

FIRST UNITED METHODIST CHURCH

WEEKDAY MINISTRIES

FAMILY HANDBOOK



Revised Summer 2023

First United Methodist Church

Weekday Ministries

Family Handbook

## **Acknowledgments**

Weekday Ministries is under the umbrella of Starkville First United Methodist Church. The school is licensed by the Mississippi Department of Health.

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Senior Pastor

First United Methodist Church

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# Welcome!

Jesus said, "Let the little children come to me and do not hinder them, for the kingdom of God belongs to such as these." At FUMC, children are a priority. The Weekday Ministries program is an extension of FUMC which expresses love and concern for families and their young children. FUMC welcomes you to our church family!

We are so excited to have your family be a part of this wonderful ministry! Your child(ren) is very special to us and we will strive to encourage a love for God, a love for learning and love for each other. We provide engaging, research based, hands on learning experiences to help prepare your child for the next step in their academic future as well as their social and emotional wellbeing. We utilize Frog Street curriculum in all our classrooms Birth-Pre-K.

Our staff is committed to providing high quality child care. In order to be successful, we partner with families to ensure learning continues at home. We encourage families to become involved with our program whether in the classroom, through our Parent-Teacher Organization, or even with fundraising.

We look forward to a great year ahead at Weekday Ministries! As you review this handbook, please let us know if you have any questions or concerns.

Sincerely,

Shanna Walker, Director  
FUMC Weekday Ministries

## Purpose of this Handbook

The purpose of this handbook is to inform parents and guardians of the policies and procedures that we abide by at Weekday Ministries. Please know that corporate group care is different than home care and there are certain regulations we must follow to ensure the proper care and safety of our enrolled children. **By signing the Handbook Acknowledgment Statement on the enrollment packet, you indicate your willingness to abide by FUMC Weekday Ministries policies and procedures.**

## **Our History**

Methodist Day School began in 1965 as a Kindergarten. We served Kindergarteners in the area as there was not Kindergarten in public schools at that time. Pre-K, 3's and 2's were gradually added to the day school. In the 1980's the church added full time child care for 2's and up, and eventually added toddlers and infants as the needs of our community grew. There was a third program added in the 1990's called Parent's Morning Out, but eventually, under the leadership of Pastor B.F. Lee and Director Carol Jones, all 3 programs merged to make Weekday Ministries a reality and what it is today.

## **Our Philosophy**

Weekday Ministries Program seeks to support families of the congregation and community in their task of nurturing children. Weekday Ministries endeavors to merge Christian values with early childhood development and quality care.

Through developmentally appropriate practices, our programs are designed to:

- Develop the child(ren)'s own unique gifts.
  - Meet the basic needs of the children's health and physical development.
  - Provide each of the children with love, care, and acceptance.
  - Offer each of the children opportunities to experience success in all areas of development.
  - Foster self-esteem and a sense of competence.
  - Help the children feel secure and comfortable in a setting away from parents and home.

Weekday Ministries provides an early childhood program with a curriculum that is both exciting and fulfilling for children. Quality is...

- Found in the relationship of learning activities to the children's developmental stages and needs.
- Maintained as we recognize that children learn best when the curriculum is based on concrete experiences to which he/she can relate to in meaningful ways.
- Obtained because we use the children's natural learning abilities and interests to further their development.
- Attained as we recognize that play is fundamental to the children's development and learning.

Learning should...

- encourage creativity.
- include a variety of activities and materials.
- provide opportunity for individual success not competition.
- be fun!

## Principles of Child Development and Learning That Inform Practice

(Taken from the NAEYC position statement, *Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8*, 2009, pgs. 11-16)

1. All the domains of development and learning—physical, social and emotional, and cognitive—are important, and they are closely interrelated. Children’s development and learning in one domain influence and are influenced by what takes place in other domains.
2. Many aspects of children’s learning and development follow well documented sequences, with later abilities, skills, and knowledge building on those already acquired.
3. Development and learning proceed at varying rates from child to child, as well as at uneven rates across different areas of a child’s individual functioning.
4. Development and learning result from a dynamic and continuous interaction of biological maturation and experience.
5. Early experiences have profound effects, both cumulative and delayed, on a child’s development and learning; and optimal periods exist for certain types of development and learning to occur.
6. Development proceeds toward greater complexity, self-regulation, and symbolic or representational capacities.
7. Children develop best when they have secure, consistent relationships with responsive adults and opportunities for positive relationships with peers.
8. Development and learning occur in and are influenced by multiple social and cultural contexts.
9. Always mentally active in seeking to understand the world around them, children learn in a variety of ways; a wide range of teaching strategies and interactions are effective in supporting all these kinds of learning.
10. Play is an important vehicle for developing self-regulation as well as for promoting language, cognition, and social competence.
11. Development and learning advance when children are challenged to achieve at a level just beyond their current mastery, and also when they have many opportunities to practice newly acquired skills.
12. Children’s experiences shape their motivation and approaches to learning, such as persistence, initiative, and flexibility; in turn, these dispositions and behaviors affect their learning and development.

## **Guidelines for Developmentally Appropriate Practice**

(Taken from NAEYC position statement, *Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8*, 2009 pgs.16-23)

- Creating a caring community of learners
- Teaching to enhance development and learning
- Planning curriculum to achieve important goals
- Assessing children's development and learning
- Establishing reciprocal relationships with families

## **NAEYC Code of Ethical Conduct and Statement of Commitment**

Standards of ethical behavior in early childhood care and education are based on commitment to the following core values:

- Appreciate childhood as a unique and valuable stage of the human life cycle.
- Base our work on knowledge of how children develop and learn.
- Appreciate and support the bond between the child and family.
- Recognize that children are best understood and supported in the context of family, culture, and community.
- Respect the dignity, worth, and uniqueness of each individual (child, family member, colleague).
- Respect diversity in children, families, and colleagues.
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect.

## Admission Requirements

*Separate Applications must be completed for each program:*

- Parents' Morning Out (10 month and Summer)
- Methodist Day School (10 month and Summer)
- Child Care Infant – Pre K4 (12 month)
- Summer Camp (2 month)

*The following forms must be completed prior to enrollment:*

- Enrollment Application
- Current Immunizations on an MS 121 form
- Tuition Express Draft Form

It is essential that parents keep all personal information up to date. Notify the office personnel immediately of any changes. All information is considered confidential.

