

Dauphin Way United Methodist Church Child Development Center

**1507 Dauphin Street
Mobile, AL 36604**



“Children are a gift from the LORD; they are a reward from Him.” Psalms 127:3

**Director: Stephanie Axtell
Stephanie.Axtell@dauphinwayumc.org
Phone 251-473-1861**

**Assistant Director: Alisa Eagan
Alisa.Eagan@dauphinwayumc.org**

WELCOME

Welcome to the Child Development Center at Dauphin Way United Methodist Church! Our mission is to develop good moral character within each child, while offering quality, age appropriate, educational programming. The Child Development Center is a Christian center. Children learn about God's love for them through Bible Stories, music, and a faith-based curriculum.

Our teachers and caregivers serve as guides to learning by providing a variety of curricular experiences that foster intellectual, physical, social, emotional, and spiritual growth. Children also experience Christian love, acceptance, and forgiveness as modeled by their teachers.

A Board of Directors guides administrative policies of the Child Development Center. The Director and Assistant Director conduct day-to-day business and a staff trained in current childcare methods. Non-profit and self-supporting, the Child Development Center's break-even budget is derived entirely from tuition and fees of the children attending. Ultimate responsibility of the program resides with the Child Development Center Board, all matters involving employment, finances, and policy must be approved through the Board during regular meetings.

The Child Development Center is open from 7:00 a.m. to 6:00 p.m. Drop off time for children begins at 7:00 a.m. Children should not be brought into the Center before that time. Pick-up time for children is no later than 6:00 p.m. Parents who have not picked up their child by 6:00 p.m. will be charged \$10.00 for the first five minutes that they are late and \$1.00 per minute after that. The Child Development Center clock will be used to assess late fees. The fee will be payable upon receipt of a late notice. A mandatory conference with the Director is required after two late pickups.

- No drop-offs will be allowed after 9:30am without a doctor's excuse **or** written notice the day prior.
- Regardless of the reason for being tardy, a lunch will **not** be provided for your child if written notice is not given through Brightwheel before the 9:30am cutoff time.
- Drop-offs are not allowed during nap time (12:00pm-2:00pm) **under any circumstance.**
- Pick-up is allowed at any time during the day. However, parents should not enter the classroom during nap time hours without permission from the office.

Not abiding by the late drop-off protocols will result in a \$20 late fee assessment per incident and will be invoiced through Brightwheel and due the following Monday. However, the Board of Directors reserves the right to strengthen this penalty.

CHECK IN/CHECK OUT PROCEDURE

Authorized individuals are required to check children in and out each day. The electronic check in/check out screen is located outside the administrative offices. Authorized individuals should go into the classroom and interact with the staff person on duty in the morning and afternoon. This ensures a safe and secure transfer of the child from one adult to another.

The Child Development Center has an open-door policy for the families of children we care for each day. Please feel free to drop-off/pick-up each day on a schedule that best suits the needs of

you and your family. **If your check in time is after 9:00a.m., please message your child's teacher on Brightwheel to order lunch for your child.** When possible, please schedule appointments (doctor, dentist, etc.) before or after lunch/naptime (11:15-2:00) so as not to disturb the other children in the classroom.

SECURITY

Each family will be issued a security number that will be used to access the doors leading to the classrooms. Families are allowed to share their security number with anyone on their child's pick-up list. However, authorized individuals picking a child up for the first time are required to stop by the administrative offices and present a picture ID. An administrative staff member will escort any individual picking up for the first time to their child's classroom. You may add or delete names on your authorized list anytime. Those changes/additions should be made in the Brightwheel app.

The Catherine Street parking lot entrance (Welcome Door) will be used when you bring your child in the mornings and when picking up your child in the evenings. Please do not leave your car running. Do not leave valuable items in your car and make sure it is locked. **Parents should never leave children in an unattended vehicle.** The church cannot be held responsible for lost or stolen property. Parents who are making a quick drop off or pick up are allowed to use the curb for that purpose. If you enjoy visiting in the hallway, please park in a parking space in order to keep the traffic flowing through the parking lot.

