



*Parent Handbook
Child Development Center*

2025 -2026

First United Methodist Church of Salisbury

217 Church Street, Salisbury, NC 28144

cdc@fumcsalisbury.org

704 - 433-7006



Five Star North Carolina Rated License

Approved By The Child Development Board ~ January 29, 2025

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Mission Statement

First United Methodist Church Child Development Center, founded in 1968, is a non-profit organization committed to providing quality, Christian early education and childcare for the residents of Salisbury and surrounding areas. We endeavor to afford our young learners with a safe, nurturing, and stimulating environment that meets the social, intellectual, emotional, and physical needs of each individual child. By actively forging partnerships with caregivers, we support family goals and cultivate a sense of community that empowers our parents. We strive for each of our children to enter kindergarten with an awareness of self-worth and the tools to achieve their full potential.

Introduction

The First United Methodist Church Child Development Center is licensed by the State of North Carolina as a **Five-Star North Carolina Rated License** serving children three to five years of age. The director and teachers are approved and accredited by the Division of Child Services. Each child enrolled in our Child Development Center is presented with a variety of learning opportunities daily, including both structured and supervised free choice. All children are encouraged to explore and experience their world in a safe, nurturing, and supportive environment. All activities and materials are designed to be age-appropriate and to meet the social, intellectual, emotional, and physical needs of the child. ***The Creative Curriculum for Preschool*** is used for all children that enables them to develop confidence, creativity, and lifelong critical thinking skills. This state approved curriculum includes biannual developmental assessments. These assessments enable our staff to plan specific areas of growth according to the child's need. The assessment results are shared with the parents through individual parent conferences twice during the school year.

ApSeed

The Child Development Center of First United Methodist Church is excited to partner with ApSeed Early Childhood Education Program. ApSeed addresses the literacy and language development of young children with early, systematic intervention. The center received Seedling touchpads loaded with literacy applications that focus on colors, shapes, numbers, and letters. The Seedling touchpad is child friendly and does not have the ability to connect to the internet. Each Seedling comes with 17 specially curated apps that are designed to enhance the logic and reading skills of young children. This initiative will provide opportunity daily for children to build literacy skills in preparing children for kindergarten. Children will be able to take the touchpad home to provide an opportunity for parents to work with their children on literacy and language development. Parents are encouraged to work with their children and expected to oversee the appropriate usage.

Chapel Services

As a church-based childcare center, we also make every effort to teach and model Christian values. The children who participate in our program are introduced to Biblical teachings that we believe will instill in them a sense of self-worth and responsibility to others. Our weekly chapel services, conducted by church staff, give children an opportunity to hear stories, sing songs, and learn Bible verses that will enhance their spiritual development.

Enrollment

The First United Methodist Church Child Development Center welcomes families and children of any race, color, creed, and religion to participate in our program. The process of enrollment begins with a visit to our center. Parents may contact the center's director for an appointment. We are always happy to give a tour of our center and to describe our program to visitors. We encourage parents to include their child in the visit. It is important to us that the child feels as comfortable with our center as the parent. We also want to provide the child an opportunity, along with his or her parent, to ask questions. If the parent and child wish to continue with the enrollment process, they will receive an enrollment packet that includes program information, an application, and various forms required for registration. These will be reviewed with the director and specific instructions will be given regarding their completion. The applicant is advised to take the packet home for review before proceeding further in the process.

Registration and Tuition

A one-time non-refundable registration/supply fee of **\$100.00** is required at the time of enrollment with all required paperwork. Once the registration fee is paid and all required paperwork completed and provided to the director, the parent will be notified of acceptance in the Child Development Center by the director. Tuition payments are due on Monday by 6:00 PM for Bi-Weekly payment. A late fee of \$15.00 will be billed if not paid on time.

Payment Options:

1. Bi-Weekly: **\$350.00** - Due every other Monday, at the start of the two-week pay period
2. Monthly: **\$700.00** - Due on or before the first of the month.
3. Payments are to be made by check, cashier's check, or money order made payable to First United Methodist Church Child Development Center.

