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Meth:ö:dist Church  
Children's Learning Center  
Parent Handb:ö::ö:k  
2020-2021



**BUMC-CLC**  
10230 Mollylea Drive  
Baton Rouge, LA 70815  
225-926-5243  
[bumcchildrenslearningcenter.org](http://bumcchildrenslearningcenter.org)

## **ADMISSION POLICY**

The Broadmoor United Methodist Church Children's Learning Center is operated as a ministry of Broadmoor United Methodist Church for the purpose of providing quality child care and appropriate education as openings are available. The admission policy is administered without regard to race, color, creed, sex, national origin or ancestry.

We are interested in the total child and his/her awareness and growth in areas of cognitive skills, gross and fine motor development and in the development of social skills. Each child is accepted at his/her own stage of development.

Our school is a Type I licensed facility through the State of Louisiana, Department of Education.

Our priorities include:

- Providing a safe, loving environment
- Continuing development of a good self-image
- Developing good social adjustment as the child moves from individual to interactive play with peers.
- Emphasizing listening/responding skills, language development and enrichment in music, physical development and science.

Units of study are planned for each class in order to reach these goals. We strive to provide a solid foundation for his/her school career and an eagerness to learn. All of this is done through play activities. Remember that play is a child's work.

## **REGISTRATION & WAITING LIST POLICY**

### **REGISTRATION PROCEDURES**

All registration is done online through our website at [www.bumcchildrenslearningcenter.org](http://www.bumcchildrenslearningcenter.org). Complete the registration form by clicking on new family registration. All registrations go to our online waiting list. Should a spot be immediately available, or you are registering for the upcoming school year, you will receive a confirmation email.

When registering for the upcoming school year, and the child will be of age, as well as starting on the first day of the school year, they are not placed on the wait list, rather enrolled for the school year. Registration fee applies at the time of registration.

When a position is not available for the start time you desire, your child will be placed on our waiting list. No confirmation email will be sent.

### **WAITING LIST PROCEDURES**

The waitlist list uses the following information:

- Currently enrolled families. Families with a child already enrolled in the program may get a child into the program ahead of someone who applies earlier because of their “Sibling” priority.
- Age
- Registration Date
- Start Date Requested

### **WAITING TIMES**

It is impossible for us to predict how quickly our waiting list will progress. Therefore, we can NOT give an approximate entry date. The waiting time is affected by our license capacity and our sibling priority.

### **WHEN A SPACE BECOMES AVAILABLE**

When a space is available, we will both call (using all available numbers) and e-mail you. Every effort will be made to contact you. Telephone or email notification must be returned within three (3) business days, after which we will contact the next family on the list. Parents who do not return notification within three (3) business days, will be removed from the list.

Once offered, if the offered space does not meet your criteria you may opt to remain on the waitlist list as is. If another person contacts us about the spot, you will be contacted once again before the spot is given to another family.

Parents who accept an available space offered to them shall be liable for all payments for the space from the date it is reserved for your child, regardless of whether this is the date on which the child begins. A \$250 registration fee will be due at the time a place is accepted.

Newborns and infants under the age of 12 weeks may register at any time and will be placed on the wait list. *\*Please let us know the date of birth and name once your child is born.* Once a spot is available, you will be contacted. If your child has not reached the 12-week mark on the time the space is available, you may secure the space by paying the registration fee and tuition for the time leading up to the 12

weeks or your chosen start date. If you choose not to begin tuition payments, you will remain on the wait list as is.

**RETURNING PARENTS**

Returning parents will not be given priority. If parents wish to withdraw their child/children from the center for a period and then re-apply for admission later, you will be required to reapply to the waiting list. You will be subject to waitlist priority assignment.

## **GENERAL INFORMATION**

### **INSURANCE**

The school carries liability insurance as mandated by licensing.

### **PICK-UP**

CHILDREN WILL ONLY BE RELEASED TO PARENTS OR THOSE AUTHORIZED IN WRITING BY THE PARENT. Names of all persons authorized to pick up your child should be listed on the child's permission sheet on file in the office. All pick-up persons may be asked to show identification at any time.