EMERGENCY SITUATIONS

There may be times when we need to close the Child Development Center due to adverse weather conditions. The Child Development Center Facebook page (Child Development Center DWUMC) and the Brightwheel App are the best ways to stay in contact with the Center. Emergency closings will be posted on the Facebook page as soon as they are announced. If you are not a member of that page, please request to be included in the membership. In the event of inclement weather, the Child Development Center will follow the Mobile County Public School Board's decision for school/administrative closings.

TUITION POLICY

Tuition rates are reviewed periodically by the board and are subject to change. The budget for the center is based on the number of children registering. **Parents sign a statement as follows "I understand my financial obligations to the center. In the event that I withdraw my child from the Child Development Center, I agree to give two weeks written notice or pay two weeks' tuition."** This is required of every student in the center in order to facilitate planning and budgeting.

Please make payments online using the Brightwheel software. There is a \$45.00 charge for returned payments. The Child Development Center cannot accept cash for tuition.

Weekly tuition is due on Monday and is considered late after 11:59 pm. A \$15.00 bookkeeping fee is added to accounts carrying an overdue balance. The bookkeeping fee will be added every week there is an outstanding balance on the account.

Monthly tuition is calculated by multiplying the weekly tuition rate by the number of Mondays in the current month. You may pay any portion of tuition in advance (every two weeks, etc.) as long as the current week's tuition is paid in full on Monday of the current week.

Persons who carry a balance will receive a statement from the Brightwheel app or an email from the Director. If your account is more than one week past due you may receive a termination date along with your account balance reminder. Unless the account balance is paid in full, childcare services will not be provided for your child after this deadline.

If your child is sick or taking a family vacation, on time payment is still required and late fees will be applied as per the regular tuition policy. If you withdraw at any time, your child's place in the Child Development Center will not be held. Persons wishing to return after withdrawing will be placed on the waiting list and go through the registration process including payment of registration fees.

REGISTRATION/ANNUAL FEES

Enrollment is open to all children ages two months to five years, regardless of religion, race, sex, or creed. The number of spaces available in each class determines acceptance. The Center Director will determine class sizes with approval by the Board of Directors and consideration of room size and the ages of the children. An attachment explaining tuition and fees is available upon request.

SNACKS

Morning snack: **Morning snack is not a substitute for breakfast. All children should eat a healthy breakfast before they are checked in each morning. Morning snack will not be served after 8:30 am.** Currently, parents are providing a morning snack for any child registered in the Toddler and/or Preschool Departments. The Child Development Center will offer 2% milk with a morning snack. **Parents will provide a morning snack for children.**

Afternoon snack: As of August 1, 2018, the Center will provide afternoon snack between 2:30-2:45 pm. A variety of items are offered for afternoon snack. Those items will be listed on the five week rotating menu and meet the DHR guidelines for licensed centers. Children will be offered 2% milk with each afternoon snack. Afternoon snacks are provided for all children in the Toddler and Preschool classrooms. **Parents will provide an afternoon snack for children.**

LUNCH

Lunch will be served to the children in their classrooms by Child Development Center staff. Lunch is served at 11:30 am daily. All meals are served in child-sized portions. The meals are nutritious and well balanced including 2% milkw, fruit, lean meats, vegetables in accordance with DHR guidelines for licensed centers. Children naturally like and dislike some foods. This is why variety and considerations of the children's preferences are important. Staff at the Child Development Center will never insist that a child eat everything but will encourage every child to try the different foods provided. The staff and children eat together in a relaxed and happy atmosphere that makes for good appetites and good food habits that will last a lifetime. Lunch will be served each day to all children in the Infant 110A/B and Preschool classrooms.

The Child Development Center does not serve foods containing nut products due to known nut allergies.

