

Welcome to Methodist Children's Center!

A note from Carl Frazier, Senior Pastor of FUMC-C

Welcome to the Methodist Children's Center and to First United Methodist Church. We are pleased that you have chosen to allow us to partner with you in the care of your child. Ours is a rich tradition of child care at First UMC – a tradition that comes from the core belief that our Lord calls us to care for the children. We hope that you will feel welcomed, not only at MCC, but in our congregation and will allow us to serve you in other ways. We invite you to participate in the full life of our congregation and, if our staff may assist you, please do not hesitate to call on us. Again, welcome. Blessings of grace and peace to you and your family.

Carl Frazier, Senior Pastor

A note from Hope Freshour, Children's Ministry Director of FUMC-C

Welcome to our preschool! We are thrilled to build a partnership with you during these early years of your children's life. The information included in this handbook is very important. The handbook is designed to help families become familiar with the routines and procedures of Methodist Children's Center.

“Train a child in the way he should go, and when he is old he will not turn from it.” -Proverbs 22:6

A note from Alicia Shelton, Methodist Children's Center Director

“All your children shall be taught by the Lord, and great shall be the peace of your children” -Isaiah 54:13

Children are a gift from God and we look so forward to getting to know your child. We invite you to become a part of our MCC Family as we prepare your child for the future while being nurtured in a Christian Environment. The following information is to inform you of the policies of MCC and to answer questions you may have regarding the Methodist Children's Center. Please take some time to review the attached information and return your signed “Receipt of Parent Policy Handbook” form with your other documents to the Director, prior to your child's first day of school. Thank you for entrusting us with your children.

Contact Information

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Freshour
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Director of MCC: Alicia Shelton
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Address of Methodist Children's Center
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Fax: (919) 481-4553
Tax ID #: 20-0142293
Website:
www.methodistchildrenscenter.com

MISSION STATEMENT

- Methodist Children's Center (MCC) seeks to provide children with a love of learning through a Christian preschool experience.

VALUES OF METHODIST CHILDREN'S CENTER

- **Nurturing Environment:** Our children feel accepted, successful and loved; by developing friendships, positive self-esteem, and independence.
- **Christian-based Ministry:** Our children and their families foster the compassion of Christ through community outreach. (i.e. Operation Christmas Child, Baskets of Hope, Shoes for Orphan's Souls, etc.)
- **Love of Learning:** Our children strengthen their minds through developmentally appropriate activities, and learn to share Christ's love through their daily play.

STAFF

We believe that one of the keys to a successful preschool is a strong staff. Our staff has a love for teaching children in a Christian environment and is experienced in childhood education. In addition, all staff are certified in CPR, First -Aid and have undergone an extensive background check. We believe it is both a privilege and responsibility to care for and nurture your child. You can entrust your child with complete assurance to our strong team.

WHAT TO BRING TO MCC

MCC tote bags are provided for all children, the cost of which is included in the supply fee paid at the beginning of the year.

Clothing to be left at school – Each child is required to have a change of seasonal clothes at the Center. This includes shirt/pants/dress, underwear and socks. Please place these in a ziplock bag and label all clothing with first and last name as well as the outside of the ziplock bag.

Make sure all necessary paperwork is turned into the MCC office prior to the first day of school. (See Admission Requirements) All forms are located on our website at: www.methodistchildrenscenter.com

ENROLLMENT AND REGISTRATION:

Our preschool is open to all children regardless of race, nationality or creed who may benefit from our Christian program. Children must be 1 year old by August 31st.

Children who are enrolling in our 3 year old program through Transitional Kindergarten must be completely potty trained prior to the start of the school year. No diapers or pull-ups are allowed. Children who enroll and prove to not be completely toilet trained will be withdrawn.

Children enrolling in our Transitional Kindergarten program must be 5 by August 31st or have completed a 4 year old preschool program.

MCC uses the August 31st date as a cut-off date for enrollment purposes which aligns with the Wake County public schools.

There is an annual registration fee (\$100.00) per child to be enrolled in MCC. Plus an annual supply fee (\$30.00) per child.

A September pre-payment is required for TK students by April 1st in addition to the registration fee. This April pre-payment only applies to TK students. All other classes will not have their pre-payment due until the summer.

