

Broadway United Methodist Church
Parent's Day Out and Preschool Program
309 East Broadway
Maryville, TN 37804
(865) 982-1183

Parent Handbook



A non-profit,
Christian Based
Non-discriminatory Childcare center.

Revised June 2024

Broadway United Methodist Church
Parent's Day Out Enrichment Program

Program Schedule

August

ITI Lifelong Guideline Introduction

Theme: Welcome Back to School & Getting to Know You

Dates you need to know:

September

ITI Lifelong Guideline: Trustworthiness

Theme: Wild Wild West

Dates you need to know:

CLOSED for Labor Day

October

ITI Lifelong Guideline: Truthfulness

Theme: Safety & Fall Changes

Special Events:

Halloween Parties

Dates you need to know:

CLOSED for Fall Break

November

ITI Lifelong Guideline: Active Listening

Theme: Giving Thanks

Dates you need to know:

CLOSED for Thanksgiving (W & Th)

December

Theme: Christmas Around the World

Special Events:

Christmas Shopping

Dates you need to know:

CLOSED for Winter Break

January

ITI Lifelong Guideline: No Put Downs

Theme: Winter Wonderland

Dates you need to know:

February

ITI Lifelong Guideline: Personal Best

Theme: Good Health & Nutrition

Special Events:

Valentine's Parties

Dates you need to know:

March

ITI LIFESKILLS – Caring, Common Sense, Cooperation, Courage, Curiosity & Effort

Theme: Music Appreciation

Special Events:

School Pictures

Dates you need to know:

CLOSED for Spring Break

April

ITI LIFESKILLS – Flexibility, Friendship, Initiative, Integrity, Organization & Patience

Theme: Easter & The Color Wheel

Special Events:

Easter Egg Hunt

Staff Appreciation Week

Dates you need to know:

May

ITI LIFESKILLS – Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility & Sense of Humor

Theme: May Flowers

Dates you need to know: Last Thursday in May is last day of Regular Session

August

First Tuesday in August – First day of Fall Session

Fall Hours of Operation

8:30am – 2:30pm

Other Special Activities

Fundraisers

Donuts with Dad (Father's Day)

Pajama Days

**All the above information is subject to change. Please read monthly newsletter for most accurate and up to date information on activities.

The Creative Curriculum

PHILOSOPHY:

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work to learn firsthand about the world we live in.

GOALS & OBJECTIVES:

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. Our curriculum identifies goals in all areas of development:

- **Social:** to help children feel comfortable in school, trust their new environment, make friends and feel they are a part of the group.
- **Emotional:** to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with the children, are all designed to accomplish the goals of our curriculum and give your child a successful start at school.

Parent's Day Out Enrichment Program

The Parent's Day Out Enrichment Program provides ChildCare and education in a Christian environment for children 6 months of age through 5 years old. We accept all children in order of request. We do not discriminate in admissions on the basis of race, sex, religion, creed, color, national origin or source of payment.

Center Hours: Tuesday, Wednesday & Thursday
8:30am – 2:30pm
*No one child may attend more than 2 days in one week.

Infant: 6 months to 16 months	ratio: 2:5
Toddlers and 2 – year olds combined:	ratio: 2:12
3 – Pre-k combined	ratio: 2:15

Broadway United Methodist Church is not a licensed program but is registered with the Department of Human Services and abides by DHS regulations.

We are happy to say our ratios are lower than what a licensed program would offer to give your child more individual attention.

“This facility is not required to be licensed by the State of Tennessee as a child-caring agency.”

Information derived from the House Health and Human Resources Committee of the Senate and House of the State of Tennessee.

URL: http://www.legislature.state.tn.us/bills/101gahtm/101_AMND/HA1328.pdf
See pages 20 + 22: Section 4 {71-3-503, (a) (7)} and 61: Section 13 {71-3-512, (a)}

ENTRANCE AND REGISTRATION:

1. A registration fee (\$75) must be paid at the time of registration. A payment of one month's tuition is also required at that time. Registration fee is also paid annually in August.
2. A health form must be provided prior to the start of school.

TUITION SCALE Each School Year

1st child: \$30.00 per day if 2 days per week
2nd child: \$25.00 per day if 2 days per week
\$35.00: 1 Day per week

TAX ID NUMBER:
62-6001873

FINANCIAL POLICY:

Our tuition not only pays staff salaries, but also applies to the purchase and repair of materials, toys, books, art supplies, large play equipment, phones, cleansing supplies, professional training and materials, advertising, printing costs, and food for snacks and more. Parents contract for a set monthly fee. **If your child is absent, our expenses remain constant and your fee holds your child's space, and remains the same.**

This monthly fee is due on the first day of the month that your child attends. **There is a \$15.00 late fee charged for any check not in on the third Thursday, by 2:30pm, of each month.**

Should your child continue for the summer session, all regular policies remain in affect.

