



Weekday Children's Ministry

***A DHR Licensed Preschool
in a Christian Environment***

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*A Ministry of the
Aldersgate United Methodist Church*



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INTRODUCTION

The Weekday Children's Ministry (WCM) provides quality childcare in a Christian environment. We value inclusion and diversity and strive to welcome families from greater Montgomery who represent a broad range of educational and economic backgrounds. As a ministry of the Aldersgate United Methodist Church where the Center is located, the WCM receives guidance and spiritual support from the church and, in turn, participates in the mission and ministry of Aldersgate as it serves its membership as well as the wider community.

Parents are recognized and valued as active members of the Center's team and are partners in guiding the care and education of their children.

The WCM is proud of the quality of our teaching staff many of whom have a long history with our Center. The preschool provides a curriculum-based approach for the developmentally appropriate education of our children. Children are further enriched through opportunities for daily chapel, music, Spanish instruction, creative arts, gymnastics, and field trips

STATEMENT OF PURPOSE

Our mission is to provide the best quality of education and care for our children and to serve as a local model for early childhood education. In particular, we are committed to teaching Christian values and to placing special emphasis on providing quality educational services and resources in a spiritual environment.

PROGRAM STANDARDS

The Christian principles of the United Methodist Church guide the ethical code by which the WCM is founded and sustained. As indicated above, Aldersgate United Methodist Church, as well as its senior support activities, is fully dedicated to act on behalf of the needs, rights, and well being of the children in its WCM. There is no substitute for outstanding achievement, and we are totally dedicated to that end.

To that aim, we will work tirelessly to ensure a high standard of excellence in early childhood education and to reflect current standards of best practice established by the National Association for the Education of Young Children (NAEYC).

LICENSURE

The WCM is an Alabama Department of Human Resources licensed facility and adheres to the regulations and procedures set forth in the Minimum Standards for Day Care and Nighttime Center, 2006. The Center is reviewed annually by the Department of Human Resources and has historically received accommodation for compliance to standards. The Center also receives annual inspection from the

Health Department and the Fire Marshal. The WCM remains in compliance with all standards.

Child:Teacher Ratios

The Weekday Children’s Ministry is licensed for 186 children. They are designated for care in the following age groups: Infants, 6 -12 months; toddlers, 13 - 24 months; 2 year olds, K-3; K-4; and K-5. Presently our facility contains: one infant classroom, two toddler classes, (12 -24 months), three 2’s classes, three 3’s classes, three 4’s classes, and one kindergarten class.

The WCM complies with and/or exceeds the Department of Human Resources required student/teacher ratios:

Age	DHR Ratio	WCM Ratio	WCM Room Maximum
Infant (6-12 months)	5:1	5:1	10
Toddler A	5:1	5:1	10
Toddler B	7:1	7:1	13
Two’s	8:1	8:1	13
2.5-Three	11:1	11:1	14
Three’s	11:1	11:1	14
Four’s	18:1	14:1	14

Naptime ratios are higher according to DHR standards, but the WCM exceeds those standards based on room capacity. A teacher is always on duty in the room during naptime.

CURRICULUM

- The Center is currently preparing to implement the Creative Curriculum approach for developmentally appropriate practice with infants through three year olds. K-4 and K-5 teachers use the *Sing, Spell, Read and Write* curriculum. The kindergarten class also has a math curriculum.
- Teachers apply the principles of Creative Curriculum in setting up their classrooms, establishing goals and objectives for individual children, and developing daily schedules and plans.
- Children’s play is an opportunity for creative exploration and social development.
- The relationship with teachers and assistants are important components of quality education. The teacher’s role is to guide, stimulate, maintain safety, nurture and enhance the whole child.
- Children develop best in an atmosphere of acceptance, respect, fairness, consistency, clear limits, appropriate communication and encouragement.
- Christian education is an integral part of the curriculum and extends beyond daily Chapel to the general atmosphere of faith in practice.

PROGRAM POLICIES

Enrollment

Families are encouraged to tour the WCM for a pre-admission meeting before enrolling your child. The Director will meet with prospective parents to discuss our mission and approach to preschool education and determine the appropriateness of placing your child at the WCM. You may tour the facility, meet teachers, review classroom schedules, and become familiar with our policies and fees.

Enrollment forms may be found on the website and emailed to the Director. Forms are also available at the office. A registration fee will be collected when an opening is available. Open enrollment is offered each spring. Dates are announced on the website and in local parent magazines. If space is not available, names are placed on a waiting list and given priority based on the following:

- Children who have siblings currently enrolled
- Children of employees
- Members of the Aldersgate UMC

Enrollment Forms must be completed prior to admission:

- Registration Agreement Form
- Child's Preadmission Record (DHR-CDC-739)
- Enrollment Questionnaire
- Immunization Record
- Media permission form

Orientation to the WCM

To facilitate a smooth transition to childcare for new children, parents will be invited to attend an age appropriate orientation session with their child. During this brief orientation, children will become acquainted with their new environment while supported by a trusted family member. Parents will be given information about how to help their child transition on the first day of school.