Parents who choose to provide their child's snacks and lunch each day must provide a letter stating their choice to do so. The letter will be kept in the child's file as per DHR requirements. Snacks and Lunch from home must be ready to serve. The Child Development Center does not have adequate refrigeration space to keep items cold and we do not have resources available to heat food. If a parent provides snacks and lunch for a child, they must provide non-breakable containers that keep food at the correct temperature. If a child has allergies that prevent them from eating specific items on the daily menu, parents can provide an alternative for that day.

REST TIME

Rest time in the Child Development Center is from 12-2pm daily for children in Toddler and Preschool classrooms. The Child Development Center will provide cots and parents will provide a nap mat that is stored in an extra-large Ziploc bag. Nap mats will go home on the last day of attendance each week to be laundered. Nap mats and bags must be marked with the child's first and last name. Children are not required to sleep. They are required to rest for a minimum of 45 minutes. If a child rests quietly and does not disturb classmates during the first 45 minutes of rest time, that child will be allowed to have a quiet activity on his/her cot or at the table. Children in the Infant Department will set their own sleep schedule based on the needs of each child.

COMMUNICATION

Our program stresses the importance of communication between teachers and parents. We feel this communication is a two-way process. The Child Development Center will communicate through daily conversations, parent letters, email, Facebook page, Brightwheel application, planned conferences and personal notes.

Please notify the Child Development Center if your child is ill, particularly if the disease is contagious. Also, please let us know if there are circumstances at home that may affect your child at school or if you are concerned about a particular situation or incident at school.

If you have a talent you wish to share with the children or hear about a special event in the area that would interest the children, please let us know! Also, please let us know if you are pleased with a particular event in our program. We would love your input!

INJURY

The safety of all children and staff at the Child Development Center is of utmost importance. Staff members are required to have current CPR and First Aid Training.

Serious Injuries: If an accident or illness indicates a need for emergency attention, every effort will be made to locate the parent. Every child must have on file a signed emergency form that is kept in the Child Development Center office. If emergency treatment is necessary, 911 will be called and the child will be taken immediately to the Pediatric Emergency Department at USA Children's and Women's Hospital. **Please keep your place of employment, phone numbers, email addresses, home address and emergency numbers up-to-date in the center office AND on Brightwheel.**

Minor Injuries: Parents will be notified of minor injuries via Brightwheel. Additionally, the director/assistant director may document the Child Development Center accident/injury report by the attending educator(s) and store it in the student's file. Parents will be called if the injury requires anything more than a band-aid.

SICK CHILD POLICY

Sick children should not be brought to the Child Development Center. Please do not send a child to school with symptoms of a contagious illness. Children should be free from fever, vomiting and/or diarrhea for 24 hours, without medication, before returning to the center.

If your child becomes ill during school, you will be contacted to pick up the child. Please come as quickly as possible as the office staff will be responsible for caring for your child until you arrive. Sick children will be separated from the other children in the Center to the extent possible. If your child develops any of the following symptoms, or comes to the Center with any of the following symptoms, you will be contacted immediately for prompt pick-up.

Fever	Head lice
Diarrhea	Unexplained rashes
Vomiting	Any suspected Communicable disease
Pink Eye	

If your child is too sick to play outdoors because of a recent illness, please keep him/her at home. Our staffing ratio is excellent, and does not permit one staff person to stay indoors with one child when all other children are outside. All children need to play outdoors during fair weather. Please dress your child appropriately for the temperature of the day.

If your child contracts a communicable disease (chicken pox, measles, mumps, impetigo, strep throat, Coxsackie's, Flu, RSV, etc.) please contact us immediately. In the event that a classmate develops such an illness, you will be notified through the Brightwheel app. If your child is diagnosed with a communicable illness, he/she must remain out of childcare for the recommended number of days, as prescribed by a physician.

MEDICATIONS

The following information ensures that the Child Development Center will be in compliance with DHR Minimum Standards concerning the authority and procedure for administering medication or medical procedures.

- 1. Short Term Prescription Medication:** These medications would include, but not be limited to, antibiotics (oral and topical) and eye/ear drops. All prescription medication should be administered at home and will not be administered at the Child Development Center unless accompanied by doctor's instructions requiring the child receive the medication during school hours. The medication must be in the original container and have the child's first and last name clearly marked on the container. Dosage on the

container must match the information on the DHR authorization form. Parents will provide the correct measuring device to ensure proper dosage.