The center does not accept cash.

4. *Brightwheel* is used for automated billing, payments, and real-time communication,
5. The Director will give parent a receipt within 24 hours.

The parent is responsible for payment of tuition for the whole week, even if the child is absent any day(s) of the week.

Parents may be eligible for full or partial tuition assistance from the Department of Social Services (DSS). Those who qualify for partial assistance will be responsible for paying the balance of their child's tuition, due on the 1st of each month. Please note: if DSS only pays 1/2 or 3/4 time childcare and the child attends full-time, the parent must pay the parent fee and the difference between partial and full-time enrollment.

Return Check Policy

When a check is returned by the bank, marked "Insufficient Funds," the parent is notified and a \$30.00 NSF fee is applied to the child's account. The parent is responsible for redeeming the bounced check and the NSF fee in cash within 48 hours of notification. After a second returned check, another \$30.00 NSF fee is charged and the center will no longer be able to accept checks from that parent. All future payments from that parent must be made in a cashier's check or money order. If the balance is still outstanding after that period, the center reserves the right to discontinue care of the child and/ or refer that parent to the proper legal authority for criminal prosecution.

Termination of Enrollment

Should a parent choose to withdraw a child from our program, a written **two-week** paid notice is required. Termination of services may also occur due to: non-payment of tuition (tuition that is two weeks past due is considered non-payment); physical/verbal abuse directed toward staff or children, chronic abuse of center policies; persistent behavioral patterns that are disruptive to the program or dangerous to other children; or the inability of the staff to adequately care for or meet the child's needs in a group setting. Biting will not be tolerated; we feel this is a very serious issue. There will be three steps followed ensuring that the biting policy is carried out.

1. Should a child bite, another child the teacher will notify the parent immediately.
2. Should the same child bite the second time the director will conference with the parent.
3. If a third bite occurs the child will be terminated from the center immediately.

Hours of Operation

The Child Development Center is open Monday through Friday from 6:30am until 6:00pm. The center will not open before 6:30am and close daily at 6:00pm. Parents are expected to have children at the center by 8:00am daily. When children frequently arrive late at the beginning of the school day, it can disrupt the classroom routine, impact learning by missing the beginning of the day routines.

When a late arrival or late pick-up is anticipated, parents should notify the director. A late pick-up fee of \$10.00 will be charged for every 15-minute period the child is late after 6:00pm. The parent will receive a receipt within 24 hours from the director.

Holiday Closings

The Child Development Center will observe the following paid holidays (12) and teacher work days (3).

New Year's Day	1 day	Independence Day	1 day
Martin Luther King Day	1 day	Labor Day	1 day
Good Friday - Workday	1 day	Veteran's Day - Workday	1 day
Easter Monday	1 day	Thanksgiving	3 days
Memorial Day	1 day	Christmas -	4 days

Note: Full tuition will be charged for weeks in which a holiday occurs.

Inclement Weather Policy

If the Rowan-Salisbury School System is closed due to inclement weather, the Child Development Center will be closed. If the Rowan Salisbury School System is on an abbreviated schedule (2-3 hour delay) the center will open accordingly (2 hour delay-8:30am, 3 hour delay-9:30). The Child Development Center reserves the right to adjust its own schedule when the Rowan-Salisbury Schools have extended closures when safety allows. Parents will receive a text message from the director as soon as the board approves the decision to adjust the hours of the Child Development Center.

Safe Arrivals and Departures

The First United Methodist Church Child Development Center is committed to the safety of children enrolled in the program, the staff, and the parents. All access doors into the facility are locked during operational hours and the staff electronically monitors the center's main entrance. Monitoring cameras are located in each classroom and on the center's inside playground.

