



**Union
Chapel
MBC**



CHILD DEVELOPMENT
CENTER

PARENT HANDBOOK

Proverbs 22:6

“Train up a child in the way he should go: and when he is old he will not depart from it.”

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Union Chapel Missionary Baptist Church  
315 Winchester Road NE  
Huntsville, Alabama 35811  
Office (256) 852-1150  
Fax (256) 851-6949  
[www.unionchapelcdc.org](http://www.unionchapelcdc.org)

—

***Dr. O. Wendell Davis, Pastor***



# A Unified School with **GREAT EXPECTATIONS** in the Lord.

Acts 2:44



**Union Chapel M. B. Church Child  
Development Center**  
is a ministry of  
**Union Chapel Missionary Baptist Church**  
**315 Winchester Road, NE**  
**Huntsville, AL 35811**  
**Church Office (256) 852-1150**

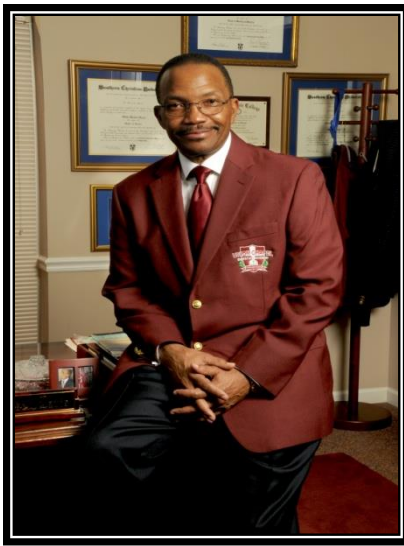
The governing ministry of Union Chapel Missionary Baptist Church and the administration of Union Chapel MB Church Child Development Center reserve the right to amend this handbook as needed throughout the course of the school year. Union Chapel MB Church Child Development Center administration will also communicate changes to affected groups and individuals through posted notices, messages on the check-in computer, through our website, [www.unionchapelcdc.org](http://www.unionchapelcdc.org), and our Facebook page-Union Chapel MB Church Child Development Center.

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## **Pastor's Welcome**

*Lo, children are a heritage of the LORD: and the fruit of the womb is his reward. Psalm 127:3*

Dear Parents,

I would like to extend a cordial welcome to you. It is a joy to see parents obeying God's command to educate our children and we are delighted to have a part in that decision. The Scripture says in Deuteronomy 6: 1, 7:

*Now these are the commandments, the statutes, and the judgments, which the LORD your God commanded to teach you, that ye might do them in the land whither ye go to possess it: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.*

Our staff is here to provide assistance in educating your children emotionally, academically, and spiritually while providing a healthy, safe and happy Christian environment. We provide competent, concerned people who understand the importance of good nutrition, exercise, and relaxation as they relate to your children's growth and development.

Our facility is always open to you and we welcome your visits. Any questions or comments may be directed to the Union Chapel Child Development Center Director at 256-852-4082.

Yours in Christ,

Dr. O. Wendell Davis, Pastor

**UNION CHAPEL MISSIONARY BAPTIST CHURCH**  
**CHILD DEVELOPMENT CENTER**

*Child Development Center*

*Office (256) 852-4082*

*Email: [daycare @unionchapelcdc.org](mailto:daycare@unionchapelcdc.org)*



Greetings,

Welcome to Union Chapel Child Development Center. We are honored that you have chosen our center to partner with in educating your child. Our objective at UCCDC is to assist you in fulfilling God's commandment given in Proverbs 22:6 to us: "Train up a child in the way he should go: and when he is old he will not depart from it." Our intention is to scaffold learning processes at school that build upon the foundations of home bridging any gaps to produce a solid Home to School Connection while meeting the educational needs of the whole child. Through our ABEKA curriculum along with additional developmentally appropriate supplemental activities, we feel confident that the success of your child's developmental milestones is achievable.

This handbook should answer most of your questions about our services. If any revisions need to be made, they will be given to you to be added to this book. A copy can also be found on the CDC website. You will be required to sign that you have received a copy or have access to a copy of the parent handbook.

If there are any questions, please don't hesitate to contact us. Feel free to stop by the office, call, or make an appointment. We pray that your child's educational journey is an enriching learning experience.