*Enrollment:*

- Request for enrollment in ALL programs may be made year-round utilizing the waiting list.
- Enrollment for PMO, Day School, Child Care, and summer programs begin annually in January/February.
- Enrollment for each program will be scheduled on a separate day.
- Enrollment priority is given in the following order:
  - 1) Staff, FUMC members currently enrolled, and families with 2 more *currently enrolled staying in the same program*.
  - 2) Full Time Child Care *currently enrolled staying in same program*.
  - 3) Part Time Day School/Parent's Morning Out *currently enrolled staying in the same program*.
  - 4) Summer Camp who attended previous summer.
  - 5) Wait List Day: Calls will be made based on availability to WDM Alumni, Members of FUMC new to WDM, new siblings of currently enrolled that are on the waiting list.
  - 6) Families enrolling for the first time
- Children are enrolled in classes based on their age as of **September 1** of the school year.
- Date and time of application is used to determine program request.

### Weekday Ministries Classroom Assignment Process

The following considerations are used when making class assignments: balancing boy/girl ratios, blending of ages by class, and grouping recommendations by previous teachers. Weekday Ministries strives to make classroom placements that are beneficial to each child. We do not accept parent requests. Thank you for your cooperation. (Adopted by WDM Commission 11/16/01)

## 2023-2024 Tuition Information

*Registration Fees: \*\*Registration fees are non-refundable. No exceptions\*\**

Child Care (12 mo) - \$200

Parent's Morning Out and Day School (10 mo) - \$150

*Registration Fees for Summer Programs\*\*:*

Summer PMO/Day School: \$50 Summer Camp: \$150

*Extended AM (available to 2's, 3's and 4's Day School)*

Extended Morning is offered between 7:30 – 8:30 AM at a rate of \$5.00 per day. Payment is due with the next monthly tuition draft.

### **Lunch Bunch: (\$8.50/hr)**

5 days            \$175

3 days            \$105

2 days            \$70

### **Monthly Tuition Rates:**

#### *Child Care:*

Infants/Toddlers/Two's	\$615	\$7,380 annually
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Three's/Four's	\$605	\$7,260 annually
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#### *Parent's Morning Out:*

5 mornings	\$373	\$3,730 10-month school year
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3 mornings	\$224	\$2,240 10-month school year
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2 mornings	\$149	\$1,490 10-month school year
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#### *Day School:*

5 mornings	\$291	\$2,910.00 10-month school year
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3 mornings	\$175	\$1,750.00 10-month school year
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2 mornings	\$116	\$1160.00 10-month school year
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#### *Summer Day School (includes lunch):*

5 mornings	\$470	\$940 2-month summer
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3 mornings	\$282	\$564 2-month summer
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2 mornings	\$188	\$376 2-month summer
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<i>Summer Camp:</i>	\$1,176.00	7-week summer
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	\$1,344.00	8-week summer
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## **PAYMENT OF FEES**

### **Program Fees:**

All families are expected to participate in our draft program for tuition fees. We draft on the 1<sup>st</sup> business day of the month. If there is a necessary fee increase, families will be notified at least 30 days in advance in writing.

### **Tuition:**

-It is required that each family financially support the space guaranteed for your child. Tuition is not reduced for absences due to illness, accident, inclement weather, holidays or vacations.

-Payments may be prorated due to late entrance or early withdrawal. No refunds will be given.

-Tuition fees for infants entering the program must be paid from the date of availability. Space cannot be held until time of need without monthly payment.

### **3<sup>rd</sup> Child Discount:**

Families with 3 or more children enrolled in our program will receive a 10% discount on the 3<sup>rd</sup> child and each additional child.

### **Payment Procedures:**

-Tuition is auto drafted on the 1<sup>st</sup> of every month. In the event of a returned auto draft, a \$35 fee will be added to your account.

-Payments are considered late after the 5<sup>th</sup> of the month and are subject to a 10% fee.

-Checks may be made to WDM for special event items, such as fundraisers, Thanksgiving feast, etc.

-Cash is accepted, but payment must be made with smaller bills as we do not maintain adequate cash for change in the office. When paying with cash, please request a receipt.

-We do accept debit/credit cards, however, there is a 3% charge for every swipe.

## 2023-2024 Weekday Ministries Calendar (subject to change)

*July 31-August 1	Staff Development/Room Preparation
*August 2	Room Visits-AM/New Family Open House-6pm
August 3	First Day of Fall Semester
<b>September 4</b>	<b>Closed for Labor Day</b>
<i>October 6</i>	<i>1st Nine Weeks Assessments Due</i>
October 12*-13	Closed for Staff Development/ <b>Fall Break</b>
^November 6	LATE START FOR STAFF MEETING – Children arrive at 8:30
+November 16	Thanksgiving Feast (2's, 3's and 4's)
<b>November 20-24</b>	<b>PMO and Day School Closed for Thanksgiving week</b>
<b>November 22-24</b>	<b>All programs closed</b>
+December 6	Christmas Chapel at 9:15 (3's and 4's)
<i>December 20</i>	<i>2nd Nine Weeks Assessments Due</i>
<b>December 22 – January 4</b>	<b>Closed for Christmas Holiday</b>
*January 5	Training
January 8	First day of Spring Semester
<b>January 15</b>	<b>Closed for Martin Luther King Holiday</b>
^February 5	LATE START FOR STAFF MEETING – Children arrive at 8:30
*February 19	Closed for President's Day – Parent/Teacher Conferences
<i>March 8</i>	<i>3rd Nine Weeks Assessments Due</i>
<b>March 11-15</b>	<b>PMO and Day School Closed Spring Break (CHILD CARE OPEN)</b>
<b>March 29</b>	<b>Closed for Good Friday</b>
<b>April 1</b>	<b>Closed for Easter Monday</b>
May 13	Muffins with Mom
<i>May 17</i>	<i>4th Nine Weeks Assessment Due</i>
May 22	Graduation Chapel @ 9:15 (4's)
May 24	LAST DAY of Spring Semester for Everyone
<b>May 27</b>	<b>Closed for Memorial Day</b>
*May 30-31	SCHOOL CLOSED to children for Transition/Training/Cleaning
June 3	Summer Camp and Summer Programs Start
June 17	Donuts with Dads
<b>July 4/5</b>	<b>Closed for Observance of Independence Day</b>

\*Teacher Work Day – No Students

**Holidays** – For students and staff

*Staff Dates to Remember*

+ To be confirmed

^ Late Start –Open at 8:30

## Hours of Operation

### *Parents' Morning Out (PMO) Part Time*

- Ages: 6 weeks through Toddlers
- Hours of Operation: 8:30 a.m. – 12:30 p.m.
- Program operates:
  - Monday through Friday (2/3/5-day options)
    - Limited drop-in space, for currently enrolled students, is available for an extra charge (\$30) only if there is an absence
- Registration: January/February

### *Day School - Part Time*

- Ages: 2, 3, and Pre K4
- Hours of Operation: 8:30 a.m. – 11:30 a.m.
- Program operates:
  - Monday – Friday during the 10-month school term.
    - Two and three-year olds may attend TU/TH, MWF or M-F mornings.
    - Pre K 4's may attend MTuW or M-F mornings
  - Summer (8:30-12:30 includes lunch) 2/3/5 day options
- A degreed lead teaching staff is committed to providing a quality early childhood educational program.
- Registration: January/February

