

WESLEYAN CHILD CARE CENTER

**FIRST METHODIST CHURCH
CRESTVIEW FLORIDA**

**599 Eighth Avenue
Crestview, Florida 32536**

License# C01OK0071

Wesleyanchildcare@gmail.com

www.FirstCrestview.com

(850) 682-7319

Fax (850) 682-7696

Osa Bell, Center Director

PARENT HANDBOOK

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Welcome Letter from the Director

Dear Parents, Grandparents and Guardians,

On behalf of the staff and myself we would like to welcome you and your family to Wesleyan Child Care Center. Our parents are a very important part of our program and the first and foremost important caregiver in your child's life. We invite our parents to join us by taking an active role through participation in our program to help foster your child's development. At Wesleyan Child Care Center we provide a quality program by employing highly qualified staff and offering lower teacher/child ratio in a caring Christian environment.

We take great pride in being able to offer every child at Wesleyan Child Care Center a very warm, loving and nurturing learning environment. Our program will strive to continually provide a curriculum that is developmentally age appropriate to meet the individual needs of the whole child e.g. physical, cognitive, language, and social/emotional. We also introduce Christian values through morning prayers, Bible stories, Bible songs and blessings before meals.

This parent handbook has been designed to help familiarize you with all of our procedures and policies set forth by Wesleyan Child Care Center and the FL. Department of Children and Families. We are very supportive of our parents and invite you to discuss all suggestions or concerns you may have with us at any time. Please feel free to call me at (850) 682-7319 or stop by the office.

God Bless you and your family,

Sincerely,

Osa Bell, Center Director

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ABOUT THE CENTER

In 1987, Wesleyan Child Care Center (WCCC) was established as an outreach service by the First Methodist Church to the families and children of the community. Our desire to provide this service grew from the sincere love of children and a desire to help them develop a relationship with God as well as a balanced adjustment in our modern world. WCCC is governed by volunteer Board of Director's. Our Administrative Director of WCCC is in place to enforce the guidelines as set forth by the board. The center is fully licensed by the Florida Department Children and Families.

MISSION

The mission of the Wesleyan Child Care Center of the First Methodist Church of Crestview, Florida is to provide a safe, loving and nurturing Christian environment for young children where valuable educational opportunities flourish.

MOTTO

Nurtured children become nurturing adults.

OUR FAITH STATEMENT

"I can do all things through Christ who strengthens me." Philippians 4:13

PHILOSOPHY

We believe all children deserve to receive love and respect unconditionally. As facilitators in Early Childhood Education, we know each child is unique and develops at his or her own pace. Creative play along with structured age-appropriate activities that foster social, emotional, cognitive, language and physical development are designed in meeting the needs of each child. During these early years, experiences must be diverse, creative and carefully planned based on sound principles of child development and on Christian values.

GOALS

There are TEN major goals for children as they develop through this early childhood program in an appropriate age manner.

- To grow in independence. Children learn to do things for themselves, to make decisions and choices.
- To learn to give and share, as well as to receive appropriate affection through consistent and respectful nurturing.
- To learn to get along with others. A child learns to work in groups, take turns, and thinks about others.
- To develop self-control and self-discipline. Experiences making choices in the early childhood years.
- To learn non-sexist, anti-bias human roles. The child learns non-sexist human values gaining respect for all races, cultures and creeds.
- To begin to understand their bodies. Good health practice, hygiene, and nutrition.
- To begin to understand and control the physical world through hands-on center activities.
- To learn and practice large and small motor skills through age-appropriate activities.
- To foster the development of language, by listening, speaking, asking open ended questions and comprehension.
- To begin to develop a positive relationship with God and His world, to have fun and feel good about their experiences at Wesleyan Child Care Center.

A DAY AT WESLEYAN CHILD CARE CENTER

ACADEMIC DAY

The academic part of your child's day is primarily from 8:00am to 11:30am. It is essential to your child's development and school readiness skills that they are present during these hours.

CURRICULUM

Schedules at the center are based on sound principles of education. The curriculum used at WCCC is "Creative Curriculum" and is conducted during the morning hours on all regularly scheduled public school days.

DURING THE DAY AT WCCC

In each room, teachers have developed class schedules appropriate for the age level of the children in the class. These activities include skills in physical, social/emotional, creative and literacy development. Our daily program also includes Bible stories and songs, Story time and indoor/outdoor play.