Yours in Christ,

Nadine Russ  
UCCDC Director  
[nruss@unionchapelcdc.org](mailto:nruss@unionchapelcdc.org)

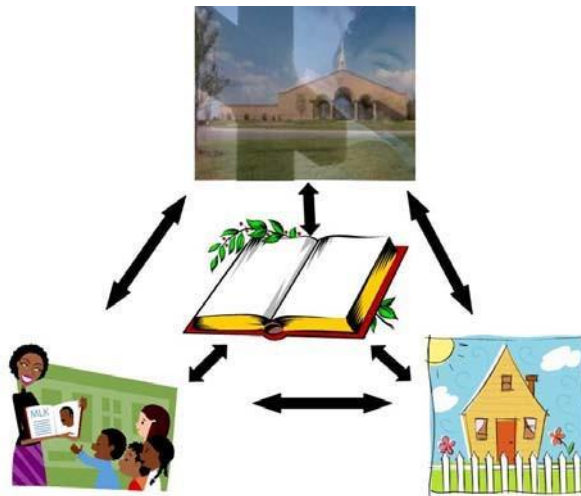
Lorraine Boone  
School System Administrator

# ***Philosophy of Education***

***“And ye shall know the truth, and the truth shall make you free.”***

***John 3-32***

The rationale for the existence of the Union Chapel School System (UCCDC, UCCA and UCBC) and the reason that parents continue to plan, work, pray and sacrifice is the same today as it was over 70 years ago—they accept the call to joyfully obey God's command to do their best to see that their children are educated by dedicated, Christian teachers, and to live according to the will of God in service to Jesus Christ, His Church, and the community. The foundation for all true education is triangular—the home, Church, and Christian school are all based on the teachings of the Holy Scriptures. We believe that the Bible is the infallible Word of God and presents a reliable and unmistakable account of the entire human situation. We believe that God created heaven and earth and all living creatures, and that He created human beings in His own image and appointed them caretakers (stewards) of all that He has made.



Union Chapel M B Church Child Development Center derives its authority from the family. God gave parents the responsibility of educating their children (Proverbs 22:6; Ephesians 6:14). Union Chapel Missionary Baptist Church, as an assembly of believers, has established Union Chapel M B Church Child Development Center as an extension of the educational processes of our Church families, providing a supportive basis of encouragement as they seek to fulfill their God-given responsibilities (Proverbs 19:27, Jeremiah 10:2). As a congregation, we have further opened this ministry to other families in our community who are seeking a similar Christ-centered and academically challenging education for their children.

We desire that students learn to view everything through the eyes of God as revealed in the Scripture, so a truly Christian education must be Christ-centered rather than student or teacher-centered. Jesus Christ must be at the center of all that is believed, said, and done. He is the source of all wisdom and knowledge (John 14:6; Colossians 2:3, 8-10).

## **MISSION STATEMENT**

Union Chapel M. B. Church Child Development Center is a Christ-centered school that provides childcare and academics, for the sake of fulfilling the church's God-ordained role in carrying out the Christian education mandate in Deuteronomy 6:7, Proverbs 22:6, and 2 Timothy 3: 15—17.

Our goal is to assist in educating your children emotionally, academically, spiritually, and socially in a safe, healthy and happy Christian environment.

## **ELIGIBILITY**

Union Chapel M. B. Church Child Development Center is open to the entire Tennessee Valley community and does not have any restriction on race, creed, or religion. Although we accept children from unsaved families and from any religious group, we do not teach beliefs other than the Bible-based beliefs of Union Chapel Missionary Baptist Church.

Our Center's program is planned for children ages six weeks through three years old.

Children with disabilities may be accepted after a meeting with the Center director and the parents. A doctor's statement will be required.

## **ADMISSION REQUIREMENTS**

Parents must complete the necessary forms before their child/children can be accepted in the Center. This includes the following:

- Pre-admission record
- Personal information
- Unexpired Immunization Records
- Permission to participate in school activities/emergency medical care
- Child's medical report (Physician's signature needed)
- State of Alabama Affidavit for Parent/Guardian
- Financial Contract
- COVID Waiver
- Photo Release Form
- Parental Agreement/Acknowledgment

## **HOURS OF OPERATION**

Union Chapel Child Development Center hours are from 7:00 a.m. to 5:30 p.m. Monday through Friday, except scheduled holidays. The Center is scheduled to close at 5:30 p.m. We ask parents to cooperate in picking up their children no later than 5:30 p.m. If, for some emergency a parent should be delayed, please call the Center and inform the office that you will be late. A late charge will be assessed. While we understand that emergencies do arise, we request that parents keep in mind the 5:30 p.m. closing time. The Center is covered to offer care only to that hour and staff are hired until that hour. Continuous tardiness to pick up a child on the part of a parent or parent designee may necessitate our requesting that the child be withdrawn from the Center.