### *Additional care for those children attending Day School*

- Extended AM – offered to children in 2's, 3's and 4's year around; 7:30-8:30 AM; \$5/day
- Lunch Bunch – offered during the 10-month school year to 2's, 3's and 4's 11:30-12:30 PM

### *Child Care – Full Time*

- Ages: 6 weeks through Pre K4
- Hours of Operation: 7:30 a.m. – 5:30 p.m.
- Program operates:
  - Monday through Friday, 12 months, except for designated holidays. ▪Children ages 2-Pre K4 participate in the Day School as part of their Child Care experience. A degreed lead teaching staff is committed to providing a quality early childhood educational program. ▪Registration: January/February

### *Summer Camp*

- Ages: completed Kindergarten through completed 4th grade
- Hours of Operation: 7:30 a.m. – 5:30 p.m.
- Program operates:
  - Monday through Friday, June/July, except for designated holidays. ▪Registration: January/February

## Parent-Program Communication

Communication is the basis of understanding and cooperation between parents and the Weekday Ministries staff. Please become acquainted with the teachers who are responsible for your child and get to know your child's classmates. Make caregivers/teachers aware of your child's likes and dislikes. Share your ideas and concerns about your child's activities. We request that concerns relating to the classroom be discussed with the teacher directly. If your concerns are not adequately addressed, please make the office staff aware. Parents are welcome to request additional progress information anytime in the form of Procure notes, phone calls or conferences. Please let us hear from you! Your comments, concerns, and suggestions are always welcome. **Please refrain from calls and texts between the hours of 9 PM -6 AM as well as on holidays to respect our employee's family time.** Opportunities for communication are as follows:

### ***Electronic Communication from WDM***

We have various forms of electronic communication:

- Facebook – FUMC Starkville Weekday Ministries
- Email through our ProCare Software (autoregister)
- Texting Service through our ProCare Software (autoregister)
- Twitter @WDMStarkville
- Procure Engage messaging (app)

### ***Communication to WDM***

- In person
- Via Phone 662-323-7382 (7:30-5:30)
- Email: weekday@first-umc.org

### ***Conferences***

Teacher-parent conferences are scheduled for parents of all children enrolled. Parent conferences are conducted on President's Day in February of each year. A master schedule is set up with conference times assigned for each class. Parents request a time on the sign-up sheet posted outside the classroom door. Other teacher-parent conferences are scheduled on an as needed basis.

### ***Cubbies***

Children are assigned a cubby in his/her classroom. Please check your child's cubby daily.

### ***Visits and Observations***

You are encouraged to visit and observe your child while he or she is at FUMC Weekday Ministries. Please let the office or teacher know ahead of time if you plan to visit or observe. You are permitted access to all parts of the center anytime your child is present; however, if your child is easily upset or has difficulty separating from you, we ask that you use discretion. Outdoor play areas should be observed from outside the fence. Please avoid the hours of 11-2:30, which are the lunch and naptime hours. Visitors not affiliated with WDM on a daily basis are to come by the office and sign the visitor's log and receive a visitor's badge.

***Digital Daily Reports***

“Daily Reports” are used in our Infant/Toddler and Two-year-old classrooms to communicate the daily progress of each child via our Procure Engage App. Messaging within Procure Engage also keeps you updated on when your child needs diapers, wipes, diaper cream, etc. “Highlights” are sent home at the beginning of the month either electronically via Procure Engage or on paper. In addition to the “Highlights” calendar, teachers communicate individual progress by personal notes within Procure Engage.

***Newsletter***

The monthly newsletter contains updated information on Weekday Ministries programs and information on various subjects helpful to families. The newsletter is emailed at the beginning of the month and contains important dates and the menu.

# Policies and Procedures

*FUMC Weekday Ministries reserves the right to add, update, or change policies at any time.*

## **Abuse and Neglect**

By law, 43-21-353, child care providers are responsible to report suspected neglect or child abuse to the Mississippi Department of Human Services.

### *Family or Staff Member Reports Abuse or Neglect*

In the event an investigation is placed against a member of the WDM staff or the center as whole, it is in the best interest of the complainant to take leave while the investigation is ongoing. Families must continue to pay to hold the spot and the staff member will be unpaid in order to compensate a substitute.

### *Staff Member Accused of Abuse or Neglect*

An employee suspected of child abuse or neglect will be placed on immediate unpaid leave and reported to the Mississippi Department of Health Investigations Department.

All information regarding the incident is to remain confidential in order to protect the rights of the staff member(s) and the child.

## **Accidents**

Weekday Ministries staff are offered CPR/First Aid/AED training annually to keep our staff current. In the event of an accident, an Incident/Accident report is completed on Procare by the witnessing staff member and is to be signed by the parent at pick up. Your teacher will notify of an accident immediately via Procare.

## **Annual Evaluation**

Each Spring, parents are provided with the opportunity to do an anonymous survey of their child's teachers/classroom and the WDM program as a whole. This information is used during teacher evaluations/contract renewals as well as during training. We appreciate feedback from our families in order for us to provide the best service possible.

## **Arrival and Departure**

We would like to remind you that FUMC is on a busy street. For your child's safety, we ask that you accompany your child to and from the classroom. Children should never enter or leave the building without adult supervision. Please make eye contact with your child's teacher upon arrival and departure so they are aware that your child is present.

It is required by Mississippi State Department of Health that children be signed in and out daily via Procure. **Children will not be released to anyone that is unknown by the WDM staff without written permission from parents or guardians. Identification is required if someone unknown to the WDM staff picks up your child.** This information should be provided when filling out the enrollment form.

- Children arrive for Day School no earlier than 8:25 and depart no later than 11:30.
- Children arrive for Parents' Morning Out no earlier than 8:25 and depart no later than 12:30.
- Children arrive for Child Care or Summer Camp no earlier than 7:30 and depart no later than 5:30.
- An extended session is available to **Day School children only** who need to arrive before 8:25 a.m. This session is from 7:30 to 8:30 a.m. at a cost of \$5.00 daily (effective August 2011). You will be billed monthly for use of this service.
- Lunch Bunch (11:30-12:30) is available for Day School 2's – Pre-K by calling the office and adding it to your account.

**In the event we cannot reach either parent we will call the next person on your pick-up list. If a child is not picked up from the program within 1 hour of closing and an authorized person for pick up cannot be reached, the Starkville Police Department will be called.**

### Idling Vehicles

***Under NO circumstance shall a vehicle be left idle and unattended in any designated WDM arrival/departure zone. This includes the parking facing the front of the church.***

### **Assessment of Children**

Weekday Ministries utilizes a curriculum called Frog Street which comes with its own researched based assessment that is compatible with the Mississippi Department of Education for Kindergarten readiness. Starting as young as our infant room, you will receive assessments every 9 weeks from your teachers. Your teacher will review the assessments in person at the February Parent/Teacher Conference. You may request a meeting at any other time if necessary.