GENERAL INFORMATION, GUIDELINES AND PARENT RESPONSIBILITIES

ADMISSION POLICIES

Wesleyan Child Care Center, a state licensed center, is required to maintain up-to-date student records on every child registered at the center. Parents have the responsibility to return the following forms, in completion, prior to the first day of care.

CHILD INFORMATION FORM - This form provides the center with necessary information about your child and where you can be reached in the event of an emergency. Anyone removing your child will need to be added to this form and picture ID will be required. Parents must notify the Director immediately, in writing, of any changes to this form.

HEALTH CARE FORMS - A State of Florida School Entry Health Form (physical form) and a Florida Certification of Immunizations (blue shot record) is required within the first week of care. Records must remain current in order for your child to remain at the center. WCCC reserves the right to exclude any child from attending the center due to non-current records until the forms are updated and returned to the center. Tuition paid will not be refunded due to exclusion.

EMERGENCY FORMS - This form must be completed by the parent and notarized for each child enrolled at Wesleyan Child Care Center. It must include the name and phone number(s) of the child's health care practitioner as well as a release for emergency care.

NEW ENROLLMENT FORM - Information for bookkeeping purposes.

PARENTAL RELEASE FOR PICTURES - Authorization to have your child included in photos in school or field trips. We do not have a Facebook page. We do a Picture show at the VPK Graduation.

INDOOR/OUTDOOR PERMISSION SLIP - Authorization for your child to participate in activities outside the classroom or playground. E.g., Chapel, Vacation Bible School, Nature Walks, Fellowship Hall etc.

AGREEMENT FORM - Signed form stating you have received read and agree to information in parent handbook, health and discipline policies.

CHILD ABUSE

Wesleyan Child Care Center's staff is legally mandated to report any suspected abuse or neglect to the Florida Dept. of Children and Families. If a parent suspects any abuse, please call 1-800-962-2873.

OPERATIONAL HOURS

The Center will be operational from 6:45am to 4:30pm, Monday through Friday, except for pre-determined holidays and extreme weather emergencies. In the case of weather emergencies, the center will be closed in accordance with the Okaloosa School System. Listen to your local radio station and TV stations for closure of WCCC or Okaloosa Schools.

Out of consideration to your child, as well as the Teacher's, it is essential to be on time picking up your child. A late departure fee of \$1.00 per minute will be assessed for any child left after class at 11:30 A.M or 2:00 P.M class and 4:30 P.M for full-time children. This fee is payable to the office at the time of pick-up. The clock used in assessing time of arrival is located at the sign-in stand upon entering the center. Please make sure to adjust your personal time accordingly by this clock.

A child left continually after 11:30 / 2:00 P.M or 4:30 P.M will result in termination from the center.

SCHOOL HOLIDAYS - All holidays are included in tuition rates.

- Labor Day
- Veteran's Day
- Thanksgiving (All Week Monday to Friday)
- Christmas (2 weeks for maintenance every year, check calendar)
- New Year's Eve & New Year's Day
- Martin Luther King Jr. Holiday
- President's Day
- Easter (Good Friday)
- Memorial Day
- Juneteenth
- Fourth of July

ARRIVAL AND DEPARTURE

All children must be signed in and out of the center each day by a parent or authorized adult who has designated responsibility for that child. Wesleyan Child Care Center will not accept responsibility for children who are not properly signed in/out of the center. VPK parents/guardians are required to sign in/out in the binder outside child's classroom.

ARRIVING: Take your child to use the bathroom and wash hands before dropping off at class.

Due to GERMS

When arriving or departing with your child, they must be under your direct supervision and control until a teacher accepts supervision of your child in their classroom. Running and yelling are not permitted at any time inside the center. Running poses a safety hazard not only for your child, but others as well. Teachers will not assume responsibility of children who are screaming and kicking not to stay at the center. Parents/guardians are responsible for settling down their child before leaving them in the care of a teacher. Siblings and/or other children under the age of twelve (12) are not permitted in the classroom as a safety precaution. Infants and Toddlers are permitted only if being held by an adult. Any child under the age of 12 must remain in the sight of the parent/legal guardian while in the center due to licensing regulations. At no time can a child be left in the bathroom unattended or in the hallway out of the sight of the parent or guardian.

Children will be required to be dropped off before 11:00am or after 2:00pm out of consideration for the other children resting during this time at the center. Emergency exceptions must be approved by the center's Director. Please coordinate appointments to fit within our time limits.