### **LATE PICK UP POLICY**

It can be distressing for children to be left in the Center after closing. Teachers work a long day and expect to leave at the Center's ***closing time***. Late pickup is not a program option and will only be considered an exceptional occurrence. Please allow enough time at the end of the day to arrive at the Center, pick up your child and ***leave by closing time***.

**OUR School closes at 12:30pm for half days and 5:45pm for full days.** Parents arriving after 12:30 or 5:45 will be penalized as follows:

**1st violation** within 1 calendar month: Parents will be charged a per-child late fee of \$1/minute for arrival after 12:30 or 5:45pm.

**2nd violation** within 1 calendar month: Parents will be charged a per-child late fee of \$2/minute for arrival after 12:30 or 5:45pm.

**3rd violation** within 1 calendar month: Parents will be charged a per-child late fee of \$3/minute for arrival after 12:30 or 5:45pm.

If there are 4 or more violations within 1 calendar month, a meeting will be set up with the parents and the Directors to discuss the continuation of childcare at OUR School, along with the late fees of \$4/minute for arrival after 12:30 or 5:45pm.

Please note that all late fees will be added to the parent's tuition bill if not paid within 24 hours of the late occurrence. These fees are subject to change.

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of closing time, we will call the emergency contact(s) listed on the enrollment forms. The Department of Children and Family Services and/or the BR Police Department will be contacted if parties cannot be contacted or do not arrive within 30 minutes of closing time.

### **EMERGENCY PICK-UP**

If an emergency situation arises and someone not listed on your permission sheet must pick up your child, the office must be notified by phone, email, or FAX prior to the child's release. The individual picking up will be required to show a valid picture ID.

### **SCHOOL CLOSURES**

In the case of inclement weather or emergencies, our school closures will be the same as EBR Parish schools, under most circumstances. (Subject to change dependent on the situation) Radio and television stations broadcast this information. If we will alter from EBR closures, please check emails or our Facebook Page for updates.

## **EMERGENCY PREPAREDNESS**

The school has fire evacuation routes posted in all classrooms. Fire drills are held monthly and documented.

In the event of severe weather occurring while school is in session, you will be notified, as quickly as possible, to pick up your child. The staff will remain until the last child is picked up.

## **CUSTODY ISSUES**

The school must have legal papers of visitation/custody schedules. Each parent has a right to receive school mail, speak to teachers, go to conferences, receive progress reports, go on field trips, observe classrooms by appointment, and leave with their child on their appropriate day and time, unless there is a legal document stating OTHERWISE (restraining order, CPS, etc).

If there is only one parent or guardian with legal custody, only that person may enroll the child, withdraw the child, add or remove pick up persons, or sign permission slips and paperwork.

It is the staff policy not to side with either parent in the event of a divorce. Staff may not write letters in your defense for any legal hearing or legal action.

If the occasion happens when both parents are on campus during a time when the two parents are estranged, we expect both parents to treat each other with respect. No conflicts may occur while on our property.

## **DRESS CODE**

This is an activity-based program and clothing should be comfortable and washable. Your child will be encouraged to explore, experiment, climb, dance, exercise, paint and run at school. Their clothing can help or hinder these activities. Loose-fitting clothes that are not too fancy and that have easy or no fastenings make a child's life much easier. Accidents happen. Dress the children in clothing they can handle themselves (i.e. elastic waistbands, no one piece pull down outfits, no belts they cannot handle, no long dresses, and no pull ups in the preschool area.

Please have your child wear tennis shoes to school. **NO CROCS, FLIP-FLOPS, BOOTS, OR COWBOYS BOOTS, PLEASE!** They slip easily, and boots hurt fingers and toes much more than the normal shoe. Our playgrounds are not sandal friendly.

A change of clothing must be sent in case of water spill, bathroom accident, etc. Each item must be labeled. When a child is sent home with wet clothing, please replace the spare clothing as soon as possible so your child always has a change on hand.

We do not allow hats unless they are for winter warmth or a special school event.