2. **Long Term Medications/Medical Treatments:** When children have on-going health concerns that include, but are not limited to, seizures, asthma and allergies, parents will be allowed to keep necessary medications/treatments at school. These medications/treatments must be accompanied by a physician's instructions as to the reason for the medication/treatment, when it's to be administered, dosage and whether it needs to be with a child at all times or can be stored in the administrative office. Parents are responsible for ensuring that these medications/treatments have been replaced prior to expiration dates and providing new physician's instructions when dosages change.
3. **Over the Counter Medications/Treatments:** Over the counter medications/treatments will include, but are not limited to, fever reducing medications, cough and cold medications, seasonal allergy medications, topical ointments for skin rashes. The Child Development Center **staff will not administer** any of these types of over-the-counter medications. Children requiring occasional medication for symptoms such as cough, sneezing, teething and seasonal allergies, should receive medication before leaving home in the mornings. If a parent feels that a child will need to receive over the counter medications throughout the course of the day, they will be required to come to the child's classroom to administer the medication.
4. **Diaper Cream, Insect Repellent and Sunscreen:** As per DHR Minimum Requirements, these preventative applications are considered medical treatment and must be accompanied by the standard DHR authorization form that includes all information that will allow the caregiver to safely apply them. Forms are only valid for one week (Monday through Friday) and all treatments must be sent home at the end of a child's week. These items, if they meet center criteria, will be kept in a locked box in the classroom and will be applied by a child's teachers based on the information found on the authorization form.
 - a. **Diaper Cream Criteria:** Must be in original container, must be well marked with child's first and last name, must be stored in a Ziploc bag labeled with child's first and last name and must be accompanied by a signed, current standard DHR authorization form.
 - b. **Sunscreen Criteria:** Must be in "wipes" or "stick" form (no creams or sprays). The wipes must be well marked with a child's first and last name, stored in a Ziploc bag that is marked with a child's first and last name and must be accompanied by a signed, current standard DHR authorization form.
 - c. **Insect Repellent Criteria:** Must be in "wipes" form (no creams or sprays). The wipes must be well marked with a child's first and last name, stored in a Ziploc bag that is marked with a child's first and last name and must be accompanied by a signed, current standard DHR authorization form.

IMMUNIZATIONS

All children must have (on file by their first day of school) the Alabama Certificate of Immunization. Parents must notify the office of any new immunization by providing a new Certificate of Immunization. The Administrative office will notify parents when immunization

records are one month from expiration. Parents have until the date of expiration to provide a new certificate. Children will not be allowed to attend school if their Certificate of Immunization has expired.

DISCIPLINE

Discipline is a learning experience not a punishment. Children need guidance to develop self-control as they develop responsibility for their own actions. Age-appropriate behavior is expected from each child. Child Development Center rules are clear, fair, and consistent. Reasons are given for following the rules and consequences are given for breaking them. The Child Development Center reserves the right to drop a child from the program if a child is unable to adjust to the Center's program as determined by the Child Development Center Board.

We prefer a positive approach to managing children's behavior. We focus on desirable behavior and praise children often. When undesirable behavior occurs, we use such methods such as time out from a situation, verbal reminders of acceptable behavior, and notes to parents for a coordinated effort to change problem behavior. Child Development Center staff members never administer corporal punishment. Time-out, redirecting attention, or removal from the situation, are considered acceptable methods of discipline. Spanking, embarrassment, verbal abuse or withholding food is not allowed in our program.

We expect our children to behave in an age-appropriate manner. Toddlers who are learning social behaviors will be given more leniency than preschoolers who are beginning to learn and understand self-control. To that end, repetitive, unacceptable behavior (Name-calling, bullying, hitting, kicking, slapping, scratching, spitting, biting, etc.) will not be tolerated in children who are in our preschool classrooms. If a child is unable to develop the appropriate level of self-control to allow him/her to be a good citizen in our classrooms, parents will be informed and the child will have to be withdrawn from the Child Development Center. Every effort will be made to work with a family before this decision is made.