A statement will be mailed to you in July for your September and May tuition payment and the \$30.00 supply fee. Please submit payment to MCC by September 1st.

Registration fees and September pre-payments are not refundable.

Registration is for a specific class and any changes made after initial registration cannot be guaranteed. If your desired class is full, you may request your child to be placed on a waitlist.

Priority enrollment is as follows:

- 1) Current MCC Students
- 2) Siblings of Current MCC students
- 3) FUMC members in order of date of membership
- 4) Members of the local community

*FUMC members always receive priority on the waiting list over members of the local community.

ADMISSION REQUIREMENTS

MCC requires the following forms to be on file before the child may attend:

- MCC Application
- Children's Medical Report
- Immunization History
- Emergency Contact List
- Transportation Release Form
- NC Childcare Laws Forms (pages 1 & 2)
- Receipt of Parent Policy Hand Book
- MCC Photograph Permission
- Permission for Outside of Fenced Area
- Electronic Tuition Form (If you choose to have your tuition automatically withdrawn)

CLASSES OFFERED

Age	Days	Time	Lunch	Cost
1 year (2 days)	Monday & Wednesday	9:15-12:15	No	\$125
	Tuesday & Thursday	9:15-12:15	No	\$125
2 years (2 days)	Monday & Wednesday	9:15-12:15	No	\$125
	Tuesday & Thursday	9:15-12:15	No	\$125
3 years (2 days)	Tuesday & Thursday	9:15-12:15	No	\$140
3 years (3 days)	Monday/Wednesday/Friday-3hr	9:15-12:15	No	\$180
	Monday/Wednesday/Friday-4hr	9:15-1:15	Bring Your Lunch	\$225
4 years (4 days)	Monday - Thursday-3hr	9:15-12:15	No	\$215
	Monday - Thursday-4hr	9:15-1:15	Lunch Provided	\$260
5 years (TK)* (5 days)	Monday - Friday	8:45-1:15	Lunch Provided	\$285

Children must meet the minimum age requirement by August 31st to be enrolled.

*TK- Transitional Kindergarten-This class is primarily for children who need an extra year of preschool before entering kindergarten.

SCHEDULED & UNSCHEDULED CLOSINGS

All school closings (except for unexpected weather closings) are listed on the school calendar which can be found on the MCC website.

The Center will be closed:

- Labor Day
- Wednesday, Thursday and Friday for Thanksgiving
- Christmas Break (approximately 10 days)
- Martin Luther King Holiday

- Good Friday
- Easter Monday
- Wake County Schools Spring Break
- Some Wake County Teacher Workdays & Holidays

INCLEMENT WEATHER POLICY

MCC follows the Wake County Public School System inclement weather guidelines. Please check WRAL-TV, or wral.com for current information.

If Wake County Schools...	MCC...
Are Closed	Will Be Closed
Have a 1 hour delay	Will Start at the normal time
Have a 2 hour delay	Will Be Closed

If Wake County Schools should dismiss during the MCC preschool hours, please pick up your child at the time Wake County is dismissing.

No credit is given for days missed for inclement weather. Days missed may be made up at the discretion of the MCC Director.

DROP OFF, ARRIVAL, PICK-UP

Children cannot enter the classroom until the teachers open the door at their scheduled class start time. Parents must accompany their child to the classroom and it is important that your child arrive on time so that he/she may participate in all activities. Responsibility for children is that of the parents when class is not in session.

For 1 and 2 year old classes, we ask the parents to “sign in” each day to ensure we have the most accessible number if we need to contact you.

Please be respectful of MCC and FUMC property by not allowing children to play on the brick walls, pick the flowers, run in the hallways, or play on the playground without adult supervision before and after school hours.

CHANGE IN PERSON PICKING CHILD UP

Children will not be released to anyone other than a parent or other person(s) designated by the custodial parent(s) on the Emergency Information Sheet.

Certified custody orders must be provided to the Preschool Director prior to enrollment. Any changes in custody orders must be provided to the Preschool, specifying who is to drop-off and pick-up child (ren) each day. Photo ID’s are required of all individuals not known to

Preschool staff. No child will be released to an individual not specified on this form by the custodial parent.