The computer clock is the official timepiece. Please synchronize your watch with this clock.



## **HOLIDAY SCHEDULE**

The Center will be closed in observance of the following holidays:

|                               |               |
|-------------------------------|---------------|
| <b>New Year's Day</b>         | <b>1 day</b>  |
| <b>Martin Luther King Day</b> | <b>1 day</b>  |
| <b>Good Friday</b>            | <b>1 day</b>  |
| <b>Memorial Day</b>           | <b>1 day</b>  |
| <b>Juneteenth</b>             | <b>1 day</b>  |
| <b>Independence Day</b>       | <b>1 day</b>  |
| <b>Labor Day</b>              | <b>1 day</b>  |
| <b>Thanksgiving/Day After</b> | <b>2 days</b> |
| <b>Christmas Eve</b>          | <b>1 day</b>  |
| <b>Christmas Day</b>          | <b>1 day</b>  |

If a holiday falls on Saturday, the Center will be closed on Friday. If it falls on Sunday, we will be closed on Monday. The Center will be closed for Winter Break during the Christmas holidays. Prior notice of scheduled closings will be given. The Center will reopen on the first working day after the scheduled holiday. Two professional days will be added during the year. Prior notice will be given.

## **PROGRAM INFORMATION**

### **Nursery**

Pupil Staff Ratio (6:1)

We have developed a program dedicated to providing a nurturing and loving atmosphere designed to meet each child's individual needs. A healthy nursery is fostered in a trusting relationship established between each child and their teacher. Infants will be allowed to form and follow their own normal sleep and feeding schedules. Potty training will not be initiated in the infant room. A daily report is provided that lets you know how your child's day was. It included feeding information, changing times, and items that are needed.

### **Toddler I**

Pupil Staff Ratio (8:1)

Through exploration, story time, and songs, our Toddler I program provides a safe learning environment while helping children to develop to their maximum potential. In Toddler I, our children work from one workbook: Nursery Arts & Crafts. A daily report is provided that lets you know how your child's day was. It included feeding information, changing times, and items that are needed. Toddlers will participate in programs and activities such as arts and crafts, music, exercise, and free play. Activities are designed to provide opportunities for:

1. Walking, crawling, and climbing
2. Manipulative experience to develop large and small muscles and motor/perceptual skills

3. Increasing attention span through group and individual activities
4. Developing speech and language skills
5. Repetitive play to practice recently acquired developmental skills
6. Independent functioning and attainment of self-help activities

## **Toddler II**

### **Pupil Staff Ratio (9:1)**

In Toddler II, the children work out of three workbooks: Arts & Crafts with button Bear, Child Art for Two's, and Learning Numbers with Button Bear. Our Toddler II program is designed to stimulate the child's development in the areas of language, creativity, cognitive learning, and emotional, social, and physical growth. This gentle nurturing learning environment encourages creativity and interest from each child as they are guided to develop a positive attitude towards learning. A daily report is provided that lets you know how your child's day was. It included feeding information, changing/potty times, and items that are needed.

## **K-3**

### **Pupil Staff Ratio (11:1)**

Our K-3 program uses five workbooks: Preschool Coloring Sheets, Letters and Sounds, Numbers and Skills with Button Bear, Child Art, and Arts & Crafts with Amber Lamb. Each day, the children experience creative play, story time, art time, music and movement, language, concept development activities, and center time that will aid in education. Activities and schedules will be planned to promote cooperative play, positive peer relationships, understanding others, and ability to handle and express their feelings in a positive and acceptable manner. Equipment, activities, and space will be provided for perceptual/motor coordination and the development of the large and small muscles. A daily report is provided that lets you know how your child's day was. It included feeding information, potty times, and items that are needed.