**~PLEASE LABEL LABEL LABEL LABEL EVERYTHING~**

## **SUPPLIES**

A portion of your registration fee is used towards supplies. In addition, the following is requested:

- We ask that you do not allow children to bring their own toys to school unless asked by the teacher for show and tell. We have an adequate supply here and it is often difficult for them to share their own toys.
- We are a diaper bag, lunch bag/box, back pack free center. Any items needed to be brought into school must arrive in a disposable plastic bag or zip top plastic bag.
- We are not responsible for things lost or broken at school.
- Do not send valuables to school.
- We do welcome books, videos and special "Show and Tell" articles.
- We furnish cots and blankets and all art supplies
- All children will need a change of clothing that can be left at school. Please put this change of clothes (including underwear and socks) in a zip top plastic bag with your child's name clearly marked. Make sure that you change these items with the seasons.

## **NUTRITIONAL INFORMATION**

Two snacks are served each day, one in the morning and one in the afternoon for all children on campus at the time snacks are served. Milk is served with the morning snack; water is served in the afternoon.

Menus for the lunches are posted monthly on the board next to the cafeteria entrance. Children able to eat regular table food are served from the cafeteria. Infants will bring their own lunches or bottles/baby food.

If you are providing meals for your child, please choose nutritious foods. We often see portions that are too large for these little children. Too large of a lunch or too many choices overwhelm the child. Please make your portion sizes appropriate to the child's age.

Breakfast is not provided at the center.

## **DISMISSAL**

Any child may be dismissed from Broadmoor United Methodist Church Children's Learning Center for reasons including, but not limited to the following:

- Required information (medical, emergency and transportation) is not provided
- Financial obligations are not met in a timely fashion
- Child is consistently picked up after closing
- The child poses a physical threat to other children or staff
- The school is unable to adequately meet the unique needs of the child
- If, for any reason, the Director(s) feel it is in the best interest of the child or program.

Your concern, involvement and prayers are essential to help us maintain the highest possible level of care for your children. Parental involvement is extremely important.

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## **TUITION POLICY**

Broadmoor United Methodist Church Children's Learning Center is a non-profit organization and operates on a cash basis. We depend on prompt payments.

- TUITION is due monthly or bimonthly. We use Tuition Express to collect tuition payments. You may choose from your checking, savings, or debit/credit account. Payments are pulled on the 1st of each month. Point of Sale (POS) card swipe devices are available at both computer check in kiosks, as well as in the Preschool office. POS, Checks & Cash are accepted only with prior permission from the office. Those paying with a method other than Tuition Express, (Cash, Checks, POS) MUST pay no later than 5 business days (Monday-Friday, excluding holidays) prior to the 1<sup>st</sup> or 15<sup>th</sup> day of the month. If tuition is not paid by the 1<sup>st</sup> or 15<sup>th</sup> day of the month, a \$50 late fee is added on the 2<sup>nd</sup> or 16<sup>th</sup> day of the month. When the 1<sup>st</sup> or 15<sup>th</sup> falls on a weekend, tuition will be due on the following business day of the month.

TUITION IS REQUIRED WHETHER THE CHILD IS IN ATTENDANCE OR NOT. There will be no refunds of any kind for illness, vacations, absence, or school holidays, scheduled or not scheduled. A two-week notice (with payment of two weeks tuition) is required for withdrawal.

NO CHILD WILL BE ACCEPTED BACK IN SCHOOL WHEN TUITION IS PAST DUE UNTIL TOTAL BALANCE IS PAID AND PLACEMENT IS AVAILABLE.

### **Additional Fees**

A registration fee is charged **each year** during registration and is non-refundable for any reason.

Tuition is due on the 1<sup>st</sup> of the month. If Tuition Express is declined for any reason, an NSF fee of \$25 will be charged to your account. A new card/account, or cash/money order must be brought to the office the day of notification of a decline, before your child will be able to attend further. Again, if you pay with a check, cash, or POS, it must be paid no more than 5 business days prior to the 1<sup>st</sup> day of the month. If your check is returned NSF, a \$25 fee will be charged to your account, as well as the \$50 late fee if it is after the 1<sup>st</sup>. The above rules regarding return to school will apply. After three (3) NSF charges, you will be required to pay in cash or money order.