LEAVING

Always sign your child out as you leave the main entrance. After checking out, children must remain within arm's reach of the parent/guardian both inside and outside of the center. Once in the parking lot, for continued safety, older siblings need to be under control and kept nearby as well. After picking up your child from the center, should you decide to remain in the parking lot to speak with another adult, we must insist that your child remain inside your vehicle for safety purposes. Please do not leave your car running while unattended in the center's parking lot.

CHILD DROP-OFF/PICK UP AUTHORIZATION

For your child's protection, we will not release any child to someone other than a parent, guardian or an authorized person designated to pick up your child. This designation is made on the enrollment form. It is the responsibility of the parents to ensure that this sheet remains accurate. Any changes to this sheet must be made in writing at the center by the parent or guardian who completed the enrollment form initially. Parents are encouraged to consider putting authorized family members and any other responsible adults, who may be asked to pick up your child, on the emergency contact list.

We are very strict on this policy and will not allow any child to leave the center with an unauthorized person who is not on the pick-up list, whom we do not know, and does not have a picture ID, or we have not been notified about previously. A photo ID will be required for all individuals signing out a child.

If one parent is sole legal guardian for children, we will need legal documentation providing evidence of this authority.

Siblings under the age of 18 will not be permitted to pick up a child from WCCC without prior written arrangements made by the Center's Director.

DRESS CODE

The fact is that children play hard and will get dirty. Children are developing self-help skills when eating by themselves and Preschoolers will be active both indoors and outdoors, doing everything from painting to crawling in the grass. The best choice for clothing for active play and undistracted learning is comfortable and modest play clothes.

Every child will need a complete change of labeled clothing placed in a large zip-lock bag, to include socks and underwear, to stay at school. Should soiled clothes be sent home, please send a clean set back the next school day. Parents will be contacted and required to bring a change of clothes if none are found in the child's cubby.

Pants/Shorts: Elastic waist pants/shorts are ideal

If your child has not mastered zippers, snaps or buttons, then elastic waist garments are essential.

Shirts/Tops: T-shirts or other comfortable tops may be worn.

Clothing should be free of inappropriate pictures or slogans.

Clothing designed to expose bare midriffs and/or bare shoulder is not acceptable.

Dress/Skirts: If a dress or skirt is worn, shorts or leggings must be worn underneath.

Footwear: Appropriate footwear is important for health and safety reasons:

Wesleyan Child Care Center mandates that sneakers are the best choice for play. The only other acceptable forms of shoes are non-heeled, closed in shoes with non-slip soles which either slip on, Velcro, zipper or tie securely to the child's foot.

Flip flops, open back sandals, cleats or clogs without straps are not permitted. Boots can become a safety hazard when running or climbing and are discouraged from being worn.

Children arriving in inappropriate footwear will not be permitted to be signed into the center until acceptable footwear is supplied.

PERSONAL BELONGINGS

Personal toys are not permitted. Occasionally your child will be asked to bring something for “sharing” and you will be notified in advance. On “share” days, items must be placed in the child’s cubby until Circle Time. Any items brought into share are the responsibility of the child. Any toys brought into the center from home will be placed in the Director’s office until the parent/guardian picks the child up.

NAP TIME

Licensing requires parents to provide a small mat at least 1 inch thick, a covering for the mat and a small blanket for nap time. Mats must be in good condition (no rips or tears permitted). A king or body pillowcase works well as a mat cover. Bedding must be taken home weekly on Friday to be laundered and returned on the next school day. Parents will be notified to bring any non-returned linens to school immediately before nap time or they will be required to pick up their child/children until after rest time.

All children enrolled at Wesleyan must be fully potty trained. If a child is not potty trained, they will be disenrolled and placed back on the waiting list until potty training is complete. The registration fee will not be refunded if a child loses their spot due to this policy.

If a child has two (2) or more accidents within a month, a \$50 fee will be added to the family’s tuition each month until the child is fully potty trained.

PARENT/TEACHER CONFERENCES

Conferences will be scheduled on a yearly basis. Parents may request a conference more frequently if they feel there is a need. The Director may request a conference as situations arise.

TRANSPORTATION

There will be no transportation provided by the center. Employees are prohibited from transporting children from WCCC.

BIRTHDAYS/CELEBRATIONS

Wesleyan Child Care Center welcomes parents to celebrate their children's birthdays at the center. Due to licensing regulations, only foods purchased at a retail food store may be brought in. All food and drink items must be sealed and in their original packages. Latex balloons are not permitted.