Basic rules for children are as follows:

1. I will be good to myself.
2. I will be good to my friends (not hurting anyone on the inside or outside)
3. I will take care of Child Development Center property.

Consequences for rules broken are as follows:

1. Warning (with a reminder of the rule broken)
2. Time out or redirection
3. Message to parents if behavior is being repeated.

Aggressive Behavior/Biting Policy:

- 1st Offense: Report incident to CDC Director and parents. Acknowledge inappropriate behavior with child and remove from situation. May be put in time out for 2-4 minutes depending on child's age.
- 2nd Offense: Repeat steps for 1st offense and notify parents with a phone call.
- 3rd Offense: Repeat above steps and notify parents that a scheduled meeting will be required with the child's teacher and Director.
- 4th Offense (within 30-day period): Parents will be notified that the child may be suspended for 3 days.

CLOTHING/PERSONAL BELONGINGS

All clothing must be labeled! We play outside everyday, weather permitting. Please dress your child in the appropriate play clothes, the older the better.

As the seasons change, please provide appropriate "extra" clothing for the current temperatures. For outdoor play, please make sure you send a sweater or jacket when the weather is cool, and a coat and hat on cold days. Children should be dressed appropriately for the weather. Please label all outerwear with your child's name. Toddlers should have two changes of current season clothes at the center. Educators will inform parents of other needs. Preschool children should have one change of current season clothes at the Child Development Center in case of accidents. Tennis shoes and socks are appropriate footwear for all children one year-old and over. The playground equipment makes it unsafe for children to play in flip-flops, sandals or crocs. For freedom of play, little girls do better in jeans or shorts rather than dresses/skirts and tights. If dresses or skirts are worn, shorts must be worn underneath. Children's clothing should be easily managed by the child and should be comfortable. Casual or play clothes are recommended for daily wear. Belts are discouraged because they generally are not manageable for young children.

No toys should be brought from home unless specified by educators on Show and Tell day.
No jewelry or money should ever accompany the child to the Child Development Center.

VIDEOS

Each class is permitted to view a 30-minute video twice a week. Videos are age appropriate in viewing time and content. We strive to show educational movies that teach and entertain. **The Child Development Center has a variety of videos available to teachers. Please do not send videos from home as your child will be disappointed when a teacher is not able to show his/her video.**

BIRTHDAYS

Birthdays are especially important in the lives of children. The Child Development Center gives each birthday child special attention and parents are encouraged to celebrate their child's birthday at the center. Refreshments should be limited to individual treats and drinks. Decorations can include, party plates, cups, napkins and a tablecloth. If you would like to

provide a party favor, it must be in a bag that can be stored in each child's cubby to take home at the end of the day. The celebration needs to be planned for afternoon snack time at 2:30 pm. **Please make the office aware of the plans you make for your child's birthday celebration at the Center just in case there is a conflict on the day you have chosen.** Also, if you are planning a private party outside of the Child Development Center for your child, the Child Development Center will allow you to send invitations home with children, but only if the whole class is invited. Otherwise, we ask you to mail invitations or call parents individually.

PARTY/SNACK GUIDELINES

The Child Development Center will celebrate the following events with class parties/special snacks:

Halloween special snack	Easter party
Christmas party	End of the School Year party
Valentine's special snack	

FUNDS MAY BE COLLECTED FOR PARTIES BY ROOM MOMS ONLY. PARTY FOODS MAY NOT INTERFERE WITH LUNCH.

When Room Parents ask parents to provide party food, a sign-up sheet may be placed outside the classroom door the week before the party. Parents are asked to refrain from bringing items that are not on the sign-up sheet (NO snacks containing nut products). Parties will be held between 3:00-4:00 pm on designated days. Please see the School Calendar for dates. Room Parents will be your "go to" for parties, special snacks, and special information about your teacher and class. Room Parents help the teacher facilitate parties, special snacks, special events, etc. with the help of other classroom parents. If you'd like to be a Room Parents please let Stephanie know.

