



# CUMC Child Care

3610 South 18th St.

Lafayette, IN 47909

765-474-8534

[childcare@christumchurch.org](mailto:childcare@christumchurch.org)

## Parent Handbook

Updated July 2018

# Welcome!

We are so glad that you have chosen Christ United Methodist Church Child Care Ministry. Our objective is to provide safe, loving care that will enable young children to feel secure and comfortable while away from their parents and home. It is also to provide developmentally appropriate activities within a Christian environment. The program at CUMC includes quiet as well as active times to ensure positive mental, physical, emotional, social and spiritual development. We help prepare children for school by providing activities for listening and following directions, activities for getting along in a group, and by providing many language arts and learning experiences. Through all of these activities we expose the children to a loving God, who sets an example of how we should treat others.

## Caregiver to Child Ratio

2 Caregivers	8 Chicks
2 Caregivers	8 Ducklings
2 Caregivers	10 Lambs
2 Caregivers	14 Colts
2 Caregivers	20 Farm Hands

## Fees

Chicks- Infants 6 weeks to 9 months	\$185.00
Ducklings- 9 months to 12 months	\$ 185.00
Ducklings- 12 months to 18 months	\$175.00
Lambs- 1.5 years old to 2.5 years old	\$165.00
Colts- 2.5 years old to 3 years old	\$145.00
Farm Hands- 4-5 Years Olds	\$145.00

## Registration Fee

An annual registration fee will be taken each August 1st. The fee is \$50 per child and \$75 per family.

# Payments Terms and Conditions

Tuition is due on Mondays. A \$25.00 late fee will be added on Wednesday. Checks returned from bank for insufficient funds are charged an additional \$25.00 processing fee. If necessary, we will proceed with legal action to collect unpaid balance. Parents are responsible for all court cost, including reasonable attorney fees plus interest on unpaid balance.

## Forms of Payment

- Cash
- Checks– made out to CUMC with Child Care in the memo
- Direct Withdraw through Brightwheel. A 60 cent charge will be added for direct withdraw fees.

## Childcare Tax Receipt

Available upon request

## Termination of Enrollment

Enrollment will be considered terminated if...

- CUMC Child Care receives two week advance written notice
- Parents fail to comply with the Agreement, Parent Handbook, or any other rules
- CUMC Child Care in its sole discretion, determines it unable to meet the needs of the child, or that it is not in the best interest of CUMC Child Care or the children enrolled.

## Hours

Monday–Friday 7:00a.m. to 6:00p.m.

Children must be picked-up by 6:00p.m. or a late fee will be assessed to your account of \$5.00 per child for every 15 minutes late. The fee must be paid in full the next time your child attends CUMC Child Care Ministry.

## Drop off/ Pick-up of your Child

Please use the Education Wing doors for drop-off and pick-up. You will check in and out your child via the Brightwheel App.

## Key Fobs

The doors are CUMC Child Care are locked at all times and are unlocked with a key fob. Parents can purchase key fobs from the office. It is a \$10 returnable deposit for each key fob. Refunds will be given for each returned key.

## Authorization for Pick-up

When picking up your child, you must have an account on Brightwheel. Brightwheel will give you a four-digit code that is required for drop off and pick up. On the Brightwheel App you can include people that are an authorized pick up for you child. They will also receive a code from Brightwheel. This includes parent/guardian, grandparents, neighbors, friends, etc. **No child will be released to a person without written authorization from parent or guardian.** These procedures are put in place to ensure the safety of your child.

## School Closings/Delays

If the church is closed due to weather, CUMC Child Care will be closed as well, Closings will posted on WLFI, Facebook and Brightwheel.

## What to Wear

Keep the following situations in mind when preparing to dress your child each day:

Comfort- provide simple clothing that is free of complicated fasteners

Messy art projects- provide clothing that is washable

Playground- provide clothing that is sturdy. Consider that drawstrings may get caught in the playground equipment and pose a safety hazard.