\*The Abeka curriculum promotes good language and listening skills, develops Christian character traits, and develops children's knowledge in a variety of areas.

\*Studies have shown that children's positive engagement with teachers relate to gains in cognate, social, and emotional development. Teachers will create lessons, songs, games, and activities to make whatever activity their own. Creativity also fosters mental growth in children by providing opportunities for trying new ideas and new ways of thinking.

## **STAFF SKILLS AND QUALIFICATIONS**

Demonstrate love for God and people, as well as provide a safe and nurturing environment for children to encourage social, emotional, physical, spiritual, and intellectual

development. Must maintain a positive relationship with parents, children, and staff and ensure the safety of children at all times.

**Skills Needed:**

- Accountability
- Adaptability
- Problem-solving
- Time-management
- Organization
- Advanced multitasking
- Interpersonal skills
- Compassion and empathy
- Physical stamina

**Qualifications:**

- High school diploma or GED at minimum
- Valid CPR and first-aid certifications
- Clear criminal history background check (including fingerprinting)
- Clear Child Abuse/Neglect Report
- Record of immunizations (including COVID vaccine) and medical history report

## **PARENT INVOLVEMENT**

### **PARENT-STAFF COMMUNICATION**

1. If parent(s) or guardian(s) wishes to have a conference with any staff member, an appointment must be made at a time that will not disrupt the children's activities. To request a conference, please call the UCCDC to schedule an appointment. We welcome the opportunity to partner with parents to solve academic and/or social-emotional concerns.
2. If a staff member working with a child notices any changes in his/her behavior pattern, the parent(s) or guardian(s) will be contacted and an appointment will be set up to discuss the change(s).
3. Parents are expected to write all messages to teachers. Teachers will not accept verbal messages.
4. Parent visitations and conferences are encouraged.

### **PARENT ORIENTATION**

Parent Orientation will be held each year prior to the beginning of the UCCDC school year.

## **VISITORS**

We have an open-door policy! Parents and guardians are encouraged to visit; however, we ask that you please report to the Office before entering the classroom. If you wish to visit a teacher, please make an appointment.

## **OPEN HOUSE**

An open house will be held during the year. Written notices will be sent announcing the specifics.

## **SPECIAL OCCASSIONS**

Parents are welcome to send a special treat to school to share with their children's friends/classmates on birthdays or special occasions. For the safety of the children with food allergies, we ask that treats are limited to foods that are clearly labeled with the ingredients.

Gifts must not be brought to school. Parents must get all party plans approved in advance by the administrator and/or teacher. No balloons may be brought to the Center and passed out to other children (DHR regulation). Invitations may not be distributed unless for the entire class.

## **FIELD TRIPS**

Field trips and nature walks are considered an important part of the educational program. Parents are welcome to join us and may be asked to help supervise some of the children. Fees charged are based on the cost of admission and transportation for the events scheduled on the dates that your child is contracted to attend.

## **HEALTH AND SAFETY**

Our Healthy and Safety is an umbrella for our policies and practices that nurture children and keep them healthy and safe. Staff members undergo a thorough screening and hiring process, including a state-required background check. Staff members who are certified in First Aid and CPR certified are present in the Center at all times. Routine fire, tornado, and intruder drills are conducted on a regular basis. In addition, there is an emergency response plan in place.

## **EMERGENCY OPERATION**

**Sick/injured child:** In case of a medical emergency with a child, parents will be notified

immediately. If parents cannot be reached or if the situation warrants, 911 will be called for medical emergencies. The parent assumes the financial responsibility for medical treatment and/or transportation by ambulance.

If a child becomes ill during the day, the parent will be contacted (see COVID-19 guidelines).

**Fire:** In the event of a fire, children will be evacuated. Staff members will check the bathrooms, closets, etc., to account for all children. The fire department will be called. Children will be relocated to the church if extensive damage has not been done.

If power, heat, water, or air is temporarily unavailable, the Center will endeavor to remain open—if possible. However, if the health or safety of the children is in danger, parents will be notified to pick up their children.

In case the Center must be evacuated, we will follow instructions from the Emergency Management Agency.

**Snow/Ice:** We will follow the directives of the Huntsville City Schools unless we deem it safer for our staff and student body to remain at the Center. Please check the local news shows, our website, Facebook page or Brightwheel app for closing notices.