Attendance and Hours of Operation

Children benefit from predictable routines. Regular attendance helps them gain the most from the Center's program. Teachers encourage children to arrive on time so they can fully participate in planned activities. Parents are urged not to pick children up during naptime.

Hours of Operation

- Monday through Friday year round
- 7:30 a.m. – 5:30 p.m. Infants, Toddlers, and Twos
- 8:30 a.m. -12:00 a.m. K-3, K-4, K-5 (Creative Learning Center C.L.C.)

- 12:00 – 5:30 p.m. Extended care for K-3-5
- 7:30 a.m. – 8:30 a.m. Early Bird Care

Annual Calendar

The WCM observes the same holidays as the public school and some additional days:

New Year’s Day	Veteran’s Day
Columbus Day	Labor Day
Martin Luther King, Jr, Birthday	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Memorial Day	Christmas Eve, Christmas day
Independence Day	The day after Christmas.

Spring break is observed in the following manner. The center follows the public school spring break closings and will be closed to all half-day CLC children. However, CLC children will be accommodated if services are needed (for an additional fee). The Center is open during spring break for all full -time enrolled children. Regretfully, drop-in for school-aged siblings during spring break will not be permitted.

Arrival and Departure

Parents must escort their children to and from the classroom daily. It is necessary to sign your child in and out at the classroom using your full name, not initials. You must sign your child out before picking them up at the gym or playground. Teachers will leave important information on the clipboard for parents. The accountant may also leave statements attached to the clipboard, so it is important to look for communications each day.

Please use great caution in getting children into and out of automobiles. Children may dart out into WCM traffic if not supervised carefully. For safety never leave any child or baby unattended in the car at any time.

Children are only released to the custodial parent, guardian or authorized person. A copy of court orders restricting a parent’s right to pick up their child must be on file to deny pick up. Written, not verbal, authorization for persons other than legal guardians is required for pick up and proper photo identification (driver’s license) must be provided. Please provide the WCM electronic photographs of parents and authorized persons to facilitate pick up. These photos may be emailed to the Director at bpenton@aldersgateumc.org.

Clothing and Personal Belongings

Clothing should be comfortable enough to allow children to engage in a wide variety of activities (sandbox, gymnastics, movement, painting) without undue concern for damage. Children’s footwear should be safe for running and climbing. Sandals and crocks are not as comfortable or safe as tennis shoes with socks.

Extra clothing should be sent to the Center and left in a plastic Ziploc bag labeled with the child's name. If toilet training, children will need at least two extra changes of clothing. Parents of infants will provide diapers, wipes and ointments. Diaper rash cream must be labeled and will be kept in the locked cabinet in the child's classroom.

Parents will need to send a crib sized sheet for cots and a blanket and pillow. Parents will be asked to launder these items weekly.

Field Trips

Well-planned and carefully supervised field trips are an important part of a quality curriculum. Parents are encouraged to volunteer to chaperone field trips.

A Field Trip Authorization Form will be required for each trip. Parents will bring car seats or booster seats on the day of field trips and strap the seats into the WCM bus. Please do not bring seats into the building unless the bus is not available when you arrive.

Meal and Snacks

The Center provides two nutritious non-sweet snacks and a hot lunch daily. Children may bring their lunch.

Parents must notify the Center in writing of any food allergies and/or restrictions. Parents of infants who are not eating Center provided foods must provide baby food and bottles clearly dated and marked with child's name.

Child Abuse and Neglect

Child care providers are mandated by state law to report any suspected child abuse or neglect to the Department of Human Resources. A written statement is signed annually by all staff and parents in the Center indicating their awareness of this policy. The priority of the Center is to protect all children and maintain safety and well being.

Emergency Procedures

1. **Emergency Contact**: Current emergency phone numbers for each child shall be kept on file so that a parent or designated emergency contact can be reached in the case of an emergency. It is important that parents report changes immediately to the office. Parents will be called first and then emergency contact persons. Parents will be contacted if:
 - Their child becomes ill or injured.
 - The child is not pick-up by 5:30.
 - The Center must close for extenuating circumstances.

2. Fire Safety:

- Fire drills are conducted monthly at different times during the day.
- Children are escorted out of the facility until an all-clear is sounded.
- Fire extinguisher and equipment are checked monthly.
- An annual fire inspection keeps the facility current for fire safety.