Tuition that is over 1 month late will result in termination of your child's enrollment at PDO.

REGISTRATION FEE

A **yearly registration fee of \$75.00 per family will be due each August for the following year.** If you enrolled your child in June or July you will not be required to re-pay the registration fee. Everyone who enrolled before June is required to pay this fee. Registration fees go toward Parent Handbooks, art supplies & replace toys and equipment.

ATTENDANCE:

1. Children should arrive no sooner than 8:30am. Staff are here at 8:00 to prepare for the day and are not available to care for children before 8:30am unless otherwise prearranged.
2. Parents should be prompt when picking up children.
3. Parents must sign in and sign out their child to maintain the safety of the children.
4. Regular attendance is necessary for the progress of your child. However, if your child develops a cold or is not feeling well, we suggest that you keep him/her home until he/she is feeling better. If your child should develop a contagious disease and others at the school were exposed, please call and let us know so that we may notify the parents of the group that was exposed. We will take the children outside for a short time each every day that the temperature is over 40 degrees. No children will be allowed to remain inside. Be sure that you keep your child at home if you do not wish for them to go outside to play.

WITHDRAWAL:

1. A two-week written notice is required before withdraw of a student from school. Tuition is due up to and including the 2-week notice.
2. A parent may be asked to withdraw a child if, after given an adequate period of time to adjust to school, a child continues to be disruptive in the classroom at the expense of the other children.
3. If a child's tuition is not paid on time and arrangements for payment have not been made with the Director, a child may be asked to withdraw.

WAITING LIST PROCEDURES:

Children on the waiting list are taken into classes according to their order on the waiting list. They are taken according to their age and the age where the Vacancy occurs. No payment of fees will be required while the child is on the waiting list, but they will be required at the time the child is taken into a class.

CHILDREN'S PERSONAL NEEDS:

Children should wear casual play clothing to school. Children are vigorous explorers and are not very concerned with keeping clean. An athletic type shoe with soft rubber soles is recommended. This will help ensure greater security walking on tile floor and climbing on climbers. In cold weather each child should bring a snowsuit, hat, mittens, scarf and boots at school. As long as it is + 40 F there is a good chance we will go outside.

Each child will be supplied with a nap cot. Parents should supply blankets and pillows. Blankets will be sent home Daily for washing. All outdoor clothing, boots, lunch boxes, backpacks; etc. should be marked with the child's name.

Because our environment is rich with materials, we ask that toys be left at home.

Children who are still in diapers need to bring diapers and wipes.
Children who are not 100% potty trained need to have an extra change of clothing at school.

SNACKS / LUNCH:

As a parent with children enrolled at PDO, you will be responsible for periodically supplying your child's classroom with a nutritious morning snack. A note will be sent home at the beginning of each month to inform you of when it is your turn.

Lunches are provided by you the parent. We suggest protein, bread, fruit and vegetables. We send the uneaten portion home so that you are aware of what and how much your child has eaten. It is very important that toddlers and preschool children have a nourishing breakfast.

ARRIVAL & DEPARTURE:

Upon arrival children should be signed in curbside. Upon departure children should be picked up no later than 2:30.

Arrival and departure times are ideal times to pass information. Please communicate to us in writing any information that may help us understand and relate to your child during the day, plans for vacation, if someone different is picking up your child that day, etc... Please communicate any concerns or questions you may have about our program. This will make the day's transitions easier and give a feeling of security. Separation anxiety is often acute during the child's first days at school, following a set pattern, even a script of reassurances, suggestions for what to do at school, and goodbye will make it easier on everyone. Be assured that your child is left in loving, caring hands that will offer comfort and assurance.

Late Pick up Fee

Our childcare services end at 2:30pm. Our staff is paid only until 2:30pm. If you are late, you keep the people who care for your children from their homes and families. ***Our late policy is that after 2:35pm parents will be charged \$5.00 for every 5 minutes (to be rounded up) they are late, per child, to be paid to the teacher directly that day.***

Fees that are not paid that day will be added to your monthly tuition statement. Please do your best to be on time. Thank you.

FIELD TRIPS:

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The Center will provide that same adequate responsible adult supervision for these excursions as is provided children while in attendance at the Center. We require that written permission be obtained from each parent before taking a child on a field trip. Parents will therefore receive written notification of all field trips in advance. This notification will include the purpose and destination of the field trip and permission slip to be filled out and signed. We will also be asking for parent volunteers to accompany the children on some field trips and to provide transportation.