To further ensure the children's safety and well-being, parents are required to accompany their child into the center, noting the time of arrival on the ***Daily Check-In Form***. Each child must also be signed out at the time of departure with parent signature daily. Individuals other than the parent must be authorized in writing by the parent in order to pick up a child prior to picking up the child. Proper identification with a Picture ID will be required before releasing the child.

Activities Outside the Classroom

From time to time, the teachers may also choose to take the children on a nature walk around the outside of the facility or may walk across the street for story time at Rowan County Public Library. Permission forms are required for student participation and parents should be notified each time prior to activity. Students must have a permission form on file at all times.

Fundraisers

Occasionally the center may choose to initiate a fundraiser that has Board/Trustee Approval. A contract must have Board Approval. The goals of the fundraiser are for keeping tuition costs low and to garner additional funds for use in the classroom. Children should not sell items without the parent present at all times. Participation in the fundraiser is optional.

Nutrition and Food Service

All meals are carefully planned so as to give each child a balanced diet. Breakfast, lunch, and snack are prepared and served by our cook. Teachers eat with the children daily. All meals meet the nutritional guidelines set forth by the USDA Child and Adult Care Food Program. Monthly menu is provided to parents with the Monthly Newsletter. Menu is also posted on the information board in the hallway. All food brought in for celebrations must be store bought and in the original package. The director is responsible for planning all events. Opting Out Food Choice - The center will not provide any food or drink as long as the child's parent provides all meals, snacks, and drinks scheduled to be served at the center's designated time.

If you decide to opt out:

- You must provide all three meals (breakfast, lunch, pm snack and water/juice). Once you opt out, you cannot switch your decision according to what is on the menu.
- If you should not provide all food and drink for your child, there will be a daily charge of \$6.00.

Health Requirements

North Carolina Child Care law requires a recent physical examination by a licensed physician be submitted to the center prior to the first day of school. **Current immunization record** is also required at time of enrollment. All required forms are on file at the Child Development Center.

Wellness Policy

A child's physical health plays an important role in his or her ability to derive benefit from the daily activities available at our center. Consequently, parents should make arrangements to keep their child at home when illness is suspected and is accompanied by any of the following symptoms:

- Fahrenheit temperatures of 100 degrees or higher
- Intestinal disturbance accompanied by diarrhea and or vomiting
- Undiagnosed rash accompanied by fever
- Head Lice
- Any communicable disease (consult a physician for guidance)

Should a child become ill at school, staff will contact the parent to make arrangements for **immediate pick-up**. The center is not able to adequately care for a child experiencing any of the above symptoms. A child may return to school when he or she can participate in all group activities (including outside play) and meets one of the following requirements:

- Is free of all symptoms for at least 24 hours.
- Has been on a prescribed antibiotic or other appropriate medication for 24 hours.
- Has a note signed by a licensed physician stating the child is not contagious and is well enough for school.

Accidents and Injuries

While every precaution is taken to prevent accidents and injuries to children in our care, minor scrapes, and bruises are a common occurrence of childhood play. If your child is hurt, the assigned **teacher** will notify the parent **immediately**. Our trained staff can administer first aid and CPR. In the event of a serious injury, parents will be notified by the director and the center's emergency plan will be implemented. You are welcome to talk to the director concerning the emergency plan which is posted in the director's office and all classrooms. Please note: parental consent for emergency transportation and treatment is part of the enrollment process and the consent wavier is included in the Parent Agreement.

Medication Policy

The staff at the Child Development Center encourages parents to administer medicine at home. If this is not possible, a Medication Permission Form can be obtained from the director or teacher. Medication Permission Forms are only valid for one week. Medication will be locked up at all times.

Emergency Procedure

If an emergency occurs requiring medical attention, the director will contact the parents. If neither parent can be contacted, we will take the child to Novant Health Rowan Medical Center's Emergency Room or designated preferred hospital. Director will remain with the child until a parent arrives. An authorization form, signed by the parent, is required to provide medical care. All costs and fees incurred for any medical care or treatment are considered the responsibility of the parent. The church, the director, and the staff are not responsible for any claims or costs that arise from an emergency situation that may occur in connection with the operation of the center or from any illness that may be contracted by the child during the period of enrollment.