3. Severe Weather Safety:

- A weather radio notifies WCM staff of weather conditions
- The church staff also monitor weather and inform the Director of weather alerts.
- When tornado sirens sound, all children are immediately escorted to the weather emergency area of the facility.
- Church staff come to the WCM immediately to assist in getting infants and toddlers into the safe area. The 4-seater strollers and wagons are used to get all infants and toddlers quickly into the safe area.
- The Director monitors conditions and notifies WCM staff when it is safe to leave the sheltered area.
- Parents are urged not to pick up their children during severe weather warnings. The Center is an approved shelter and children are safer in the facility than in an automobile.
- Weather drills are conducted regularly.
- Telephone contact during weather emergencies may be difficult but the parents may use the Director's cell phone.

Injury/Accidents

If a minor accident occurs, first aid measures will be taken and an Incident Form completed. The original report will be given to the parent and a copy placed on file. Parents will be called in the case of accidents that may need a doctor's attention. The Center will always call parents if their children experience:

- Injury to the head or face.
- Injury that causes significant bleeding.
- Injury that upsets the child to the point of inconsolability.

In the event of serious accident, the child will be taken immediately to the hospital by ambulance. Parents will be contacted immediately. If parents cannot be reached, the emergency contacts will be called as well as the child's physician.

Illnesses

To protect the health of all children, the Center follows the guidelines of the American Academy of Pediatrics for exclusion. A child, teacher or staff with the

following conditions must be excluded until recovery has reached a non-contagious stage.

Illnesses continued:

- Fever of 100 degrees F or above. Child must be fever free for 24 hours.
- Diarrhea – uncontrolled increased number of stools. The child may return after 24 hours symptom free.
- Vomiting – two or more episodes in 24 hours. Child may return 24 hours after vomiting stops.
- Chicken pox – may return seven days after onset of rash.
- Hand Foot Mouth disease (Coxsackievirus) – the child may return 3-6 days after no longer contagious.
- Head lice – Child may return 24 hours after treatment is effective.
- Impetigo or Staph – child may return 24 hours after treatment.
- Mouth sores – until a physician determines non-infectious.
- Pink eye – after the condition is treated.
- Rash with fever – until physician clears.
- Ringworm or Pinworm – 24 hours after treatment begins.
- Roseola – after rash and fever are gone.
- Rotavirus – after diarrhea stops for 24 hours.
- Scabies – 24 hours after one treatment of prescription cream.
- Streptococcal pharyngitis (strep throat) – 24 hours after initial treatment and fever free.
- Viral or bacterial infections – until treated and released by physician.
- Symptoms of severe illness – until medical evaluation indicates inclusion.

It is important that all communicable illnesses be reported to the Center. The goal of the Center is to prevent the spread of illness. Parental cooperation is essential. For the safety of all children, parents must keep immunization information current.

Medications/Treatment

- The Center requires written authorization to administer any medication or medical treatment.
- Forms are available in each classroom. Teachers will bring completed forms to the office along with medication .
- Medication is kept in a locked cabinet.
- Medication must be in its original container. Dosage amounts and times to administer must be clearly stated on the form.
- Medication will be administered only one day with a parent's authorization.
- Parents may also come to personally administer medication.
- Non prescription diaper rash ointment may be kept in the classroom in a locked cabinet with a medical release form.

- An Epi-pen will be stored in a First Aid Kit that is readily accessible in an emergency. Staff will be trained by the parent to administer the Epi-Pen. An emergency consent form must be signed for Epi-Pen administration.

Confidentiality

Parents and children have the right to expect that all information about their family is confidential. A child's behavior and development should be discussed only with his or her teachers and parents. A parent does not have the right to know who injured their child; they do have the right to know the circumstances and how both children were cared for or disciplined. Children's records are stored in a secure cabinet and computer files are password protected. Photographs will be used on the website or publicly only with parental consent. A media release form will be on record for each child.

Termination of Services

Parents are expected to notify the Center in writing at least two weeks in advance of withdrawing from the program. If this notice has not been given, tuition for the two week notification period is still due.

The Center may terminate services in the event of excessive:

- Habitual late pick up.
- Requests for special accommodations the Center cannot meet.
- Failure to pay tuition in a timely manner.
- Failure to comply with Center policies concerning ill children.
- Failure to provide documentation.
- Failure to keep immunization records current.
- Failure to provide emergency contact updates.
- Extreme behavior of the child that prevents the child from participating safely with peers.

Program Information

Advancement

- Children are advanced in accordance with public school policy based on their age on September 1 of that school year.
- Infants are advanced at 13 months if they are walking well.
- Toddler A children are advanced when they reach 19 months.
- Toddler B children are advanced when they reach 2 years of age.

- Children ages 2 years through 5 years of age are advanced once a year at the beginning of the school year.
- Parents may request an age group change and a conference will be called to assess the appropriateness of a change.