### **Behavior Management Policy**

Weekday Ministries' policy prohibits any method of discipline that is humiliating, frightening, or physically harmful to a child. Discipline measures are directed towards teaching the child appropriate behavior and self-control and are based upon what is reasonable for the age and developmental level of the child. "Time Out" (a brief separation from the group) may be utilized as a consequence for misconduct for ages 3 and up. In the event that a child is repeatedly disruptive and no solution can be devised to remedy the problem, the parents of the child will be notified with a note from the Director. A child will only be removed from the Weekday Ministries Program when it is necessary or when the good of the child or the child's peers is at risk.

Discipline in FUMC Weekday Ministries Programs enforces three simple rules:

1. Be kind to yourself – you cannot hurt yourself.
2. Be kind to others – you cannot hurt other people.
3. Take care of property – you cannot hurt or destroy books or toys.

**Should a child's daily behavior become severe enough to interfere with his/her ability to function in the classroom the following steps will be taken:**

1. A parent conference will be called to discuss the child's behavior and resulting guidance options. Parents and teachers together will decide what the plan for guidance will be. Parents may be required to sign a discipline guidance agreement resulting from the conference recommendations.
2. Parents may be required to pick up their child from the program if an undesirable behavior becomes harmful to their child or others, or if the problem is detrimental to the atmosphere of the classroom.
3. In extreme situations when the above described procedures and potential solutions have not been effective, the Director and an executive committee of the Commission Board has the authority to ask the parents to permanently remove the child from the program.

**Birthdays**

Birthdays are special and we would love to celebrate your child's birthday at our morning snack time (8:30 am) on their special day. You may provide a store bought "breakfast friendly" treat to celebrate. **No decorations, favors, or gifts are permissible.** If your child's birthday falls on a day that we are not open, arrangements can be made to celebrate on another date. We ask that you please do not put invitations in cubbies. When select children get an invitation versus the whole class getting one, hurt feelings and misunderstandings may occur. We greatly appreciate your cooperation.

**Biting**

Repeated biting reflects the inability of a young child to function appropriately in a group setting. Incidents of biting will be dealt with on an individual basis using developmentally appropriate guidance techniques. Parents will be contacted and provided with parenting materials regarding biting. Chronic biters (multiple times a day, multiple days a week) ages 2 and up will be removed from the program for the benefit of the biter and the safety of the other children. Re-entry into the program will be determined by the availability of space and the child's developmental readiness to participate in group care. The following policies on "biting" have been developed for the benefit of the biter and the safety of the other children participating in FUMC Weekday Ministries. The following procedures will be implemented at the discretion of the Weekday Ministries Director and the WDM Commission.

WDM caregivers are to respond to biting as follows:

- 1) Bites are to be treated with soap and water, then a disinfectant and first aid ointment.
- 2) Children who bite are told that biting hurts and are given an alternative to biting appropriate for the child's age. For example: the words to say, a teething ring to bite, removal of a privilege, or placement in time out if age appropriate.
- 3) Toddlers who bite frequently will be placed in a chair during diaper changing or other busy times to aid in preventing possible biting.
- 4) Children are not allowed to bite back. Additional biting encourages aggressive behavior.
- 5) Parents will be informed when a child has bitten or was bitten. *In order to protect the privacy of the children, names will not be disclosed.*
- 6) Caregivers will complete incident reports on both children involved. Included in the reports will be:
  - a. A description of the incident



- b. Date and time of the biting
- c. Location of the incident
- 7) The Weekday Ministries Director will be notified.
- 8) The teacher will provide a follow up call within 24 hours of the incident.

### ***Infants and Toddlers***

Ninety percent of all biting occurs in a childcare center, mainly in the toddler rooms. Toddlers bite for several possible reasons: teething, sensory exploration, cause and effect, self-assertion, and a lack of verbal and social skills. Parents of toddlers who have bitten will be contacted, counseled, and provided with parenting materials. Persistent biters may be removed from the program.

### ***Preschoolers*** (Children two to five years of age)

As children reach preschool age, language and social skills improve. Repeated biting by children of this age may reflect the inability of the child to function appropriately in a group setting. Incidents will be dealt with on an individual basis using developmentally appropriate guidance techniques. Persistent biters may be removed from the program.

### ***Guidelines:***

- 1) Notify parents and provide parent information on biting
- 2) Request parent conference and notification that persistent biting will result in removal of the child from the program
- 3) Guidelines for temporary removal (preschool):
  - M-F Children – removed for 3 days
  - M/W/F Children – removed for 2 days
  - T/Th Children – removed for 1 day
- 4) Persistent biters will be removed from the program. Re-entry to the program will be determined by the availability of space and the child's developmental readiness to participate in group care.

### **Cell phones**

We ask that you **refrain from using your cell phone** as you drop off and pick up your child. Drop off and pick up times are essential to your child's wellbeing as well as provide excellent times for communication between teachers and parents. **So we ask that you do NOT use your cell phone in our building or playground as you drop off or pick up your child.** (Adopted by the WDM Commission Board 01/01/11)

We also ask that you refrain from calling/texting teachers on their cell phones at any time, but especially during work hours. Please use the messaging option in Procure Engage or you may call the WDM office at 323-7382. Teachers' main responsibility, while on the clock, is to tend to your children and keep them safe. Please do not distract them from their job by contacting them at in appropriate or inconvenient times.

## **Child Custody**

Weekday Ministries recognizes families may live apart for various reasons. We require families living apart to work out mutually agreed upon, or have legally provided, plans for the child's care and that they present these plans to the school in writing. If custodial parents cannot agree on the care and treatment of their child, Weekday Ministries cannot accept responsibility for that child until a plan is in place that is acceptable to both the custodial parents and the school.

## **Child Health**

If a child becomes ill or is injured at FUMC, the staff will contact the parent. If the parents cannot be contacted, the child will be isolated in the office and cared for until the parent arrives. **Sick children should be picked up immediately.** In an emergency situation, the emergency numbers provided by parents on the enrollment form will be called. If your child needs to be excused from any normal activity, due to illness or injury, **please notify his/her teacher in writing.**

The staff makes every effort to help children observe good health practices, including the development of good toilet habits and hand washing procedures.