## **MEDICATION INFORMATION**

The Broadmoor United Methodist Church Children's Learning Center will administer medication under the following guidelines:

A. Written Authorization. No medication or special medical procedure shall be administered to a child unless authorized in writing by the parent. Such authorization shall include:

1. Name of child, drug name and strength, and date(s) to be administered;
2. Directions for use, including the route (oral, topical), dosage, frequency, time and schedule and special instructions, if any. It is not acceptable to note "as indicated on bottle"; and
3. Signature of parent and date of signature.

B. Required Container/Packaging

1. For prescription medication to be administered at the center, the center shall maintain the original pharmacy container with the complete pharmacy label.
2. For non-prescription medication to be administered, the center shall maintain the original bottle packing for the medicine or a printed document from the manufacturer's website, which shall include the drug name and strength and clear directions for use.

C. All medication shall be sent to the center in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only.

D. If a non-prescription medication label reads "consult a physician," the early learning center shall also maintain a written authorization from a licensed health care provider for the child to take the medicine.

E. Aerosol. All aerosol medications shall be delivered to the center in pre-measured dosages.

F. Topical. The center shall not apply topical ointments, sprays or creams without a written authorization signed and dated by the parent.

G. Self-Administration. Children shall not administer their own medications without written authorization from the parent and such children shall administer medication in the presence of a staff person.

H. Records. Medication administration records shall be maintained for all children regardless of who administers the medication. Records shall include the following:

1. Name of the child and medication name and dosage administered
2. Date and time medication administered
3. Documentation of telephone contact with parent prior to giving "as needed" medication
4. Signature of person administering medication or witnessing the child administering their own medication
5. Signature of person completing the form
6. When a parent administers medication to his/her own child on center premises, the medication administration record shall be documented by either the parent or a staff member.

I. Authorization for “as needed” prescription and non-prescription medication shall be updated as necessary or at least every six months by the parent, and shall include circumstances for administering “as needed” medication and any applicable special instructions.

PLEASE DO NOT PUT MEDICINES OF ANY KIND IN CUBBIES, CARSEATS, CHILDREN’S POCKETS, ETC. ALL MEDICINES SHOULD BE CHECKED IN AT THE OFFICE.

### **ALLERGIES/FOOD PREFERENCES**

If your child has an allergy, it should be noted with the office. As well, we will need a form, provided by our office, filled out and signed by your child’s physician stating the allergy and any treatments that may be involved. When Epi-Pens or any similar devices/medications are needed, you must provide one to the school that will remain with your child throughout the school year. Epi Pens and other similar emergency medicines must be accompanied with the prescription and instructions for use. The guidelines for medication should be followed as stated above.

If there is any type of food restriction or dietary requirements, a form, provided by our office, filled out and signed by the child’s health care provider, is required.

### **NUT FREE POLICY**

We are a peanut-free and tree nut-free school. Before choosing a snack or food item for your child, please read the ingredient list to ensure that the product is nut-free. Also, please avoid any products with the warnings:

- May contain peanuts or tree nuts.
- Manufactured in a facility that also processes peanuts or tree nuts.
- Manufactured on equipment that also processes peanuts or tree nuts.
- Manufactured on shared equipment.

### **ILLNESSES**

We follow health and safety rules as issued by the State of Louisiana, Department of Education; Childcare-Licensing Division. These rules help insure the health and well-being of both your child and the other children in our care, as well as our staff. Our policy is set in order that the spread of germs, contagious diseases, and other illnesses are kept at a minimum or prevented all together.

Please do not send your child to school if they are ill. They must be free of all illnesses and symptoms, (WITHOUT Medication) including, but not limited to fever, diarrhea and/or vomiting for a minimum of 24 hours before returning to school. We will strictly enforce this policy. \*DUE TO COVID-19, UNTIL FURTHER NOTICE THIS POLICY IS REVISED TO ALLOW FOR CDC RECCOMENDATIONS OF 72 HOURS, **NOT 24.**

**Parents will be called to pick up their children from school for the following:**

1. After the first episode of vomiting.
2. Fever 100° or above, or any fever accompanied by a rash or change in child’s behavior.
3. After the second episode of diarrhea, or if any episode cannot be contained in the diaper or the child cannot make it to the bathroom.