Child Guidance

The goal of the Center's child guidance policy is to build self-worth, increase social competence, and enhance the dignity of each child. All techniques used will be in accordance with a positive emphasis. The purpose is to teach children self control. Positive approaches include:

- Prevention, distraction, positive encouragement, modeling, and redirecting.
- Time out is not effective with infants and toddlers.
- Calm down time is appropriate for three to five year olds.
- Intervening to prevent the child from harming self or others
- Collaborating with parents for consistency in approach from home to Center.
- Documenting inappropriate behavior and informing parents the same day.

The Center does not permit any form of corporal punishment or force by any other child, teacher or staff member, or parent while in the facility or on the church premises. The following techniques are not permitted:

- Depriving of food, water, nap, or bathroom
- Isolation or over use of time out
- Using disrespect, shaming, blaming, intimidation, ridicule, harsh language

Toilet Training

Children must be physically, cognitively, and emotionally ready if they are to be successful with learning to toilet independently. The Center will partner with the family in making toilet training a relaxed and successful process that builds the child's self-confidence and self-esteem. The process usually begins when children are about 24 months old. Children are expected to be toilet trained when they enter classrooms for three year olds.

Biting

The Center has developed a Biting Policy that will be given to each parent at registration. Please review the policy carefully. Teachers and staff will make every effort to eliminate biting behavior and to prevent children from being bitten.

Tuition and Fees

- The WCM offers care for children on a full-time or part-time basis.
- **Nursery, toddlers and twos receive full-time care.** Due to the high demand for nursery, toddler and twos care, part-time is not possible.
- **Threes, Fours and Kindergarten** may be enrolled for full-time care from 7:30-5:30 or for the Creative Learning Center (CLC) 8:30-12:00.
- Two siblings enrolled for full-time care receive a 10% per child discount.
- Three or more siblings enrolled for full-time care receive a 15% per child discount.
- No discounts are available for nursery or toddlers.
- Weekly payment for full-time care is due on Monday. Checks should be deposited in the payment box found in the main hallway. Cash must be brought to the office and a receipt obtained.
- If weekly payment is not received by 5:30 Friday, a \$10 late fee will be charged.
- Accounts with weekly tuition exceeding two weeks will be declared delinquent.
- Early Bird care for CLC is available from 7:30-8:30 for a fee of \$2 per day.
- Lunch Bunch for CLC is available from 12-12:45 for a fee of \$5 per day.
- Occasional extended care for Threes, Fours and Kindergarten is provided on a drop-in, space available basis. The drop-in rates are \$25 per day for 12:00-3:00 or \$40 per day for 12:00-5:30.
- Payment for CLC tuition is due by the 10th of each month.
- If CLC payment is not received by the 10th, a \$30 late fee will be charged.
- Accounts with CLC tuition not paid by the 15th of the month will be declared delinquent.
- Please call the Director if you are having financial difficulty. We do not want our children to miss school or graduation ceremonies due to nonpayment.

ALDERSGATE UMC
WEEKDAY CHILDREN'S MINISTRY
TUITITION AND FEES 2009-2010
A D.H.R Licensed Christian Preschool

K-3, K-4, K5 <i>Creative Learning Center</i>	TWO'S PROGRAM	NURSERY & ONE'S PROGRAM
Ages 3-5	Age 2	Nursery (6-12 months) Toddlers (A-13-18 months) (B-19-24 months)
CLC MORNINGS 8:30-12:00	FULL TIME 7:30-5:30 Daily	FULL TIME 7:30-5:30
Monthly Tuition (half day) 5 days \$210 3 days \$160 (M,W,F) 2 days \$140 (T, Th) Kinder. \$220 (M-F)	Weekly Tuition \$125	Weekly Tuition Nursery \$155 Toddler A \$145 Toddler B \$135
CLC DROP-IN Early Bird (7:30-8:30) \$2/ day Lunch Bunch (12-12:45 only) \$5/day Drop in afternoons 12:00-3:00 \$25/day Drop in afternoons 12:00- 5:30 \$40/day		
Activity Fee <i>Includes all field trips</i> 3's - \$ 45 year 4's - \$100 year K - \$100 year T-Shirt - \$ 12 (all classes)	Activity Fee <i>Includes all field trips</i> \$45 year T-Shirt - \$ 12	No Activity Fee
Registration Fee <i>Annual non-refundable</i> 3's & 4's - \$100 Kindergarten - \$150	Registration Fee <i>Annual non-refundable</i> \$100	Registration Fee <i>Annual non-refundable</i> \$100
CLC + EXTENDED DAY 7:30-5:30 Daily		
Full-time Tuition 3's & 4's \$118 weekly Kinder. \$130 weekly Summer: 3's-4th grade \$118 wk		
10% discount per child for 2 children 15% discount per child for 3 children	10% discount per child for 2 children 15% discount per child for 3 children	<i>No discounts for two or more children for nursery and toddler classes</i>