Discipline Policy

The discipline policy at the Child Development Center is intended to encourage responsible and appropriate behavior. To accomplish this, our staff actively employs redirection when the child is experiencing behavioral problems, followed by positive reinforcement and praise when appropriate behavior is observed. If inappropriate behavior continues, the teacher should contact the parent. If behavior still does not improve a conference will be scheduled with the parent, teacher and director in an attempt to explore other avenues of encouraging acceptable behavior of the child. Should behavioral problems continue, the child may be temporarily suspended or permanently terminated at the discretion of the Director and approved by the Board.

Child Abuse and Neglect

It is the responsibility and legal obligation of the lead teacher/director and staff of the Child Development Center to report cases of suspected child abuse or neglect to the Department of Social Services.

Conferences and Visitation

Parents/legal guardian are required to attend conferences during the year to discuss the progress of their child. The Child Development Center also practices an open-door policy. We encourage parents/legal guardian to visit the center at any time during the hours of operation announced or unannounced.

Board of Directors

The Child Development Center of First United Methodist Church of Salisbury is governed by the Board of Directors representing parents, church members, (Representative from Trustee/Staff Parish Relations, educators, and directors. The

chairman will act as the liaison to the Church Council and Staff Parish reporting the operation of the center for approval of policy, procedures, and guidelines.

Parental Feedback

The Child Development Center staff believes an atmosphere that encourages an open exchange of ideas and concerns is essential if the children are to benefit fully from their participation in the program. Parents/legal guardians are invited and encouraged to be actively involved with the activities and programs their child is involved with daily.

Confidentiality

Information that may be considered confidential will be requested by the program on an "as needed" basis only. This means that the information is used either to comply with current licensing criteria or is needed to ensure the safety and well-being of your child. This type of information may include addresses, phone numbers, medical or emergency information, etc. All verbal and written information shared with parents and caregivers with our program is considered confidential. As such, these records are securely maintained in the director's office.

Quiet Time

Each child will have a rest period of two hours daily during which it is expected that he or she remain quietly on his or her cot. However, no child shall be forced to sleep. A mat and sheet will be provided by the center. Parents are asked to bring a small blanket (no pillow please). Blankets will be stored in the child's cubby and will be sent home each week for the parent to launder and return the next school day.

Clothing Needs

In addition to outside play, daily activities at our center include sand and water play, glue, paint, play dough, and other materials that could soil clothing. These activities should be considered when dressing children for school each day. Soiled clothing will be placed in a plastic bag and returned to the parent at the end of the day. One change of clothing, properly labeled with the child's name should be available at all times. Parents should dress their children in clothing that is appropriate for the season. Coats, jackets, and gloves for winter and light, breathable clothing for the warmer months should be available for outside play. Students **are not** allowed to wear flip flops due to safety issues.

Personal Belongings

Each child will be assigned a cubby to hold his or her belongings, including an extra set of clothes. All items must be labeled. Children should not bring toys to the

center. Coats and jackets cannot fit in the cubbies and should be hung on the coat rack in the hallway. Parents must check their child's cubby daily, as the teacher will regularly place paperwork and communications there. Parents should check cubbies daily for information.

Potty Training

To be enrolled at First United Methodist Church of Salisbury Child Development Center, your child needs to be completely potty trained. We do understand that accidents will happen sometimes. If your child has been enrolled at the center for two weeks and the teacher feels that the child is not completely potty trained, the center will temporarily suspend enrollment until potty training is achieved.