## **Clothing**

Please dress your child in clothes that are comfortable and free of complicated fastenings. When dressing your child for school, be aware your child may participate in messy activities. We ask that clothing not only be comfortable, but that it also be appropriate to wear during outside play throughout the summer and winter months. **Sneakers or rubber sole shoes are essential for the protection of all children.** Discouraged footwear includes, but is not limited to: Sandals, flip flops, clogs, crocs, cowboy and rain boots. Open toed shoes are not allowed under any circumstances.

ALL children at WDM need to have an extra change of clothing including shirts, pants, socks, and underwear to remain in their cubby. Younger children should have two complete changes. **Parents should provide diapers, swim diapers (summer only) and wipes for children who are not potty trained.**

## **Complaints (Grievances)**

Weekday Ministries Staff make every effort to provide positive, respectful interactions with parents and guardians. WDM families are also expected to interact with our staff in a positive and respectful manner. These expectations are to be carried out through verbal, written, and digital forms of communication.

If interactions between staff members and families becomes challenging, the following chain of command may be followed to resolve conflicts that may arise:

- 1) An in-person meeting with the parents/guardians, the WDM staff members(s) involved, along with the WDM administrator(s). A clear plan of action will be developed to resolve the conflict and must be agreed upon by all parties.
- 2) If the family is not satisfied with the conflict resolution plan, the WDM Director will invite the family to meet with the WDM Commission Executive Committee to present their case.

## **What is Commission?**

The Weekday Ministries Commission is the governing body for the WDM program. The current Commission may be reached via email at [WDM.Commission@first-umc.org](mailto:WDM.Commission@first-umc.org).

Policies and procedures are determined by the Commission and carried out by the Weekday Ministries staff and administration. Responsibilities of the WDM Commission are to ensure that it maintains a safe Christian environment that provides appropriate educational opportunities.

A current listing of committee members is available in the Weekday Ministries office.

## **Confidentiality**

Due to the sensitive nature of information while working with young children, it is imperative that we all keep sensitive information confidential. Any information about children, families, or staff must be shared on a "need to know" basis only. Questions of major concerns should be forwarded to the Director. Protection of the interests of each child, family and staff member is vital in maintaining a standard of professionalism and privacy.

## **CHILDREN'S FILES**

Children's records are confidential and are not to be disclosed or released without prior written authorization by the parent.

Children's files:

- Files are located in a locked filing cabinet in the Director's office.
- Children's records are also in our child care computer program. Access to this program is restricted by name and password during login.
- The preschool maintains an individual file for each child currently enrolled and for any withdrawn child who withdrew during the preceding twelve months.

Only designated staff members are to have access to personal files. Individuals who have access to children's files include and are limited to:

- Program Director
- Assistant Director
- Child's Teacher
- Child's Assistant Teacher
- Parent

## **CPR and First Aid**

Weekday Ministries provides opportunities annually for all staff to become CPR/First Aid/AED certified for infants and children. At least one staff member per program is always present with this certification.

## **Curriculum**

Weekday Ministries utilizes Frog Street curriculum in all of our classrooms. Children's activities are consistent with program goals and objectives and are appropriate for various ages and developmental levels and are in line with the Mississippi Department of Education guidelines and standards. Planned activities promote and enhance Christian values.

## **Diversity**

Weekday Ministries has a rich and diverse student body and staff. As part of a university town, the enrollment includes children of all walks of life. We have different family structures, socioeconomic statuses, racial, religious, and cultural backgrounds. We include this diversity as part of our daily routines and activities. We welcome opportunities for families from other cultures to share the uniqueness of their culture with their student's class and the school.

## **Early Learning Standards**

The Mississippi Department of Education developed the *Early Learning Standards for Classrooms Serving Infants through 4 year olds* in 2018. These standards are aligned with the Common Core State Standards (CCSS) to better prepare preschool children for the demands of CCSS. The Mississippi State Board of Education adopted CCSS in 2010. Weekday Ministries staff uses these standards, which are compatible with the Frog Street Curriculum, to plan lessons so that students are prepared for Kindergarten. These standards can be found at [https://www.mdek12.org/sites/default/files/final\\_edited\\_infants\\_through\\_four-yearold\\_early\\_learning\\_standards\\_2020.04.09.pdf](https://www.mdek12.org/sites/default/files/final_edited_infants_through_four-yearold_early_learning_standards_2020.04.09.pdf)

## **Educational Needs/Referrals**

First United Methodist Church does not suggest nor make recommendations for future schooling. School choice is solely the parent's decision. However, during pre-K conferences, your teacher will recommend whether or not your child is ready to advance to Kindergarten. Recommendations for developmentally delayed or special needs children are handled individually, in the best interest of each child. If you are concerned about your child's developmental progress, please talk to your teacher about a referral.

## **Emergency Drills**

Mississippi childcare regulations require that a fire drill and tornado drill be held each month. A record is kept of these drills. A fire evacuation and tornado plan are posted in each hallway and in each classroom.

- During monthly fire drills, all employees are attentive to all children as they are moved very carefully to a designated area away from the building.
- During monthly tornado drills, children are taken to the hallway on their floor.
- During tri-annual Lockdown drills, children and teachers remain in their classrooms with the doors locked until given the all clear.

**\*During an actual fire, tornado or lockdown situation, parents will be notified via text of our circumstances. We ask that you refrain from picking up children during these serious occurrences in order to best protect your child's safety. We will notify you via text when it is all clear to pick up.\***

### Emergency Evacuation

In the event of an emergency that requires the children to be relocated to a site other than First United Methodist Church, an emergency relocation plan will be implemented. This plan will facilitate the movement of the children and staff to a safe and secure location on a temporary basis, until a parent or guardian can pick up their child. **The Greensboro Center will serve as the emergency relocation site. It is located at 401 Greensboro St., Starkville, MS 39759.** The contact number is (662) 324-4050. If unable to relocate there, The National Guard Armory will be used as the relocation site. The Armory is located at 803 HWY 12 West, Starkville, MS 39759. The contact number is (662) 323-5922.

Transportation will be provided by staff and parents by way of vans, buses, and personal vehicles. If such an unusual event should happen, Weekday Ministries will inform parents of the situation and relocation site via Procure, email, text and signage.

### Field trips and Transportation

WDM Pre K4 year old classes and Summer Campers\* participate in field trips throughout the year. These trips are scheduled through the WDM office and parents are notified in advance.

Adult supervision (not including teacher) should follow this ratio:

2-year olds:	one adult per three children
3-year olds and Pre K4:	one adult per four children

Drivers who transport children during WDM hours must be appropriately licensed. Vehicles used must have insurance that adequately covers the transportation of the children.

When traveling in private vehicles, all children must be seated comfortably in the vehicle, with adequate seat restraints. The care seat law requires that children younger than 4 years of age ride in a car seat. Small children may not ride in front passenger seats equipped with air bags. An adult other than the driver must ride in the vehicle when more than five children under the age of five are seated in the vehicle.