*\*After being sent home, children may return to school under the following conditions: They have been symptom or illness free for a minimum of 24 hours (WITHOUT Medication) after the close of business on the day they are sent home. **For example: Your child is sent home at 10:00am on Wednesday. They have no more symptoms or episodes of illness. They may return to school at the opening of business on Friday.***

**\*\* DUE TO COVID-19, UNTIL FURTHER NOTICE THIS POLICY IS REVISED TO ALLOW FOR CDC RECCOMENDATIONS OF 72 HOURS, NOT 24.**

4. Rash of unknown origin. **Children may not attend if they have a rash of unknown origin. Children returning to school, whether rash has cleared, must have a doctor's note stating what the rash is and that the rash is not contagious or the date they are no longer contagious.**
5. Any discharge from the eye that may or may not be accompanied by redness or swelling. Eye injuries and foreign bodies in the eye can cause similar symptoms to pink eye (conjunctivitis). **A note from the doctor MUST accompany the child's return to school, stating diagnosis, and if applicable, the date the child is no longer contagious. IF conjunctivitis is confirmed, and/or medication is prescribed, child may not return until 24 hours after the start of medication.**
6. Any symptom of contagious or infectious disease develops.

## **ATTENDANCE**

All students are expected to arrive at school on time. The teachers plan their day with the expectation that students will be arriving by 9:00. It is important for all students to have enough time to arrive and settle into the classroom before the day begins. Late arrivals are disruptive and inconsiderate to the rest of the class. We understand that there are events out of your control, however we ask that you make every effort to get your child to class on time. If you will be arriving later than the regularly scheduled drop off time, we ask that you inform the teacher ahead of time.

## **PARENT INVOLVEMENT**

We have an open-door policy. You are welcomed and encouraged to visit the school any time. We encourage you to join us for field trips and parties and to share your skills and talents with us. A calendar is provided monthly, letting you know when we have events you may wish to attend. We are always open to suggestions.

Please get to know your child's teachers, both morning and afternoon. Communication among the parent and the staff is very important. We are all involved in making this time in your child's life very special.

Parents may schedule a conference at any time convenient to all parties. You may write a note to the teacher or call the school office. Please do not engage the teacher in lengthy conversation at the classroom door or at the playground gate as they are responsible for supervising the children.

**\*DUE TO COVID-19, PARENTS MUST SCHEDULE A TIME TO E IN TH BUILDING. A MASK MUST BE WORN. THANK YOU.**

## **PARENT CODE OF CONDUCT**

We ask that all parents/guardians treat all children, staff, and other parents with respect both verbally and physically.

Clothes should be modest and conservative. Please use a soft voice when in the classroom. Refrain from using inappropriate language.

If you have a conflict with a staff member, parent, or student, please contact the office immediately. Any conflict needs to be cleared up through the office.

Gossip undermines the professionalism of the school.

Parents must be sober when on campus. Smoking is not allowed on our campus. Firearms are not allowed on campus.

## **DISCIPLINARY POLICY**

Broadmoor United Methodist Church Children's Learning Center is a Christian school where every child is recognized as being a "Child of God" who was created in His image and likeness. Each child is a unique individual and comes to us with his/her own special gifts and personality. It is our goal to help each child develop a positive self-image.

We have found that the best approach is prevention. To accomplish this, each teacher will begin by setting appropriate limits. Even three and four-year olds can understand and follow simple rules, make choices, and accept the consequences when the wrong choices are made.

Each teacher will establish clear boundaries and limits with the children. They will have positive and realistic expectations. Routines for daily activities will be established and followed daily. The children will be prepared ahead of time for a change in an activity. When possible, the children will be given choices rather than demands.

"Discipline" means to learn. "Punishment" means to do something to someone. "Consequences" require children to take responsibility for their behavior. It is our goal to teach self-discipline through choices and consequences rather than using punishment when at all possible. Some natural consequences would be the loss or delay of interaction: (Temper tantrum—you can join us when you are through); Loss or delay of use of objects (No new activity until the old activity is picked up); Loss or delay of cooperation (When you ask politely, I will listen).