RATES AND FEES

A Complete list of all fees and rates has been included with this parent handbook. If further explanation is needed, you may contact the Director.

Wesleyan Child Care Center reserves the right to make changes or amendments to the Parent Handbook without advanced notice being given to the parents.

SMOKING

Smoking is not permitted on church premises and the center grounds to include the parking lots!

MEDICATIONS

WE DO NOT ADMINISTER NEBULIZER MACHINE TREATMENTS

No medications, prescriptions and non-prescriptions, may be given to a child except when the following conditions are met:

A signed and dated medication form with written parent/guardian authorization is completed.

- Prescription medicine must be in original container and labeled with the child's name, name on drug, dosage for administering and a date, along with the physician's name.
- Non-prescription medicine must be in original container and have the child's age listed on the package. If the package has the statement, "under a certain age consult a physician" you will need a physician's note before the center is able to administer the medication. Baby powder, ointments, sunscreen or sprays will require a completed medication form.
- At no time shall medication be left in a child's cubby. They need to be brought to the Teacher or Office Person.

MEALS

Parents are required to provide their child/children with lunch and labeled snacks each day. In complying with licensing regulations, we ask parents to provide healthy and nutritious lunches. We ask that the lunch is in a Lunchbox with an Icepack and clearly labeled with the child's name. If food is not provided, parents will be contacted to bring lunch immediately. If a parent/guardian cannot be reached, someone on the designated emergency contact list will be contacted to bring in a lunch for the child. We ask parents not to send in nuts, whole hot dogs, grapes, popcorn and other similar foods that can become choking hazards for young children. Please cut all food into bite size pieces.

We do not have the facility for heating up food, so please do not send any food that needs to be reheated.

If food is not provided, parents /guardians will be contacted to bring lunch to the school immediately. If parent/guardian cannot be reached, someone on the designated emergency contact list will be contacted to bring in a lunch for the child.

Children are encouraged to open their own food, but the teacher will assist if needed.

SEE NEW GUIDELINES FROM D.C.F IN YOUR ENROLLMENT PACKAGE.

There are Food Allergy Lists posted in all the classrooms and offices with the child's full name and what food allergy that they have. We keep lists updated as needed.

Wesleyan Child Care Center Infection Control Policy

It is inevitable that children and staff will get sick, no matter where they are. We do, however, want to protect them from as many contagious diseases as possible. For this reason, the staff will take constant precautions to prevent the spread of disease.

Contagious diseases may be spread by germs in several ways. Infections spread through coughs, sneezes, runny noses and improper hand washing after toileting. Other diseases are spread through direct contact. Careful hand washing by staff and children can help eliminate approximately 75% of the risk of spreading these illnesses. Other precautions include removing children from the center who are not well enough to remain in school.

We ask the following cooperation from parents and staff:

Any sign or symptoms listed below will result in the immediate removal of the ill child. Parents will be required to come and pick up their child immediately. All attempts will be made to contact the parent. In the event we are unable to reach the parent, we will begin contacting emergency contacts listed on the enrollment form. If any of the following symptoms are noticed at home, the parents are asked to keep their child at home until the symptoms are completely gone. The symptoms include:

- Severe or uncontrolled coughing, red or blue coloring in the face, makes a “whooping” sound.
- Difficult or rapid breathing.
- Stiff neck
- Diarrhea or vomiting, the child may not return until one day of rest at home. **Ex. child is sick on Tuesday, cannot return until Thursday.**
- Temperature of 100 degrees Fahrenheit or higher, taken by auxiliary method.
- Conjunctivitis (Pink Eye)
- Green drainage from the nose.
- Unusual rashes or spots.
- Infected skin patches.
- Sore throat or trouble swallowing.
- Grey or white stool.
- Headache and stiff neck.
- Severe itching of the body or scalp (lice).

Any other unusual sign or symptom of illness. (It is up to the discretion of the child’s teacher).

If any of the above symptoms are present, or if a child appears cranky, less active than usual, cries continuously, or just seems generally unwell, parents will be contacted to pick up their child. All children are required to go outside (weather permitting). If your child/children are unable or not well enough to participate in outside activities, they are not well enough to attend school.

A child identified as having head lice should not be permitted to return to school until the following day, and only if treatment has occurred and has been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred.