Any time someone other than those listed on the transportation release form is picking up a child, we need a note with the name and phone numbers of the person authorized to pick up your child. Please note their identification will be checked as well upon pick-up.

LATE PICK-UP

Please call the Center if you will be late so we can reassure your child. Children who are not picked up on time will be brought to the office to await their parent.

There is an overtime charge if your child is picked up later than his or her class dismissal time for preschool pick-up. The charge is \$5.00 for any part of the first 5 minutes and then \$1.00 per minute thereafter. The late pick-up fee will be added to your account and an invoice will be mailed to you.

ABSCENT/LATE PICK-UP

If your child will be absent or late, please inform the Office Manager. When a class has a scheduled field trip, any child arriving after the group has departed must remain with the parent until the class returns.

PARKING

There is no parking in the loading zone expect for drop off and pick up. You may park in this loading zone for a maximum of 15 minutes. Cars left in the loading zone may be towed at the owner's expense. Please be mindful of the posted speed limits, we have many families crossing Waldo Street and want to ensure the safety of everyone!

TUITION POLICIES

All fees are due and payable on the 1st of each month and must be paid in full by the 10TH of each month. Checks should be placed in the slot in the MCC office door.

Any payment received after the 10th is delinquent and a late fee of **\$25.00** will be charged to your account.

Children may be dismissed by the Center if any amount is past due. Please call the Director if you are having difficulties, and an effort will be made to accommodate your situation; however, we must maintain financial stability and cannot extend credit for any length of time.

MCC reserves the right to increase tuition to maintain the quality of our program. We will give parents as much notice as possible should a tuition increase be required.

Accounts must be current in order to register a child or sibling for our summer programs or for the next school year.

BANK DRAFT

MCC provides the option for families to sign up for an automatic bank draft. The tuition will be drafted on the 5th of each month. If you would like to sign up for the bank draft you can pick up the form in the MCC Office Manager's office or print it from our website, listed under forms.

WITHDRAWEL FROM MCC

One month written notice is required if you are planning to withdraw your child from the program. **Payment for that month is required**, whether or not your child attends during that month. Individuals forfeit their rights to May's tuition if no notice is given upon withdrawal.

On rare occasions, a child may be withdrawn on the recommendation of the teacher and Director for the welfare of the child or the group. MCC reserves the right to exercise this option if necessary.

A child may be withdrawn from the program for nonpayment of tuition and fees or for failure to adhere to MCC policies. Any sibling registered at this time will forfeit the place if the older or younger sibling is withdrawn from MCC.

HEALTH & SAFETY

INSURANCE

If your child is injured on the premises, a claim must be made first under your family coverage. MCC has coverage only in the form of "Excess Coverage" and this would not apply until family coverage is exhausted. This would not reimburse you for the deductible under your family policy. Limits vary yearly and most dental expenses are excluded. Please contact the MCC office if you need further information.

CLOTHING

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Dress your child in play clothes so the many learning experiences provided can be enjoyed, such as messy art projects and outdoor play. We play outside except on rainy days or bitterly cold days, so provide your child with sweaters, jackets, and coats when necessary.

Please send your child to school in tennis shoes or rubber-soled shoes and **refrain** from

- Open-toe sandals
- CROCS
- Dress shoes with slippery soles
- Cowboy boots

If appropriate footwear is not provided, parents will be called to bring appropriate shoes so children will be able to play on the playground or in the gym. All outer garments must be labeled with your child's name.

PLAYGROUND

The playground is reserved for MCC use from 9:00am - 1:15pm during the traditional school year- Monday through Friday. Our children are supervised at all times on the playground as required by state law. Since children must be supervised by our employees during our hours of operation, we must ask that siblings or others not enter the fence during the posted times, and that students enter only to participate with their class.

Before and after school hours all children must have adult supervision while on the playground. Please do not allow children to move sand from the sandbox to other areas of the playground or to bring rocks onto the playground. Our goal is to maintain a safe environment for our children each time they enter the playground.