\*Occasionally we may stroll our younger children on the sidewalk outside the church gate or take 2's or 3's on a scavenger hunt in the courtyard. MSDH considers these field trips as well. However, we will never take them off the property without individual written parental consent. (i.e. parade downtown)

### Food Allergies/Requirements

Information about substances to which your child is allergic should be written on the enrollment form along with a Dr. note provided to the office. Please report, in writing, any changes or new information **immediately**. These must be updated annually. **Parents also must submit a menu monthly to the office with allergy triggering items marked out.**

## **Food Safety/Preparation**

Breakfast snack, lunch and 2 afternoon snacks are served daily. They are served at regularly scheduled times throughout the day. Meals and snacks are nutritionally balanced and meet requirements as set forth by the Mississippi Department of Health. Menus containing a 4-week cycle are distributed at the beginning of each month. MSDH requires that one staff member be certified in the Tummy Safe Food Safety Curriculum.

## **Hand Washing**

We teach our students to wash with soap and warm water 20 seconds thoroughly scrubbing every part of hands up to wrists. We may utilize hand sanitizer if not near a sink, such as outside, but hand washing is best.

When children are to wash hands:

- \*Arriving at facility
- \*Before and after eating
- \*Before and after diapering/toileting
- \*After coming in contact with bodily fluids of any kind
- \*After being outdoors

## **Health Assessment**

Every morning at drop off, a staff member will conduct a health assessment or wellness check before you leave your child. They will be looking for signs of injury, illness or lethargy.

Temperatures will also be taken and recorded at drop off and multiple times throughout the day.

## **Health Policy**

Children attending child care should be free of known infectious diseases. Behavioral characteristics of children may often times signal oncoming illness. It is imperative that when an infection is recognized, alternative child care be arranged due to both difficulties in identification of contagious illnesses during the incubation period and also the fact that a contagion may be present well before symptoms develop. Teachers are to carefully question parents, guardians or other family members as to symptoms of the infection in the child.

Regardless of the disease, children should be excluded from child care if the following is true:

- 1.) The staff determines the child is unwilling or unable to participate in normal classroom activities.
- 2.) The staff determines that they cannot care for the child without compromising their ability to care for the health and safety of the other children in the group.
- 3.) The child has a fever 100° or above, or has vomited or had diarrhea within the last 48 hours.

If your child is running a fever of 100° F, you will be called to pick up your child immediately. They need to be free of fever for 48 hours, without the aid of medication, before they come back to daycare.

Other symptoms such as excessive fussiness, excessive pulling on the ear, not eating, lethargy or listlessness will also result in a phone call. Each time you take your child to the doctor, **BE SURE TO ASK THE DOCTOR IF THE CHILD IS CONTAGIOUS AND/OR IF THE CHILD IS OK FOR DAYCARE.** When your child has an illness that is not contagious, such as an ear infection or sinus infection, he/she still may not feel like interacting with other children.

**Any contagious illness needs to be reported to the Director as soon as a diagnosis is confirmed. The director will then post notices for the entire daycare. The MSDH Licensing Guidelines lists illnesses that must be reported (see below).**

**When a toilet trained child has two (2) incidents of diarrhea in one day, a parent will be notified to come and pick up the child from daycare immediately. The child must stay out of daycare for at least 48 hours AND until the child has a normal bowel movement.** According to CDC recommendations, a child who is not toilet trained and has one (1) diarrhea should be excluded from childcare settings regardless of the cause. WDM follows this CDC recommendation.

Ultimately, exclusion is at the Director's discretion. (Policy adopted by WDM 2/3/2016)

If your child is diagnosed with one or more of the following diseases, please contact the WDM office immediately.

Chicken Pox (Varicella)	Hepatitis A	Pin Worms
Shingles (Varicella Zoster)	Hepatitis B	Respiratory Syncytial Virus (RSV)
Cytomegalovirus	Hepatitis C	Ringworm
Diarrheal Diseases	HIV/AIDS	Scabies
E. Coli	Impetigo	Strep Throat
Fifth Disease	Measles	Tuberculosis (TB)
Flu (Influenza)	Meningitis	Whooping Cough (Pertussis)
Hand-Foot-And-Mouth	Mumps	
Head Lice	Pink Eye (Conjunctivitis)	

### **Immunization Requirements**

All staff and students at Weekday Ministries are required to have a Certificate of Immunization Compliance on file. The immunization record must be submitted on a MS 121 form. If immunization records reflect that a child from school is under immunized at any point, WDM will contact the parents to pick up the child from school immediately. They will be excluded from all program activities until vaccinations are current for the child's age. Flu and Covid Vaccinations are optional at this time.

### **Inclement Weather**

Threatening weather is monitored in the WDM Office via Mobile Weather Alert and Social Media. WDM follows the Starkville Oktibbeha County School District when dealing with inclement weather closings. We follow SOCSO in order to help accommodate our staff, many of which have children within SOCSO. We will notify you via our Facebook Page, Twitter, texting account and/or via email in case of closings due to inclement weather.

## **Insurance**

Weekday Ministries maintains a current accident insurance policy covering any mishaps that may occur on the premises.

## **Language Translation Services**

When necessary, WDM will make every effort to provide language translation services for meetings or interpretation of key documents using Google Translate. Arrangements must be made ahead of time by calling the WDM office at 323-7382.

## **Licensing**

Weekday Ministries is licensed by the Mississippi State Department of Health, Division of Child Care and Special Licensure. Our licensing year is August 1- July 31. The licensing official responsible for our inspection is Paulette Elliot. She can be reached at (662) 323-2024.

## **Meals**

Following MSDH guidelines, morning snack, noon meal, and 2 afternoon snacks are provided. We offer a variety of nutritional foods. Please do not send any type of food item without speaking with the office first. **State regulations prohibit bringing food into the school unless it is for a special pre-approved event.** Food allergies or diet restrictions should be noted on the Enrollment Form as well as a Dr. note on file in the office. These special dietary needs will be discussed with the teacher and posted in the classroom.

Parents of 3-year-old and Pre-K students are invited to eat lunch with their children. The cost is \$8.50 (adopted by WDM Commission 11/2023). Please make reservations at least 2 days in advance in the Weekday Ministries Office. Please consider your child's reaction to your leaving him/her after lunch. If it is difficult for your child to separate from you, please prepare your child for the fact that you will see them at lunch but you will leave afterwards. Check with your child's teacher to determine what time their class eats. If your family is vegetarian, please provide a *notarized* letter to be kept in your child's file explaining your reasoning for this diet. This will waive your child from being required to eat our main course, however, they must still eat our breads, vegetables and fruit.