Occasionally, a child needs to be removed from the group so that he/she can calm down or regroup. Timeouts are not permitted, according to licensing, for children under two years of age. For children two years of age or older, each classroom has a "Thinking Chair" for the purpose of time out. The child will spend a short amount of time, in clear view of the teacher, in the chair. A rule of thumb for time out is one minute for every year of age he/she is.

*An example: a three-year-old would sit in the "Thinking Chair" for three minutes.*

\*For children over age six, a time out may be extended beyond one minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

When a child becomes aggressive and hits, bites, scratches or harms another child or the teacher in any way, he/she will be removed from the classroom and will sit with the director in the office until he/she calms down.

If repeated aggressive behavior continues, the parents will be notified, and a conference requested. During the conference, a constructive plan of action will be discussed in regard to consistent methods of discipline. If the child or parents are unwilling to follow the plan of action, the parents may be asked to withdraw the child from the school.

The following items describe behaviors that will not be tolerated when dealing with the children:

1. Physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
2. Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
3. The threat of a prohibited action even if there is no intent to follow through with the threat;
4. Being disciplined by another child;
5. Being bullied by another child;
6. Being deprived of food or beverages;
7. Being restrained by devices such as high chairs or feeding tables for disciplinary purposes;
8. Having active play time withheld for disciplinary purposes. Timeout may be used during active play time for an infraction incurred during the playtime.

### **BITING POLICY**

Our center recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems.

We do not focus on punishment for the biting, but on effective techniques that address the specific reasons for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Work with the child & parents who bit and examine our policy to stop biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, and techniques to address it. We do not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water.

Biting is always documented on our standard incident report form or bite notice. It is completed and signed by the teacher and administrator. One copy is given to

the parents, and the other copy is kept on file. If the bite occurs on the face or head, we will call to notify you by phone.

We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting. When we experience ongoing biting in a toddler room, we develop a plan of action with strategies, techniques, and timelines to work on the problem.

Training sessions and workshops on biting are given during the year as needed for staff. In addition, we have current resources on biting available to the parents and teachers. We encourage parents to bring their concerns and frustrations directly to the teachers. The administration is kept informed of the problems and will work with the parents and teachers to help bring the biting under control. Communication is very important in order to help children learn not to bite!

When we approach parents about the fact that their child is biting, we ask them to work with us to help their child learn to stop biting. If parents are unwilling to work with us or don't take the problem seriously, only then would we suggest that they may have to find another Center. If the parents of the biter and the parents of the victim are willing to go the distance, we can work hard to correct the behavior.

## **LINES OF COMMUNICATION**

Because we strive for the best possible program, communication is a must between the parents and staff. We ask that you use the following lines of communication when dealing with a school related matter.

### **First: Parent/Teacher Conference**

If there is any care or concern regarding your child, this should be addressed immediately with your child's teacher at a time convenient to you both. Speaking with the teacher(s) on a regular basis also benefits the child, parent and teacher. However, please avoid discussing problems or misunderstandings in front of the children or diverting the teacher's attention away from the class.

### **Second: Parent/Administration Conference**

If the parent/teacher conference does not meet with satisfactory results, or the matter does not involve the teacher, a conference may be scheduled with the Director or Assistant Director. Teacher related concerns should be addressed with the teacher involved first. Any care or concern should be brought forward as soon as it occurs. The Director will join the parent/teacher conference at either party's request, or if warranted by the situation.

### **Third: Broadmoor United Methodist Weekday Ministries Board**

If the Parent/Director conference does not meet with satisfactory results, a meeting may be scheduled with the Weekday Ministries Board. While the Board always welcomes input from parents, it is recommended that the above line of communication be followed first. If you prefer, an individual board member or the Weekday Ministries Chairperson will attend the meeting with the parent/director.

## **ELECTRONICS POLICY**

We use videos on a very limited basis, and usually only for educational purposes to support a theme for the week. We do not use television or hand-held game devices. We do have a computer in the PreK classroom, but it does not have internet access.