SANITATION AND CLEANING

Methodist Children's Center is cleaned nightly by a professional janitorial staff. Floors are vacuumed, bathrooms mopped, sinks disinfected and trash cans emptied. Carpets are steam cleaned four times per year. Cleaning supplies are locked up and kept away from food and utensils. Teachers are responsible for cleaning countertops daily with a solution of 100 pm bleach. Bathroom surfaces are sprayed with disinfectant at the end of the school day.

Please notify the director with any concerns you might have about the cleanliness of your child's classroom.

MEDICAL/HEALTH REQUIREMENTS

Whether at home the night before, on the way to MCC or during the school day, children with the following symptoms cannot attend MCC:

- sore throat
- cough that cannot be controlled
- fever
- rash
- earache
- upset stomach
- diarrhea
- runny or "green discharge" nose
- sores on the body

If you are called to pick up your child from MCC due to any of the above listed symptoms, your child may not return to Preschool until their condition has been normal for **24 hours without medication**.

Additionally, if your child is being treated with antibiotics, he/she should be on the antibiotics for at least 24 hours before returning to preschool. We would appreciate a call to the preschool office when your child must stay at home due to illness and advise us of any contagious condition in order for us to alert other families.

MEDICATION

Children will be given medication only if ALL the following conditions are met:

- We will only administer medication that has been prescribed by a physician and is accompanied with a "Permission to Administer Medication Form" which is available in the Director's office. The form along with the medication must be given to the Director of MCC.
- No over the counter medications will be given.
- Medicine must be in the original container and it must have the child's name on the container. Medicine must also have a doctor's note with written approval for administration of medicine.

- Medicine (with measuring utensil if necessary) should be in a “Ziploc” bag with the child’s name. It must include directions for giving the medicine.
- The parent must completely fill out a “Permission to Administer Medication” form which is available in the Director’s office. The form along with the medication should be given to the MCC Director, where it will be locked up.
- **Children may not carry medicine into the Center. This includes Chap Stick, cough drops, vitamins, etc.**
- It is the parent’s responsibility to get any remaining medicine from the Director. Due to limited storage, medicine not picked up by the parent will be disposed of properly.
- Our staff is trained in the use of Epi-Pens. They will be administered in an emergency situation, provided there is a signed form on file. (Forms are available in the Director’s office) Breathing treatments will be conducted by parents ONLY.

ABUSE AND NEGLECT POLICY

By North Carolina law all caregivers are required to report any signs of abuse or neglect to the county and the Division of Childhood Development. The full procedure can be found in the NC Child Care Laws. This document is available on our website under “Handbook and Forms.”

FOOD AT MCC

As a Christian organization, we use snack/lunch time as an opportunity to pray with the children and give thanks to God.

MCC provides:

Morning snack for all classes

Hot Lunch for Transitional Kindergarten and 4 -hour 4 day 4 year olds.

We provide healthy lunches and snacks which meet State requirements, but we are unable to provide special diets. Parents must furnish any special diets required. All food allergies must be verified by a physician and the physician must fill out a “Food Allergy Action Plan” form, which may be obtained in the Director’s office.

The kitchen manager follows the guidelines from “Meal Patterns for Children in Child Care” to ensure that balanced, nutritious meals are served. Milk is served for lunch and juice and water are served for snack.

Any food that is brought in must come from an approved source (bakery, grocery store) and not contain peanut products or have ingredients that have been processed in a facility that handles peanut products.

No homemade items are allowed in the classroom per sanitation requirements.

Children with food allergies are listed in each classroom as well as MCC's kitchen. Please check with teachers before sending food for any class, because of allergies.

PEANUT SENSITIVE POLICY

Due to the recent rise in childhood allergies Methodist Children's Center and FUMC-C Children's Ministry is a peanut sensitive environment. Because our classrooms are used outside of MCC regular hours by various groups within the church we cannot guarantee that no peanut products are brought into MCC and Children's Ministry areas.

However, during MCC regular classroom hours the following policy is strictly enforced for all MCC and Children's Ministry areas including classrooms, outside play areas, gym, small dining room and main office.

The following policy pertains to parents, students and staff to reduce the risks to children with potentially life threatening peanut/nut allergies. Please note ingestion of a piece of nut - containing food as tiny as a crumb, or contact with toys and equipment which have been touched or mouthed by others who have nut residue on their hands could trigger an anaphylactic, life threatening allergic reaction.