**Tornado Warning:** Children will be evacuated to a designated safe area if a warning is issued. It is safer for children and parents to remain at the Center until the warning is over.

## **FOOD AND NUTRITION**

Breakfast, lunch, and snack are provided by Union Chapel CDC. Meals that are provided by the Center are carefully planned to provide children with the necessary nutritional content. Every effort is made to ensure that mealtime is enjoyable and of nutritional value for children. Please be sure to indicate on the enrollment application, as well as inform the office of any food allergies your child may have. If your child has dietary restrictions, you must provide special food/drink. Please do not send food for your child unless they are on a special diet. Other children may have life threatening allergies that can be triggered by your child's food. ***Allergies and special dietary restrictions must be designated on the Child's Medical Report and signed by your child's physician.***

Breakfast is served from 8:00 a.m. until 8:30 a.m. Breakfast will not be served after 8:30 a.m. ***If you arrive after 8:30 a.m., please provide food for your child. You may go to the cafeteria; you are responsible for staying in the cafeteria with your child (see COVID-19 guidelines). Children must finish their breakfast before entering the classroom.***

Lunch is served from 10:30 a.m. until 11:30 a.m. Afternoon snack is served at 2:30 p.m.

\*Nut Free Environment

**NON-TABLE FOOD INFANTS:** For those infants not yet on table food, food must be provided from home. Parents must provide all formula. **FORMULA IN BOTTLES MUST ALREADY BE PREPARED.** Feeding bottles must be plastic (glass bottles are not allowed in the Center) and clearly marked with the child's FIRST and LAST names. If your child's bottles or cups are not labeled with your child's full name, they will not be given. **BABY**

**FOOD CONTAINERS MUST BE UNOPENED. JUICE MUST ALREADY BE PREPARED IN BOTTLES OR CUPS. TEACHERS WILL NOT POUR JUICE INTO SIPPY CUPS.** Parents will provide eating utensils for the child. Feeding shall be in accordance with the infant's needs, rather than to the hour. Infants will be held for bottle feedings and allowed to sit in a chair or feeding table when he/she is able to. Bottles will not be propped. The infant will be encouraged to experiment with self-feeding. CDC staff should be advised of any special needs. Written instructions are required.

## **POLICIES AND PROCEDURES**

### **REGISTRATION**

An application must be completed and returned to the office along with a non-refundable registration fee (where applicable). Upon receipt of the application and fee, your child will be registered based on availability. If current space is not available to meet your needs, your family's name will be placed on a waiting list. We cannot guarantee that a space will be available for your child on the day you desire. Enrollment is based on availability and may be subject to priority enrollment rules of the Center. Families may choose to be on the wait list with payment of a single non-refundable registration fee including tuition (if applicable). When a space becomes available, the Center will invite you to visit with your child to discuss the enrollment process. The visit will give your child an opportunity to spend time in his/her classroom and possibly be introduced to the children and staff. During the visit, you will have an opportunity to observe, meet with administration to schedule a start date, and review the enrollment process. UCCDC is a continuous 12-month program which runs from June thru May. Registration is required annually. Beginning June of each program year.

### **GENERAL ATTENDANCE POLICIES**

Children should not come to UCCDC if they are sick. Please refer to the illness policy section in the handbook for full details about symptoms and illnesses that require children to be excluded from the program. If your child is going to be absent due to illness, please call Union Chapel CDC by 9:00 a.m. that morning.

It is also very important that each child be correctly checked in and out on the Brightwheel app time clock each day. Please be sure that all adults who come to pick up your child have their code and use the Brightwheel app to ensure that your child's times are logged accurately.

### **ARRIVAL AND DEPARTURE PLAN**

Parents should enter the main entrance when bringing or picking up children. Each child must be physically checked in and out of the Center each day on the Brightwheel app **by the parent/guardian or Approved Pickup.**

Children will be released only to parents, legal guardians, or persons whose names are listed as Approved Pick-up. We will not release a child to anyone under 18, unless they are the parent. The names of those permitted to drop-off/pick up must be specified in writing or a call must be made to the office. Picture identification is required

**Your child will not be permitted to attend the CDC after 9:00 am without a physician's note.**

## **WITHDRAWAL PROCEDURE**

Parents may withdraw their child from the Center at any time. A two-week written notice is required. Withdrawal and subsequent re-enrollment is subject to space availability and will entail an additional registration fee and contracted rates based on the rate schedule at the time the new contract goes into effect.