Licensing requires we provide a policy for all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, and we must adhere to the following limitations:

1. Electronic device activities for children under age two are prohibited.
2. Time allowed for electronic device activities for children ages two and above shall not exceed two hours per day;
3. Computers with Internet access used by children must be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging.
4. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
5. All television, video, DVD, or other programming shall be suitable for the youngest child present.
6. "PG" programming or its television equivalent shall not be shown to children under age five.
7. "PG" programming shall only be viewed by children age five and above and shall require written parental authorization.
8. Any programming with a rating more restrictive than "PG" is prohibited.
9. All video games shall be suitable for the youngest child with access to the games.
10. "E10+" rated games shall be permitted for children ages 10 years and older.
11. "T" and "M" rated games are prohibited.

## **PRESCHOOL PROGRAM**

The following information pertains to those children ages 3-5 years of age, participating in the preschool program. Information for infants and toddlers ages 3 months-2 years of age may be found following all preschool information.

We accept children who will be 3 or 4 years old by September 30 of that school year. Children must be able to care for themselves and show independence in the bathroom.

The preschool program operates year-round, beginning with the start of school during the first week in September.

### **HOURS OF OPERATION**

Half Days: 8:30am-12:30pm

Full Days: 7:00am-5:45pm

### **PRESCHOOL HOLIDAY SCHEDULE**

These are the dates that the center will be closed.

School Begins	Monday, August 10, 2020
Labor Day	Monday, September 7, 2020
Day Before Thanksgiving	Wednesday, November 25, 2020 AT NOON!
Thanksgiving	Thursday, November 26-Friday, November 27, 2020
Christmas	Thursday, Dec. 24-Friday, Dec. 25, 2020
New Year's Eve	Thursday, December 31, 2020
New Year's Day	Friday, January 1, 2021
MLK Day	Monday, January 18, 2021
Mardi Gras	Monday & Tuesday, February 15 & 16, 2021
Good Friday	Friday, April 2, 2021
Easter Monday	Monday, April 5, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Friday, July 2, 2021
Teacher Prep Days	Thursday & Friday August 5 & 6, 2021

### **PRESCHOOL CLASSROOM SCHEDULES**

The school day includes various activities such as morning snack, center activities, story time, listening activities, circle time, free-play, and outdoor play. Each class has separate use of the playgrounds and times for special activities, therefore daily schedules vary. Classroom schedules are posted in each room.

### **INDEPENDENCE IN THE BATHROOM**

Independence in the bathroom means they are no longer having consistent accidents. We only wipe tears. The teacher can assist when asked by the child, however, if the child cannot take care of themselves in the bathroom, they are not ready for a preschool classroom. We consider independence to be wearing underwear, ability to pull underwear and clothing up and down, (teachers always help with snaps, buttons, & zippers) and be able to clean themselves sufficiently after a bowel movement. PLEASE DO NOT USE BELTS. We will use "pull ups" for



nap time only, until your child stays consistently dry during sleep. Pull ups must be Velcro on the side.

### **ITEMS FROM HOME**

Items from home that "accidentally" find their way to school (children can be ingenious!) will be immediately placed in a special place out of reach of students for the duration of the class period. It will be sent home at the end of class. Toys, pacifiers, bottles, blankets, and *lovies* are not allowed in the classroom. They are disruptive to classmates and inhibit your child's ability to concentrate on his/her work. *Show & Tell items will be discussed in each individual classroom.*

### **SPECIAL YEARLY ACTIVITIES**

There are many special activities that take place during the school year. They include various themed and holiday activities, parties, and events. It is important to watch your monthly newsletter and calendar for the dates of these activities. We try to notify our parents in plenty of time so that they can be a part of these very special events.

### **FIELD TRIPS**

Field trips are a regular part of our preschool curriculum. Four-year-olds begin these in October and three-year-olds begin in January. Our church buses are used for field trips when possible. Our drivers have been approved and seat belts are used at all times. Parents are always asked to sign a permission slip for each field trip. You are welcome to drive your own child or not give permission for your child to go. Often, we must ask for parents to drive and/or ride with us. Please volunteer if possible. We ask that when you do volunteer that you leave other siblings home. We need your undivided attention with our children.

**\*DUE TO COVID-19 LICENSING RESTRICTIONS, WE WILL NOT BE DOING FIELD TRIPS UNTIL FURTHER NOTICE. THANK YOU.**

### **DROP OFF AND PICK-UP INFORMATION FOR PRESCHOOL**

Half Day:

Drop-off is at 8:30 am. Pick-up is at 12:30.