Please send children in shoes that they can run and play in. NO FLIP-FLOPS!!! Shoes must have a back strap. If you are sending your child in a dress, please put shorts underneath so they are covered.

## Diapering/Toileting

Parents are asked to provide disposable diaper and wipes in unopened packages, appropriate ointment, etc. We change diapers every two hours, unless a child has a bowel movement between changes. Toilet learning efforts of children will be assisted and supported by our staff. Please discuss the techniques you are using with your child's caregiver so that your child can experience continuity.

## Lunch/Snack

Children will need to bring a sack lunch. We will provide white milk or water for lunch. Lunches will be kept in a refrigerator during the day. Please unzip lunchbox before placing in the fridge. We will provide a morning and afternoon snack with water or milk.

## Infants

Infants are fed on a feeding schedule provided by the parents and/or on demand. Parents are asked to provide formula or frozen breast milk. Formula must come in ready to feed, labeled with child's name and date. All bottles and food items must be labeled with child's name and date. All food or formula not consumed will be sent home or discarded at the end of day. Once your child is using a "sippy" cup, you will need to provide 2 each day. We will supply to milk

## Rest Time

The Colts, Lambs and Farm Hands are expected to take part in a daily nap time after lunch. Each child is provided a cot which the Child Care has on a regular basis. Child sleep on the same cot each day. They may bring one soft toy, blanket and pillow for resting. No large pillows please.

Soft, calming music is played during the rest time. Children are encouraged to sleep, or at the least rest quietly, but they are allowed to look at books or engage in a quiet activity if they cannot fall asleep after an appropriate time.

The Ducklings and Chicks sleep in a crib that is provided. CUMC Child Care staff washes the sheets daily and sanitizes the crib. We use safe sleep practices.

## Cubbies and Extra Clothes

Cubbies are provided in the classroom for coats and personal belongings. Please label each item of clothing children will bring to Child Care. Also, please keep a complete change of clothes appropriate to the current season in the cubby. Please check your child's cubby daily for receipts, newsletters, notes, art work, etc.

## Toy and Electronics

Please do not send your child to child care with toys or electronics. CUMC Child Care Ministry is not liable for lost or stolen items.

## Outdoor Play

By State regulation, we are required to go outside for fresh air each day, but we do not take children outside if the weather is excessively cold or windy. If the weather is below 25 degree we will not go outside or if there is a heat index.

## Illness and Communicable Diseases

Please keep your child home if he/she..

...has a fever (over 101 degrees). Your child should be fever free for 24 hours before returning to child care, without the use of medication.

...has a heavy nasal discharge or a constant cough.

...is vomiting or has diarrhea.

...if a laxative has been given to child in the past 24 hours.

... has symptoms of a contagious disease. Symptoms may include sniffles, red-dened eyes, sore throat, headache, undiagnosed skin rashes, or abdominal pain. Please notify the director if your child contracts a contagious disease.

Staff observing symptoms of contagious disease or illness limiting a child's participation, may exercise the right to deny the child admittance to child care. If your child is unable to participate in all child care activities, he/she is not well enough to be at child care. Parents will be notified immediately if a child needs to be picked up. It is important that we know where to reach parents during the day.

Please inform staff if your child has allergies of any kind.

## Illness Requirements

If your child is hospitalized for an illness, no tuition will be charges until your child returns with a doctor's note stating the reason for stay and if the child is free to return to child care.

If your child is not at child care for more than two consecutive days due to an illness, CUMC Child Care Ministry will require a doctor's note for your child's return.



## Medications

Medication will be administered by the director. All medications must be in the original prescription bottle with the name of the medication, child's name, doctor's name, appropriate dosage information and the times the medication is to be administered. A medication form that is signed by a doctor must be on file.

## Absences

Please call the Child Care office at 765-474-8534 if your child is sick and cannot attend child care that day. You can also message on Brightwheel if your child will be absent.