The Center is unable to guarantee that space will be available for withdrawn children unless full payment is made during their absence. Children who are asked to leave the Center due to an outstanding tuition balance will be required to pay all outstanding tuition.

Union Chapel CDC reserves the right to dismiss any child who is unable to conform to established rules, displays disruptive behavior consistently, performs aggressive behavior towards others, or whose fees have not been paid.

## **TUITION**

Tuition is due in advance with no deductions for any absences, holidays, illness, or closures due to inclement weather, power outages, or other situations beyond Union Chapel Child Development Center's control. If tuition is not paid on the day that it is due, a late fee will be added to the tuition for each day that it is late until it is paid in full. Tuition fees will not be accepted if the late fee is not included in the payment.

When a payment is delinquent for one week, childcare may be suspended until the balance is current and your child's space will not be reserved. Tuition is due regardless of a child's absence for any reason and is required to hold a child's space.

## **PARKING/ PARKING LOT**

All parents must park in a designated parking space in the parking lot. ***The space in front of the doors is for emergency vehicles only. There is no parking at any time. Please do not park there even temporarily to pick up your child. Also, parents are not allowed to park in spaces designated as handicap parking. You must have a handicap decal or tag. You will be asked to move to another parking space. We understand inclement weather conditions; however, we must abide by the law.*** If it is raining, please make sure you have an umbrella to keep from getting wet.

Our parking lot can be a busy place at certain times of the day. ***The Campus Speed Limit is 10 mph.*** Please help us in maintaining a safe environment. We offer the following tips and ask for your cooperation.

- Please hold your child's hand in the parking lot.
- Please make sure your child doesn't run ahead of or behind you upon arrival or during pick-up.
- Please walk your child to their classroom. Let the teacher know you are dropping your child off or picking them up. Help your child with their personal items.

- Please do not leave your car running in the parking lot while unattended.
- Please park in the designated parking areas.
- Please drive **slowly** in our parking lot.

## **PHOTOGRAPHS AND PUBLICITY**

Photographs and or video of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials. **Your permission for photographs/videos including your child to be used without compensation is part of this agreement.**

## **HEALTH REQUIREMENTS**

Immunization records must always be kept up to date while in the Union Chapel Child Development program as required by the Health Department. Every effort will be made by the center to notify parents when your child's immunization record approaches the expiration date; however, it is the responsibility of the parent/guardian to schedule appointments to maintain a current immunization record for their child. If your child's immunization record expires, you will be asked to keep your child at home until an up-to-date record is obtained and on file at the center.

A Child Medical Form signed by a doctor must be submitted before a child will be admitted into the program. Medical forms are to be renewed annually.

## **CHILD ILLNESS POLICY**

For the safety of your child and others, we can accept only well children. *No child will be admitted or kept at school who displays symptoms of illness.* Parents should exercise every caution and keep their child at home should other unusual symptoms occur. If your child is too sick to go outside, he/she is too sick to come to school. *No child may be excused from daily classroom routines and activities due to illness. Children must come to school and be able to take part in all aspects of their classroom's schedule.* We are depending on you to help us maintain this policy. ***UCCDC reserves the right to request a doctor's note of an ill child before they can return to school.***

1. *Please keep your child home if he/she has a fever, vomiting and/or diarrhea. Additionally, children with discharge of fluid or mucus from the eyes, nose or ears that have yellowish or greenish color should also be kept home away from others. If your child becomes ill at school, you will be notified immediately to pick up your child from the center. A child must be fever free (99.1 – up), diarrhea free (3) in 24 hours and/or free of vomiting without medication before returning to center.*
2. The DHR requires parents of all children in child development centers to pick them up or arrange for another designated person to pick them up when sick. ***If UCCDC is***



***unable to locate the parents, the emergency contact will be called in the order listed in the emergency contact section on your child's admission record on file at the center.***

3. If you have reason to believe that your child has a communicable disease, please keep him or her at home until you have the doctor's assurance that your child is no longer contagious. All communicable diseases should be reported to the UCCDC. *Notices will be posted on classroom doors to inform parents of any contagious diseases.*
4. All children must have updated immunization records.