Full Day:

Full Day children may be brought as early as 7:00am and up until 9:00am. We close promptly at 5:45PM.

You must come to the door of the building to drop off or pick up your child. Each child's temperature will be taken before the parent may leave. Your child is brought into the building and taken to their class by a staff member.

**\*PLEASE SEE THE LATE PICK UP POLICY SHOWN ON PAGE FOUR (4).**

### **PRESCHOOL AFTERNOON SCHEDULE**

Activities for the rest of the day include rest time, center time, outside play, story time, listening activities, art, cooking and a maximum of one hour video viewing should inclement weather keep us from outside play. Afternoon schedules are posted in each room. Each child has his/her own cot and blanket for rest time. These are laundered weekly.

## **INFANT AND TODDLER PROGRAM**

The following information pertains to the Infant and Toddler program, children ages 3 months-2 years.

The Broadmoor United Methodist Church Children’s Learning Center is a program that operates year round and accepts children who are 3 months through 2 years old by September 30 of that school year.

Class size is limited by state law and we have two teachers in each classroom. Children are with their own age group and not mixed with older children. Parents are responsible for the tuition for days selected whether the child attends or not.

Extra Days must be scheduled in advance and will only be allowed if there is available space. A fee of \$45 will be charged for each extra day.

### **HOURS OF OPERATION**

Half Days: 8:30am-12:30pm

Full Day: 7:00am-5:45pm

### **INFANT AND TODDLER HOLIDAY CLOSURES**

These are the dates that the center will be closed.

School Begins	Monday, August 10, 2020
Labor Day	Monday, September 7, 2020
Day Before Thanksgiving	Wednesday, November 25, 2020 AT NOON!
Thanksgiving	Thursday, November 26-Friday, November 27, 2020
Christmas	Thursday, Dec. 24-Friday, Dec. 25, 2020
New Year’s Eve	Thursday, December 31, 2020
New Year’s Day	Friday, January 1, 2021
MLK Day	Monday, January 18, 2021
Mardi Gras	Monday & Tuesday, February 15 & 16, 2021
Good Friday	Friday, April 2, 2021
Easter Monday	Monday, April 5, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Friday, July 2, 2021
Teacher Prep Days	Thursday & Friday August 5 & 6, 2021

### **DROP-OFF AND PICK-UP**

Half Day:

Drop-off is at 8:30 am. Pick-up is at 12:30.

Full Day:

Full Day children may be brought as early as 7:00am and up until 9:00am. We close promptly at 5:45PM.

You must come to the door of the building to drop off or pick up your child. Each child’s temperature will be taken before the parent may leave. Your child is brought into the building and taken to their class by a staff member.

**\*PLEASE SEE THE LATE PICK UP POLICY SHOWN ON PAGE FOUR (4).**

## **INFANTS AND TODDLER DAILY ACTIVITIES**

The day is structured to include language development, music, gross and fine motor activities, indoor and outdoor play, rest time, art activities and snack time. Each class is equipped with developmentally appropriate toys and equipment. Daily schedules are posted in each room. A monthly newsletter is provided to keep you informed of activities and events.

## **SUPPLY INFORMATION**

Each child must bring the following:

- Enough disposable diapers for the day
- Extra training pants and clothing when potty training
- Extra clothing for emergencies brought in a gallon size ziplock bag labeled with your child's name.
- Bottles with formula or breastmilk (make sure you send their feeding schedules).
- Lunch for those not on regular table food
- Baby food for younger toddlers (Must be in unopened jars)

We provide: Blankets, sheets, bibs, wipes, snacks and milk.

You may send pacifiers and sleep sacks. However, according to licensing, pacifiers cannot be clipped to the child's clothing. Please do not bring any type of pacifier clip.

Our two-year-old classes work very hard at weaning the children from these comfort items except at nap time.

**LABEL EVERYTHING THAT COMES TO SCHOOL INCLUDING BOTTLES, CONTAINERS, LIDS, COATS, SWEATERS, HATS, ETC.**