## First Aid

In case of minor injury, Child Care staff will administer appropriate first aid. Parents will be contacted immediately if an injury is more serious. If necessary we will also call an ambulance or paramedics. Until a parent, physician, or paramedic arrives, the Director or a staff member will be in charge and make all decisions about the care of the child. All staff is trained in first aid and CPR.

## Emergency Evacuation Drills

CUMC Child Care Ministry conducts monthly fire drills, and timely tornado drills. CUMC Child Care Ministry will follow instructions from the Lafayette Police Department in the case of a lockdown.

## Guidance and Discipline

Discipline is handled by emphasizing and praising positive behavior and by using positive statements. It is not our policy to use corporal punishment. Instead, we talk things out, give reminders, sometimes verbal reprimands, and redirect children to more appropriate behavior. Our Goal is to help children to use their own words and solutions to solve interpersonal conflicts and assist them to make good choices.

If those methods are not effective, we may use a "time-out" where children are removed from the situation for a few minutes. Usually this gives children a chance to calm down and regain control.

## Prohibited Substances

Use of tobacco, unintended use of toxic substances, use or possession of alcohol; and use or possession of illegal substances in the facility where child care is operated when child care is provided is prohibited.

## Open Door Policy

Our door is always open at CUMC Childcare. Parents and guardians are encouraged to drop by anytime during operating hours!

## Transportation Policy

CUMC Child Care will never transport children to or from CUMC or during operating hours.

## Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while at our child care program.

Children will be actively supervised with the required number of qualified adults.

Our child care will not care for children in areas that are being remodeled, repaired or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The child care will take the following steps to maintain the child care:

1. Clean the child care daily.
2. Keep the child care in a sanitary condition at all times.
3. Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated
4. Wash all soiled items prior to sanitization.

## Holiday and Vacations

CUMC Child Care Ministry will be closed for the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, December 24th through January 1. If a holiday falls on Saturday we will be closed on Friday. If the holiday falls on a Sunday we will be closed on Monday. We will be closed on TSC Spring Break. Families do not pay weekly tuition for the weeks off in December and March. Parents are required to pay each week outside of those days regardless if their child attends Child Care.

## Summer Holding Fee

If your child is not attending CUMC Child Care in the summer, parents are required to pay a one time fee of \$200 at the start of the summer to hold their spot.

## Holding Fee

If we have a spot available for you to start at CUMC Child and you are not ready to start or your taking off an extended amount of time that is not in the summer, parents are required to pay a holding fee for CUMC to hold their spot in our program. The holding fee is \$25 a week.

## Outdoor Play

By State regulation, we are required to go outside for fresh air each day, but we do not take children outside if the weather is excessively cold or windy. If the weather is below 25 degree we will not go outside or if there is a heat index.

## Parent Teacher Conferences

CUMC Child Care holds parent-teacher conferences throughout the year. The Farm Class has conferences every October and March. The other classes hold conferences every March. This is a time for you to go over developmental milestones with your child's teacher. Parents are welcome to schedule additional conferences anytime with their child's teacher.

# Alternative Care/ Substitute Policy

In the event of a serious illness outbreak (including but not limited to HINI flu), CUMC will make every effort to remain open. We encourage frequent hand-washing and sanitizing, as well as coughing and sneezing into elbows. Part-time staff will be asked to work more hours and substitutes will be called in if regularly scheduled staff become ill and cannot work. Children and adults must be free of a fever for 24 hours without the use of medication before returning to school. If we cannot maintain safe child ratios, CUMC will close for a temporary time. Families of children attending CUMC, State Licensing Agency, and County Health Department will be notified if we close. We will follow guidelines and recommendations of the County Health Department for reopening. In case of an emergency, such as fire to building or structural damage, CUMC will close as well. It is also wise that parents have an alternative care person in place in case of child illness or CUMC Child Care closure.