Cleaning Schedule

Various areas of activity in the classrooms are routinely cleaned throughout the day. Tables are thoroughly cleaned with soapy water and disinfected daily. Sheets are removed from the children's mats weekly and laundered with hot water and detergent. Blankets used for quiet time are sent home weekly with parents to be washed and returned to the classroom the next day. Classrooms equipment and materials are cleaned regularly either by washing and spraying with a disinfectant or by sanitizing with water and detergent at a temperature of at least 185 degrees Fahrenheit.

Communication

The Child Development Center strives to keep parents and guardians up to date with photos, videos, activities, messages and reminders from the staff on special events throughout the year. The Child Development Center uses Brightwheel as the communication tool. Parents will receive a Daily Sheet from the teacher daily. Be sure to talk with your child concerning their day.

Monthly Newsletter

The Director of the Child Development Center will create and publish a newsletter for parents monthly. This will keep parents informed about their child's academic journey, announcements, special dates, and ways parents can work with their child at home. On the back of the newsletter will be the monthly menu with breakfast, lunch, and snack listed daily. The newsletter will be sent home by the first day of the month.

What Is Together In Education?

Harris Teeter's Together In Education program will give **First United Methodist Church Child Development Center** funds when you link your VIC card. Linking your VIC card is so easy and there is NO LIMITS to how much we can earn. Please tell the cashier to link your VIC Card today so we can earn money to purchase instructional materials for our center as we build our program. Linking First United Methodist Church Child Development Center to your VIC Card is easy!

** If you are not yet a member of My Harris Teeter, please sign up for an account so you can link your VIC card.

LINK TODAY


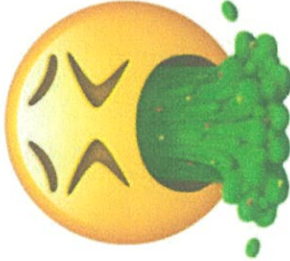
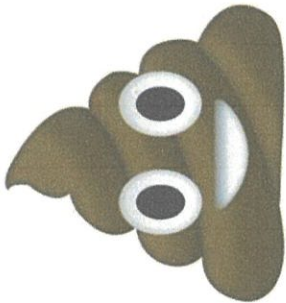
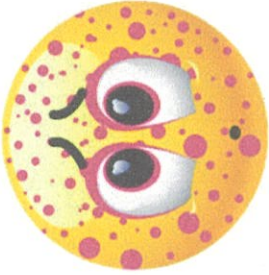
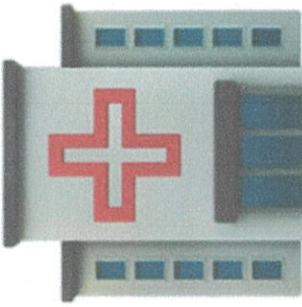
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OUR NUMBER ONE RULE FOR ALL

CHILDREN, PARENTS, AND STAFF

“BE KIND, TO ONE ANOTHER”.



I NEED TO STAY HOME IF ...				
I HAVE A FEVER 	I AM VOMITING 	I HAVE DIARRHEA 	I HAVE A RASH 	I HAVE BEEN IN THE HOSPITAL 
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Hospital stay and/or ER visit
I CAN RETURN TO SCHOOL IF...				
Fever free for 24 hours without the use of fever reducing medications i.e. Tylenol/Motrin	Less than 2 episodes of vomiting in the last 24 hours	No diarrheal toileting accidents If diapered stool is contained in diaper and does not exceed 2 or more stools above normal	Free from rash itching, or fever. Have been evaluated by my doctor if needed	Released by my medical provider to return to school

PARENT ACKNOWLEDGEMENT NOTICE

I have received and read the Parent Handbook for the Child Development Center of First United Methodist Church of Salisbury. I understand and agree to comply with the policies and procedures outlined in the Parent Handbook.

The Child Development Center of First United Methodist Church of Salisbury prohibits the use of tobacco products, including electronic cigarettes referred to as e-cigarettes on the property.

Thank you for providing a healthy environment for our children!

My child, _____ is enrolled in the Child Development Center at First United Methodist Church of Salisbury.

Parent Signature _____

Date _____