## **Medication**

Weekday Ministries staff will no longer administer routine medication to children effective 8/1/2019, with the exception of life-threatening situations (see Rescue Aides). Parents must come to the school to give their child medication if needed. (Commission Approved 11/2018). Antibacterial ointment (i.e. Neosporin) could be applied if deemed appropriate. A Dr. note must be provided explaining any limitations in the child's activities or diet due to medication.

## **Rescue Aides:**

Rescue Aides (i.e. Epi Pens and rescue inhalers) are to be labeled and located out of reach of children and within easy access. Extra rescue aides are locked in a labeled cabinet located in the school's office.



## **Nap Time**

Each day, childcare children will take part in a quiet, restful time as part of the daily schedule. A cot will be provided for your child. You will need to send a napmat. Napmats will be sent home each Friday to be laundered and returned on Monday.

During nap time, quiet music will be played and the room darkened. If your child does not go to sleep after a reasonable period of time, he or she will be asked to rest quietly so that others may sleep.

### ***Naptime Guidelines:***

- Each child has their own labeled cot on which their napmat is placed.
- Cots are to be placed at a minimum of 2 feet apart, heads to toes.
- Cots are to be sprayed by the teacher with a disinfectant after nap each day and left to air dry.
- Napmats are rolled up and hung in the hall daily.
- Napmats must be one piece that rolls up. Pillow, blanket and bottom all connected for easy use and washing.
- Napmats are to be taken home weekly and washed.

## **Outdoor Play**

Children will play outside 1-2 short periods of time every day, weather permitting (above 40° F).

Please dress your child appropriately for outside weather.

- Infants – minimum of 30 minutes
- Toddlers/Preschool/School Aged – minimum of 2 hours a day

## **Parent Involvement**

WDM has numerous opportunities for parent involvement. The Parent and Teacher Organization (PTO) provides opportunities for involvement with your child's program while providing support to teachers and caregivers. The goal of the organization is to provide an opportunity for parents and teachers/caregivers to strengthen their partnership in caring for the children. A list of members is available in the office upon request. One may also sign up to be a room parent. We love our parent volunteers!

## **Parent Resources**

WDM has a parent resource library located on the lowest floor outside the lunch bunch room. Materials are free to borrow. Please return promptly so others may benefit from these resources. If there is not a resource on a particular subject you are interested in, please let the office know and we will do our best to find you some information on that subject.

## **Personal Belongings**

Each child at WDM is assigned a "cubby." This is where we store extra changes of clothes, nap buddies, etc. The children also put their daily art work in their cubbies to go home. Please check them daily. Children are also each assigned a hook in the hallway for napmats, backpacks, diaper bags etc.

### **Personal toys**

Bringing toys from home is discouraged. Home toys may be easily lost, broken, or could pose as a choking hazard. Older children may bring special items or books relating to the weekly lesson plan. However, we ask that you check with your child's teacher when this would be acceptable. Child Care may bring "sleeping buddies," which will remain in cubbies except during naptime.

### **Pets**

At times, staff at WDM may incorporate pets into their classroom settings or as temporary visitor based on a lesson plan. Visiting animals must have documentation of immunization and a statement that the animal is suitable for contact with children. Teachers supervise all interactions with animals. If used in lesson planning, staff will notify parents ahead of time asking parents for permission for their child to be around the visiting animal.

### **Photography**

Children are photographed only with written permission from parents. Permission statements are provided on the enrollment form annually. Please refrain from posting pictures of the children from any Weekday Ministries' activities and events on a public domain unless permission is given by the parent (adopted by WDM Commission 11/9/10). Staff will not take photographs of children without written permission provided on the Enrollment Form.

### **Scholarships**

Scholarships are awarded annually for an academic year (August-July). Parents are required to re-apply for scholarships by **May 31st** of every year. Availability of partial scholarships funded by First United Methodist Church are limited. Applications are available in the office.

Scholarship parents whose financial circumstances change are required to inform the Weekday Ministries Director and the scholarship committee.

Scholarship Information and Guidelines:

- 1) FUMC provides \$4,000 annually to WDM designated as scholarship. This fund is designated in January and goes through December.
- 2) First year WDM families are not eligible. You must have been with our program at least 1 year in order to qualify for a scholarship.
- 3) A COMPLETE application must be received in the WDM office NO LATER THAN May 31<sup>st</sup> in order to be considered for the following academic year.
- 4) If any information on the application is misstated, the scholarship will be immediately revoked.
- 5) To avoid late fees, please set up a payment plan through the office to pay half by the 5<sup>th</sup> and the other half by the 15<sup>th</sup> of the month IF you cannot pay your balance in full by the 5<sup>th</sup>.
- 6) If payment is late once = WARNING, late twice= LOSS OF SCHOLARSHIP.
- 7) WDM staff are not eligible for scholarships.

## School Parties and Special events

WDM has various parties throughout the year (Fall, Christmas, Valentine's Day, Easter). Only Room Parents are asked to attend and assist classroom parties. Room parents will ask parents to sign up to bring age-appropriate items to each party. Each class is also allowed to have 1 birthday party a month outside of the above-mentioned holidays. All edible items must be store bought.

WDM hosts a Thanksgiving lunch each November for our 2's, 3's and 4's and their guests. We encourage that every child has a least 1 guest as to not feel left out. We also host a Christmas Chapel in December for 3's and 4's and their families, a Graduation Chapel in May for our 4's and families, Muffins with Moms in May and Donuts with Dads in June.

## School Pictures

WDM uses an outside local photographer to take class pictures every fall and individual/sibling pics every spring. Parents will be notified in advance of the dates once scheduled. Parents are under no obligation to purchase, but purchases can be made through the photographer.

## Security

To ensure the safety and security of all children, staff, parents and visitors, as well as the security of our child care facility, Weekday Ministries is equipped with a 24-hour video surveillance system and security cameras. They are located in all WDM classrooms (15), WDM hallways (5), playgrounds (3), WDM entry doors (4), WDM office (1), WDM Resource Rooms (2), Fellowship Hall (1) and Little Gym (1). These cameras may conduct video surveillance of any portion of its premises with the only exception being private areas such as restrooms. The cameras are being used in order to help promote the safety and security of people and property.

Benefits of Security Cameras:

- Security cameras keep children and staff safe and are a very effective deterrent of crime.
- Behavior and performance are improved with the use of security cameras.
- Administrators can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.
- They provide peace of mind to our parents and staff.

Because we respect the privacy of all children, parents and staff in our facility, our 24-hour video surveillance system is used for internal purposes only and will not be accessible outside of the Weekday Ministries office. **ONLY Weekday Ministries administrators and church staff are allowed to view our security footage directly from the Weekday Ministries office.** Footage may also be used in a court of law pending a subpoena.