COMMUNICATION:

A newsletter is sent home monthly telling parents of plans for their child and other school related information. Daily info sheets are sent home with every child describing what went on at school that day and parents are always invited to speak with teachers or the Director at anytime! Please call 865-982-1183 x3

RESOURCES:

In addition to expanding our own book library, PDO uses community resources. Parent resources are also used as guest speakers.

STAFF TRAINING:

All staff members attend staff meetings, and are CPR & First Aid Certified. All staff members have input into the lesson planning and implementation of said plans.

STORMS:

Should a warning of severe weather conditions be given, a staff person shall call all the parents and advise them to pick up their child as soon as possible. WGAP (1400 AM or 95.7 FM) radio will also advise of the Center's closing for extreme weather conditions.

Our policy is: **if Maryville City Schools close, we close too!**

MATURE, EXPERIENCED, CONSISTENT STAFF:

Here at Broadway United Methodist Church, we view ourselves as childcare professionals. We are committed as staff to the care, comfort and education of your children. We feel the work life and spirit we share as adults will flow over and affect the happiness of your children. Therefore, our goal as a non-profit organization is to create an environment in which staff is happy, productive and that their stay with us will be long term.

FIRST AID & ACCIDENT REPORTS:

All staff members are required to have first aid and infant/child CPR training. The staff will administer first aid treatment, as they deem necessary. When children are injured at the Center, an accident report will be filled out. You, the parent will receive a copy explaining the accident and steps taken. In case of an emergency, which demands immediate medical attention, we will call 911 and your child will be transported to an appropriate medical facility with a staff member until you arrive.

EMERGENCY NUMBERS

Please make sure that you are reachable while your child is at PDO in case of an emergency. If your child was to become sick at school or have a true emergency, it is imperative that we are able to get in touch with you or someone on your child's emergency sheet. Please have an emergency plan ready and inform the individuals on your child's emergency sheet that they are on it and what the plan is.

SICK POLICY:

As a childcare center, we need to contain illness as much as possible. Although we deliver lots of TLC we are not staffed for continuous care of sick children. Please do not send your child if they have:

1. A temperature of 100 or above
2. A contagious disease such as chicken pox, impetigo, strep throat etc.
3. Stomach flu/Vomiting within the past 24 hours
4. Diarrhea within the past 24 hours

If your child becomes ill at school, we will notify you immediately and ask that you come and pick them up within the hour.

ABOUT ADMINISTERING MEDICATION AT SCHOOL:

We do not administer medication at Parent's Day Out.

CHILD ABUSE:

Each staff member is required by law to report any case of suspected child abuse and neglect.

INSURANCE:

For your protection and ours, excellent liability insurance is carried by Broadway United Methodist Church through Cate-Russell Insurance Co.

DISCIPLINE POLICY

PDO staff strives to first anticipate inappropriate behavior and therefore avoid it. If staff was not able to anticipate a problem and a child is acting inappropriately, they will first attempt to redirect that child to more appropriate behavior. In the event that redirection has not worked, the child will then be asked to sit in a designated area, away from the other children, to think about what they have done and how they could have done things differently. If a child is consistently showing inappropriate behavior, the parents will be asked to attend a conference with the child's teacher & PDO Director. Together they will come up with an action plan.

DROP - IN POLICY

A child who is enrolled for only one day a week may be dropped off on a not regularly scheduled day if:

1. The child is currently enrolled in the program.
2. The parent calls first and makes sure there is room so that we are not over ratio.
3. The child does not come more than 2 days in one week.

The fee for a drop-off day is the same as for a scheduled day to be paid on the day the child comes.



Biting Policy

Biting is, unfortunately, not uncommon for toddlers. Some children and toddlers communicate through this behavior. However, biting can be harmful to other children and to our staff. As a child care provider, we understand that biting does occur. Our goal is to help identify what is causing the biting and resolve those issues. If the issue cannot be resolved, this policy is to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

When Biting does Occur:

The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt or frighten children.

For the child that was bitten:

1. The teacher will comfort the child. First aid is given to the bite. The area will be sanitized properly.
2. The teacher will immediately notify director, and parents notified.
3. An incident report will be completed.

For the child that bit:

1. The teacher will tell the child, "NO, We don't bite." And show the child that he/she hurt their friend.
2. The child will be placed in time out for no longer than child's age (one year old, one minute).
3. The parents are notified.
4. An incident report will be completed,

5. The director will keep a biting log and evaluate the biting to determine the cause and make suggestions to the teacher and parents to help stop the biting.

When Biting becomes Excessive:

1. After all preventative steps have been tried by the staff, if the child continues to bite routinely the Director will make the decision to suspend the child from enrollment for a period of time. If a child is suspended, the parent will be informed that the child may return to the center as soon as the biting is abated.
2. If the child returns to the program and continues to bite, and is endangering the children, the child will be terminated from the program.

*****This policy is effective September,23,2024.*****