It is our role to provide the safest environment for children.

- Methodist Children's Center will not be serving any food items that contain peanut or tree nut ingredients or food items that are made on equipment that produces these products.
- Families, teachers, staff, and students must wash hands when entering the classroom.
- No food items containing peanut/nut products can be brought into MCC; this includes peanut butter, peanut crackers, peanuts, etc.
- Please make sure to read the labels when purchasing any food items to be brought into the classroom. No homemade food items are allowed, per state sanitation regulations.
- If a child brings an item containing peanuts, MCC will provide another alternative and will send home a reminder about our policy.

DISCIPLINE & CONFLICT RESOLUTION

Your child's growth, development and well-being are our main priority. It is our philosophy to develop children and provide positive discipline strategies.

Discipline will be administered in a fair, consistent and professional manner. Conferences can be beneficial to staff members, parents and children. Please feel free to request a conference at any time. When we have difficulty resolving a discipline issue, the parents will be contacted.

If severe discipline problems cannot be resolved such as consistently disrupting the class, excessively aggressive behavior toward peers and staff, etc., MCC has the right to dismiss the child from the school.

A copy of our discipline Policy Statement, detailing methods used can be found on our website under "Handbook and Forms."

PARENT GRIEVANCES

Parents having concerns about their child need to first discuss that concern with the child's teacher. If a resolution is not reached, parents may bring forth concerns to the Director.

OTHER POLICIES

Birthday Celebrations

Birthdays are very special occasions for children. You may help us celebrate your child's birthday by sending special cups and plates for us to use at snack time. Or consider the donation of a book or other gift to the classroom, given in your child's name, instead of party favors. No balloons are allowed at the Center. If you are sending out invitations via take home bags, we ask that you include all students in the class. If all children are not included, please mail invitations.

VISITORS

We regret that we cannot allow children not enrolled in our program to attend any of our classes, this is due to state regulations.

Adult visitors assisting in the classroom must sign in with the Office Manager and receive a visitor nametag before entering the class. Upon leaving the class, return to the Office Manager's office and sign out before exiting the building.

TOYS FROM HOME

Please leave personal toys, books, etc. at home. Toys can get lost or broken or cause problems with other children.

Certain classrooms have show and share days where a child may bring in something special that enhances the learning experience.

No guns, weapons or war play items are allowed at MCC.

PARENT PARTICIPATION

MCC has an open door policy. You may come and visit anytime, we ask that you check in at the MCC office and pick up a visitor nametag. We encourage families to get involved at our preschool to help build a strong partnership. There are many ways you can get involved below are some listed options:

- Volunteer in the classroom
- Assist with field trips or special events
- Attended special programs at Christmas and other times during the year
- Sharing information and talents to enrich or improve our Preschool
- Assisting teacher with cutting/gluing projects and other prep work items

TRANSPORTATION POLICY FOR FIELD TRIPS

- Each child must be restrained by a seat belt or in a child restraint seat as required by law.
- Children may not ride in the front seat of a vehicle.
- All vehicles will carry a basic first-aid kit, provided by MCC.
- Emergency information for each child will be in the vehicle with the child.
- Drivers must be at least 21 years of age with a valid driver's license.
- Two adults must be with children at all times when they are in a vehicle.
- Children must be loaded and unloaded from curbsides or in a safe area where they are protected from traffic hazards.

- Parents transporting children to and from the Preschool or for field trips should take care to follow all of the above rules. Children should never be left unattended in an automobile.
- MCC is not responsible for car seats left in the building. We cannot store them in classrooms and do not have a designated area for storage.
- MCC does not transport children for appointments or lessons such as doctor, dental, gymnastics, etc. Please inform the Office Manager when your child is being picked up for such appointments.

SUMMARY

We are excited about building a partnership with you at MCC and First United Methodist Church. We will continually assess our effectiveness in all we do and how we do it. We love getting your feedback and use it to make necessary improvements. Thank you for sharing your children with us!

“For I know the plans I have for you, declares the Lord. Plans to prosper you and not to harm you, plans to give you hope and a future. Then you will call upon me and come and pray to me, and I will listen to you. You will seek me and find me when you seek me with all your heart.” - Jeremiah 29: 11-13