Our Child Illness Policy is based upon the standards developed by the American Academy of Pediatrics. Union Chapel CDC understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the Center is sometimes necessary to reduce the transmission of illness or because the Center is not able to adequately meet the needs of the child. It will be necessary to exclude them from the childcare for the following reasons:

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spreading harmful disease to others.
- Fever over 99.1
- Behavior changes or other signs and symptoms such as sore throat, rash, vomiting, diarrhea, lethargy, irritability, constant crying, yellow/green nasal discharge or discharging eyes or ears or difficulty breathing.

Children need to remain home for 24 hours without symptoms before returning to the Center. This means that the child needs to remain out of the Center for the remainder of the day he/she is sent home and the following day, unless the Center received a note from the child's medical provider stating that the child is not contagious and may return to the Center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before returning.

#### **MEDICAL EMERGENCY PLAN**

*All staff and teachers are certified in C.P.R. and First Aid. Should your child become extremely ill or be involved in an accident while at the center, we will strive to respond appropriately as deem necessary. UCCDC will attempt to contact the parent/guardian. If unable to contact the parent/guardian, the CDC staff will seek appropriate medical attention. Parents/guardians will assume full responsibility of payment for such services. In the event*

*of a medical emergency, the CDC will adhere to the following guidelines:*

- 1. Quickly assess the child's health.*
- 2. Call 911 or other appropriate emergency help as needed.*
- 3. Give CPR or First Aid if needed.*
- 4. Contact the parent, or the emergency contact if parent is not available.*

## **MEDICATION ADMINISTRATION**

Every child may have an occasional need for medication; *however, UCCDC does not make it a practice to administer medication to children except where there may be an emergency need or in the case of a life-threatening emergency.*

- **Emergency Medications:**

If your child requires emergency medications (i.e. EpiPens, inhalers, etc. to be kept at the center, UCCDC must have a written emergency medication plan from your child's doctor.

- **Prescription and Non-Prescription Medication:**

**We strongly encourage parents to discuss with their child's medical provider dosing schedules or once-a-day regimens that can be administered at home.**

All medication (including non-prescription acetaminophen and antihistamines, as well as all ointments, lotions, sunscreens, insect repellent, and remedies for diaper-rash, etc.) will require a parent's or guardian's signed Authorization for Administering Medication/Medical Procedures form.

- Non-prescription medication must indicate *appropriate age and dosage on the manufacturer's product label for your child's age or medication will not be administered without a doctor's note.*
- Non-prescription medication necessary for more than three (3) days will also require a written order from the child's medical provider or nurse practitioner/physician's assistant.
- All medication –prescription and nonprescription – must be brought to the Center in the original container and labeled with the child's full name, instructions (precise dosage, time to be administered), current date, and name and telephone of physician, where necessary. Medication spoons and other dosage instruments must be provided and be labeled with the child's name (medication cannot be given without proper dosing instrument).
- ***Medication for fever reduction will NOT be administered.***
- ***Over the counter medications for children under 2 years of age will not be administered without written doctor's instruction for administration.***

**All medications must be handed directly to the Center's administration. Please DO NOT leave medication –including ointments, lotions, and lip balms – in lunch**

**bags, backpacks, or a child's cubby.**

- Please *note* that we are unable to administer expired medications of any kind.

Prescription medicine will be given to your child under the following conditions:

1. Parent or doctor must have given the medicine to the child for at least 48 hours, unless permitted by a doctor to return earlier.
2. Medicine must be in its original container with a childproof cap and labeled with the doctor's and child's name.
3. An Authorization form must be filled out completely before medicine will be administered.

***A new Authorization forms must be filled out after 7 consecutive days.***

Any changes in medication/dosage require a new Authorization for Administering Medication/Medical Procedures form and, where pertinent, an updated prescription or note from the child's medical provider.

## **TUITION AND FEES**

The rates/fees required for services provided by the Center are listed below. Fees are subject to change at the discretion of the Child Development Center Ministry. Nursery – K3 tuition is due weekly.