All suspected communicable diseases will be cause for immediate removal of the child and will require a physician or Health Department return to school slip before the child may return, W.C.C.C. reserves the right not to except a return to school slip if any of the above symptoms are still present. Parents and staff should report contagious disease exposure to the Director immediately. The Director in turn will notify parents and staff of all possible exposure to communicable disease from the center.

Wesleyan Discipline / Guidance Policy for Children

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child or staff member is not permitted.

How do our teachers handle discipline with my child?

WCCC will not use: Threats, bribes, physical punishment, deprive your child of food or other basic needs, outside play time, or humiliate or isolate.

We believe that discipline is the helpful guidance, encouragement, and support that adults use to influence children. It is not founded in punishment, but in teaching children to resolve problems and seek solution themselves.

Appropriate discipline helps children learn how to interact and develop self-control. Our staff and teachers at WCCC understand these concepts, utilizing and following a developmentally appropriate and character-building strategy for handling classroom discipline.

We will write up incidents of behavior and have you sign them at the end of the day. If your child's behavior is still very disruptive or harmful to himself, other children, or staff, we may call you to pick up your child for the day. If it continues the Director will have a meeting with the parents to discuss the issues.

After incidents have been reported and a parent's conference has been held, you will be asked to make other child arrangements if the misbehavior is not resolved. Suspension and removal are at the Director's discretion.

In response to misbehavior, we will:

1. **Respect your child**
2. **Establish clear boundaries**
3. **Be consistent**
4. **Use positive language to explain desired behavior**
5. **Speak calmly while bending down to your child's eye level**
6. **Give clear choices**
7. **Redirect your child to a new activity**

Each child/parent has a Discipline policy to sign in the enrollment package that goes with this policy.

Wesleyan Discipline Policy for Children

Wesleyan Childcare Center believes that children need gentle guidance and support in developing appropriate behavior in the classroom, playground, and other areas of the building. For discipline to be effective it must be consistent and appropriate age. All children at Wesleyan CCC will be treated with love and respect. At no time will a child be subjected to verbal or physical punishment of any type. Discipline/Guidance will be in the form of redirection, discussing the problem with the child or children involved, modeling appropriate behaviors, and encouraging children to talk to each other to resolve conflicts. As a last resort, a child may be removed from the situation ("time out") to give the child an opportunity to calm down and think about the situation. The child will always be in the care of a teacher. This approach is used as a form of guidance and not punishment. **Our teachers and staff will not physically move or lift a child from any room or area. Every child will have to walk by themselves. If any child refuses to move and does not go with the rest of the class, on school property, we will call the parents to come and pick up your child. This is a safety issue.**

Suspension/Removal

At Wesleyan CCC the children as well as the teachers deserve respect and consideration. Physical harm of another student or teacher and disruptive behaviors will not be tolerated and will result in the parent being notified they will have to pick up their child immediately for the remainder of the day. If the behavior continues or worsens, it will result in suspension until the behavior or problem can be resolved. **Permanent removal of the child will take place if continuous physical or disruptive behavior occurs. Wesleyan reserves the right to withdraw your child with or without any notice.**

Due to the serious nature of biting, if a child bites another child and breaks the skin, the parents will be notified. A child who bites twice in one day will have to be picked up immediately and remain out for the rest of the day. Wesleyan CCC reserves the right to send a child home after the first bite if it is continuous behavior or breaks the skin. Biting that continues will result in permanent removal of the child from the center.

In all physical and disruptive behaviors every positive discipline/guidance technique will be tried and implemented before parents are called or suspension/removal occurs. *(Tuition will not be refunded for children being sent home or suspended from the center). You will receive an incident report from your child's teacher on any physical or disruptive behaviors. Teachers will also be sharing positive reports on how your child's week was as well.

I have read and agreed to the discipline policy at Wesleyan.

Child's name: _____

Parent Signature _____ Date _____

The children will not go outside if the weather temperature is below 45F (wind chill included) in the winter.

Children should not go outside if the heat index is above or around 95F, or for a short period of time. We do have shades on the playground for the children during our hot summer months. To keep children from dehydration the Teachers bring out water coolers everyday with ice- water for the children. They also stop by the water fountain to drink everyday as they come inside from the playground. We do have water pitchers in all the classrooms so the children can help themselves when they get thirsty.

We practice monthly fire drills; the children are learning two different escape routes. We also must practice a yearly fire drill during nap time. We do a yearly lockdown and weather drill as well.