PARENT/FAMILY/STAFF ACTIVITIES

Throughout the year there are various programs presented by the children. All family members are invited to attend these programs. Families are also encouraged to participate in parties and parades scheduled by the Center. In addition, any family member who would like to have lunch with your child here at the Center is welcome at any time. Please let the Child Development Center office know ahead of time if you plan to eat lunch with your child.

PICTURES

Individual pictures are taken twice during the school year in the fall and spring.

COMMUNITY SERVICE

In an effort to help nurture our children in the spirit of giving to others, the Child Development Center may participate in community service projects throughout the year. We will let you know when these are being planned.

INFANT DEPARTMENT

The Infant department at the Child Development Center enrolls a maximum of 17 children ages two months through approximately 12 months. The department is divided into three areas, based on the ages of the infants in each area. Detailed information concerning the Infant department is available, by request, from the Director.

TODDLER DEPARTMENT

The Toddler Department at the Child Development Center is made up of four classrooms. In the toddler classrooms, the teachers will work together to make activities developmentally appropriate for your toddler to learn and explore new things. We have a schedule or a routine we follow, but we understand the need to be flexible. We explore many different activities that give the children a chance to be creative. It also provides them with many opportunities to learn or be independent. Children will develop the ability to interact with other children of their age. Children learn through play and by example. Our goal is to increase growth in each developmental area. Detailed information concerning the Toddler department is available, by request, from the Director.

PRESCHOOL DEPARTMENT

The Preschool Department at the Child Development Center is made up of three classrooms. One is for PreK3 (children who turn three years old before September 1 of the current school year); one for K3 (older three year olds that are almost 4 and miss the K4 cutoff) and one classroom for K4 (children who turn four years old before September 1 of the current school year).

In the preschool department, the teachers will work together to make activities developmentally appropriate for your preschooler to learn and explore new things. We have a schedule or a routine we follow, but we understand the need to be flexible. We explore many different activities that give the children a chance to be creative. It also provides them with many opportunities to learn or be independent. Children will develop the ability to interact with other children of their age. Children learn through play and by example. Our goal is to increase growth in each developmental area. Detailed information concerning the Preschool department is available, by request, from the Director.

HOLIDAYS

The Child Development Center will include, but not be limited to, the following holidays:

New Years Day	Labor Day
MLK Jr Day	Day before Thanksgiving early dismissal @ noon
Monday before Mardi Gras Day	Thanksgiving Day
Mardi Gras Day	Friday after Thanksgiving
Good Friday early dismissal @ noon	Christmas Eve

Memorial Day	Christmas Day
Juneteenth	New Years Eve
Fourth of July**	

** If the 4th of July falls on Tuesday or Thursday, this will be a two-day holiday, if it falls on the weekend, Friday or Monday will be designated as the holiday. The CDC board will designate the 2nd day to another holiday in years that the 4th of July is a one day holiday.

CURRICULUM

The Child Development Center uses Pinnacle, a faith-based curriculum that guides children towards their potential. Pinnacle provides a complete, developmentally appropriate curriculum for young children. Based on the work of Piaget, Garner, and Erikson, Pinnacle provides hands-on, center-based activities that promote the development of emerging skills. Each age group follows a daily format, centered on themes that have relevance to children.

Creative and developmentally appropriate are the key words to our understanding of curriculum. Children have the world readily available and love to explore and create with a variety of mediums. Through the use of a vast array of activities, our children are encouraged to be themselves and not conform to the rigidity of worksheets and coloring sheets. Recognizing that children grow and mature at their own speed, activities are designed to encourage but not force concepts and skills that are challenging and appropriate for their age.

The following topics are included:

Bible focus, creating arts, chapel time, creative dramatics and movement, cooking activities, finger plays, games and social activities, language development, math, music, physical development, science and scenery, and dramatic play. Please see the Director for more detailed information.