with the staff until it is safe to return to their classrooms.

In the event that the children must be moved from the church building because of a weather, fire or other emergency, they will be moved to the Methodist Family Center gymnasium until the parents are notified and expected to pick up their child.

X. INFANT/TODDLER CARE

Children enrolled in these rooms will have their own cabinet to keep their change of clothing, diapers and wipes. Additional diapers and extra wipes can be stored under the counter (marked with name).

Each child will be assigned a crib or nap pad. It is the responsibility of the parent to bring a **clean sheet each Monday and make up their child's bed. Likewise they must take the sheet** home on Friday and wash it to be returned the following Monday.

According to the Applicable Standards from *Caring for Our Children National Health and Safety Performance Standards*, recommended by S.C. Childcare Licensing Agency we follow the safe sleep policy. Therefore healthy babies should always sleep on their backs. Because babies sleeping on their sides are more likely to accidentally roll onto their stomachs, the side position is not as safe as the back and is not recommended.

All jars of baby food, bottles, sippy cups and eating utensils must be marked with the child's name (a black permanent marker works well). Each toddler will need to bring two sippy cups to leave at the center: one for milk and one for juice.

Warming bottles or formula in the microwave is prohibited at FUM Children's Center. A bottle warmer is available when needed. Parents will be responsible to take their infants bottles home at the end of the day, wash them to return the next day.

The Center will provide lunch and two snacks each day for toddlers 12 months and older. A information sheet regarding each child's day will be sent home at the end of the day for each infant/toddler.

Y. EMERGENCY CONTACTS

If a child becomes ill or gets hurt seriously, a staff member will try to contact the parents

immediately. If the parents cannot be reached, the emergency contacts listed in the child's record will be notified. If a situation requires immediate medical attention, the staff member will call EMS while trying to get in touch with the parents or emergency contacts. If the child must be transported to the hospital a staff person will go with the child and stay with the child until the parent or emergency contact is present.

Parents sign the permission slip for emergency medical treatment so that their child may be transported to the Emergency Room and medical personnel can begin treatment in the case that the parents or emergency person can not be reached.

Please let us know in writing if your home phone, cell phone

or work phone number should change, so that our records can be kept up-to-date.

Z. IMMUNIZATIONS

All children enrolled at First United Methodist Children's Center must have their immunization record on file in the Early Childhood Office. These files are checked periodically by DHEC and must be kept up-to-date.

If an immunization record is found to be delinquent in information a parent will be informed and expected to give a new updated immunization record within thirty days. ***If the center does not receive the update within the time frame, the child will be immediately dismissed. This is in compliance with the S.C. Day Care Licensing Regulations.***

AA. VISITS AND/OR OBSERVATIONS

Parents may visit or observe at FUM Children's Center at any time without prior notice. However, it is hard sometimes for children to resume play with a hovering parent. If prior notice is given our staff will try to find a less noticeable place for a parent to observe. Ring the door bell and a staff member will connect parents with their child and caregivers.

BB. PARENT/TEACHER CONFERENCES

At the beginning of each year there will be a "Sneak-a-Peek" Open House for parents to bring children to visit the teachers and to learn more about preschool activities. Assessment conferences are held at least 2 times a year. Teachers or parents may request conferences at any time if there is a need.

CC. Annual Child Assessments- Staff are trained to assess children daily and utilize that data to plan activities, experiences and inform parents. Children ages 0-through 3 years of age are assessed through ASQ 3- Ages and Stages Questionnaires. The First Steps 4K program utilizes **GOLD® - Teaching Strategies**

DD. PRAYER NEEDS

Staff and Children meet each morning for group prayer with the director. Prayer requests are welcome.

The FUM Children's Center is a ministry of First United Methodist Church. The Pastor of First United Methodist Church is available to meet with parents who have a special need or prayer request. Please feel free to contact the Pastor through the church office at 479-3231

EE. Parent Advisory Committee

All parents are invited to become members of the Parent Advisory Committee. Meetings are held quarterly, more often if necessary, and are held at the end of the day. The group assists the director in advocacy, feedback, suggestions, program assistance, and any other needs that arise related to the centers and needs of the children. This partnership between parents and staff members allows for open communication and a means to work together as a team with the purpose of providing the best possible care for all children.

FF. EARLY CHILDHOOD COMMITTEE

All policies and fees outlined in this book are written by the guidelines of the Early Childhood Committee which is made up of six members of the First United Methodist Church. These committee members meet regularly to review policies and to give vision and direction to the Children's Center. The director of the FUM Children's Center and the Pastor of First United Methodist Church serve on this committee as ex-officio members to voice concern and input, but have no vote.

GG. GRIEVANCES

Anyone who would like to voice a grievance or concern may do so by arranging a meeting with the director. If agreement is not met the Pastor may be contacted through the church office at 479-3231. A request for a meeting with the Early Childhood Committee may be made in writing outlining the need for such and submitted through the church office.

HH. TRANSITION POLICY

The following procedures are followed to ensure smooth transitions between classrooms and other programs:

Prior to a child transitioning to a new area, parents and caregivers from both areas meet to discuss the child's readiness, and any skills that will need to be developed, before the move occurs.

A timeline is put into place where the child "visits" to experience different routines gradually. As adjustment occurs, the child completely moves into the new area.

Consistency and continuity is crucial and must be adhered to ensure a stress free move.

When children are nearing 24 months of age, teachers from the 2 year old class are able to visit behind the firewall. This helps them become familiar with their new teacher. Children transitioning from the toddler to 2 year old area spend the first months with other children that are under 36 months of age. This small group allows for an environment that is safe, with minimal stress for the child as they make the move from the toddler to 2 year old group. Children transitioning from the 2 to 3 year old room are able to visit and participate in activities to help them become familiar with staff and ease through this transition. 4K children receive a postcard from their teacher in the summer, just before class begins. A drop-in Open House is planned and all parents, students and family members attend and spend time with the teacher and in the classroom before the first day of school.

Caregivers are aware of the skills and abilities necessary for transition through knowledge of developmental milestones and collaboration with co-workers.

External Transitions- Children moving to Head Start, or the Primary School collaborate and time is allowed for parents to visit.

II. Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Injury Occurring at School" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE! Not Nice!"
2. The child will be separated from other children for no longer than the child's age (one year old, one minute).
3. The parents are notified.

4. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues: First Methodist Children's Center Biting policy will be implemented

Please see attached biting policy and sign (updated August 2026)