## Signing In and Signing Out

Upon arrival, each WDM student MUST be signed in of their classroom via Procure Engage by the adult dropping off. Parents dropping off should have app access. Non-parents/guardians have a personal 4 digit code assigned to them that they may use on the classroom ipad. When children depart from school, the authorized pick-up individual MUST sign the child out for the day the same way. All authorized individuals, for both drop off and pick up, must have their names and phone numbers on file as well as

must be age 18 or over. Only 1 sign in and 1 sign out allowed per day. Please do not come and go multiple times a day with your child.

### **Substance Use**

The use of all tobacco products, alcohol, vaping and illegal drugs are prohibited within the physical confines of FUMC and on all outdoor playground areas. WDM reserves the right to conduct random drug tests on its employees as it sees fit. WDM also reserves the right to not release a child to parent who is intoxicated.

### **Special Diet Requests**

Nutrition Information based on *Appendix C of the Mississippi Department of Health Regulations Governing Licensure of Child Care Facilities*. If your student requires special dietary needs medically, please submit a Dr. note to the office to remain on file. Please update this as often as needed. If your preferences are based on Religious, Ethnic or Vegan/Vegetarian needs, please provide a notarized statement of request stating so.

### **Sun Safety Practices**

Parents may provide sunscreen and insect repellent (labeled with your child's name and directions in a plastic bag), with signed permission to apply sunscreen/insect repellent on the Enrollment Form, allowing the application of sunscreen, prior to afternoon outdoor activities.

### **Teacher-Child Ratio**

WDM maintains staff to child ratios that surpass the Mississippi Department of Health minimum standards. Our ratios are as follows:

- Infants 1:4 (2:8 in classroom)
- Full Time Toddlers 1.5:8 (1:8 plus floater in classroom)
- Part Time Toddlers 2:10
- 2's 1:6 (2:12 in classroom)
- 3's 1.5:13 (1:13 plus floater in classroom)
- 4's 1.5:12 (1:12 plus floater in classroom)

### **Termination Policy**

At times, termination of care is inevitable. If the center terminates care, the family will be notified immediately, in writing, stating reason(s) for termination. Reasons may be, but are not limited to: unpaid bills, irreconcilable differences, child's needs exceeding our staff qualifications, etc.

## **Toilet Training**

All 3-year olds and Pre-K students enrolled at WDM must be potty trained. (A few medical exceptions may apply) The definition of potty trained is the following:

- A child who does not wear “pull ups” or diapers at any time of day including naptime.
- A child who is able to take care of all bathroom needs on his/her own, including wiping.
- A child who is able to verbalize when toileting is necessary.
- A child who is able to use WDM facilities without additional training potties or potty seats.
- A child who is able to verbalize when toileting is necessary.
- A child who is able to use WDM facilities without additional training potties or potty seats.

Potty accidents will happen from time to time while at school. Our staff is willing and capable to help a child after a potty accident occurs. If a child has a potty accident, the staff member will assist the child with changing clothes and other needs. The school will document the accident as well as notify parents. A clear pattern of accidents must be recorded before considering termination. Our goal is to maintain the child’s enrollment at WDM. Our staff will partner with parents to help address the child’s toileting needs before discussing possible termination.

## **Transportation**

WDM does not provide day to day transportation. Only in the event of field trips (Pre-K and Summer Camp) and emergency situations will transportation be provided by staff and parents by way of vans, buses, and personal vehicles. We follow the MSDH guidelines regarding ratios for transportation.

## **Visitation**

FUMC Weekday Ministries maintains an open-door policy and hopes that parents will feel free and welcome to come into the room to ask questions and to visit. However, please remember that the teacher’s first responsibility is the children. We discourage lingering. Arrival and dismissal times are not appropriate times for serious conferences. Parents are encouraged to make an appointment for needed conferences. We also discourage visitation during lunch and naptime hours to minimize disruption.

## **Withdrawal**

A 30-day written notice, with full monthly payment is required. No refunds will be given.

# Sample Full Time Daily Schedule

7:30-8:20	Extended Care
8:20-8:30	Transition to room
8:30-8:45	Arrival/Handwashing/Snack
8:45-9:15	Large Group Time
9:15-9:30	Bathroom/Handwashing
9:30-10:00	Art/Free Play
10:00-10:30	Small Group Time/Free Play
10:30-10:45	Bathroom/Handwashing
10:45-11:20	Outside Play/Gym
11:20-11:30	Day School Departure/Free Play
11:30-12:00	Lunch
12:00-12:20	Outdoor Play/Gym (Optional)/Nap Set Up
12:20-12:30	Bathroom/Handwashing
12:30-2:30	Rest Time
2:30-2:45	Handwashing/Snack
2:45-3:00	Bathroom/Handwashing
3:00-4:45	Outside Play/Gym
4:45-5:00	Bathroom/Handwashing
5:00-5:15	Snack
5:15-5:30	Free Play/Clean Up/Departure

# Sample Part Time Daily Schedule

7:30-8:20	Extended Care
8:20-8:30	Transition to room
8:30-8:45	Arrival/Snack
8:45-9:00	Large Group
9:00-9:30	Art/Centers
9:30-9:45	Bathroom/Handwashing
9:45-10:30	Outside Play/Gym
10:30-10:40	Transition to room
10:40-11:10	Small Groups/Free Play
11:10-11:20	Bathroom/Handwashing
11:20-11:30	Departure/Carpool
11:30-12:20	Lunch Bunch/Free Play
12:20-12:30	Lunch Bunch Departure



## CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The Regulations Governing Licensure of Child Care Facilities require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Right of Entry and Violations
- Facility Policies and Procedures
- Personnel Requirements
- Diapering and Toileting
- Reports
- Staff Requirements
- Program of Activities
- Equipment, Toys, and Materials
- Building and Grounds

- Health, Hygiene, and Safety
- Nutrition and Meals
- Discipline and Guidance
- Transportation
- Hearings, Emergency
- Rest Periods
- Feeding of Infants and Toddlers
- Swimming and Water Activities
- Children with Special Needs
- Night Care

- School-Age Care
- Summer Day Camp & School-Age Programs
- Hourly Child Care
- Suspensions, Legal Action and Penalties
- Release of Information

### APPENDICES

- Appendix A - Child Abuse and Neglect Reporting Statutes
- Appendix B – Reportable Diseases
- Appendix C - Nutritional Standards
- Appendix D – Playground Safety
- Appendix E - Dishwashing Procedure
- Appendix F - Handwashing Procedure
- Appendix G - Diaper Changing Procedure
- Appendix H - Cleaning and Disinfection Procedure
- Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines

A full copy of the Child Care regulations should be located in the Director’s office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at [www.healthmys.com](http://www.healthmys.com) (from the left menu, select Regulations and Licensure, then Child Care). You may direct your questions to the local licensing official, **Paulette Elliott** at **(662) 434-4369** or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at **1-866-489-8734**.