### **ACCEPTABLE FORMS OF PAYMENTS**

- Automatic Bank Draft (My Brightwheel)
- Debit Card (My Brightwheel)

### **Fees are as follows:**

|                             |                        |
|-----------------------------|------------------------|
| Registration (Nursery–K3)   | <b>\$60.00</b>         |
| Weekly Tuition (Nursery–K3) | <b>\$150.00</b>        |
| Book fee * (Toddler II)     | <b>TBD</b>             |
| Book fee * (K3)             | <b>TBD</b>             |
| Late payment fee            | <b>\$10.00 per day</b> |
| Late pick-up fee            | <b>\$15.00 and up</b>  |

\* Book fees are based on our purchase price from the book company and are subject to change. We do not mark up the cost of books.

### **TUITION SCHEDULE**

Payments are due, as per your contract, regardless of a child's absence for any reason. These include a child's illness, family illness, vacations, doctor appointments, parent's days off work, etc.

Tuition is due one week in advance and is payable the week before service is rendered. Payment is considered late if not received on the first day of the work week. A late charge of \$10.00 per day will be added. All late fees must be included in payment. The UCCDC has the right to discontinue services.

## **SUPPLIES**

Classroom teachers will provide parents with a list of supplies needed.

## **PAYMENT OF FEES AND LATE CHARGES**

The following is provided as general information pertaining to payment of fees:

1. All payments will be made via My Brightwheel with the exception of the registration fee.
2. A non-refundable registration fee of \$60.00 shall be paid upon admission into UCCDC.
3. A registration fee of \$60.00 shall be paid upon re-enrollment of your child for each succeeding year.
4. Registration, book fees and the first week's tuition must be paid upon enrollment. The registration is paid annually and is non-refundable.
5. Book fees, etc. shall be paid before admission into the UCCDC. The fee is based on class assignment.
6. There shall be NO REDUCTION in tuition for weather days, holidays, teacher workdays, or a short illness period of one week. Months with holidays, such as November and December, have the same tuition rate.
7. Tuition Weekly Payment
  - a. **Due:** Week before service is rendered.
  - b. **Late:** Monday morning
8. There shall be a **\$10.00** late charge **per day** for fees not paid by Monday of each week. Tuition fees will not be accepted, *if* the late fee is not included in the payment.
9. A **\$15.00** late pick-up fee will be charged for the first 5 minutes that parents are late picking up their child(ren) after **5:30 p.m.** An additional **\$10.00** charge will be applied for **every** 15 minutes or fraction thereafter.
10. **A child will be terminated from the UCCDC when his/her account is one week past due.** Any special request should be submitted to the School System Administrator.
11. A two-week notice is required before withdrawing your child from the UCCDC. If a two a week notice is not given, you are still liable for tuition for those two weeks.

12. If your child is withdrawn from the Center, the slot is given to someone else. Reenrollment depends upon having an opening available.
13. If your child is removed from the UCCDC and returns during the year, another registration fee will be charged.
14. Childcare Expense Statements for taxes will **not** be released to families with delinquent accounts. Tax identification numbers will not be given out over the telephone. Income tax information will be available by January 31.

## **CLOTHING AND PERSONAL BELONGINGS**

Children should dress in comfortable **play** clothing. *Parents must provide at least 2 extra sets of clothing in case of an accident. A set includes top, bottom, underwear (if applicable), socks and at least one pair of shoes.* Because of space limitations, please do not send bags larger than 11" x 14". Extra clothing can be put in a gallon zip lock bag labeled with the child's name and *left in your child's cubby at the Center until needed. Cubbies should be checked daily and replenished as needed.* If your child has an accident and does not have a change of clothes, you will be called to bring clothing for your child. The Union Chapel Child Development Center will not be responsible for lost or misplaced items at our facility.

**All items (clothing, bags, sheet bottles, etc.) must be labeled with the child's full name.**

Outdoor play is an important period in your child's day. Therefore, children should be dressed for the appropriate weather conditions. Children will go outside if the weather permits. Administrators may give permission for students to remain inside. Please do not put sandals or open-toed shoes on your child. These *type* shoes can cause injuries, especially on the playground. Children love dirt and will get dirty. Please keep this in mind when dressing your child. If your child has clothing you do not want to get dirty, including shoes, please don't send him/her dressed in them.

The Department of Human Resources requires that children bring a small sheet and a cover sheet to use at naptime. Parents must take responsibility for carrying the bedding home each Friday for laundering and returning them on Monday. **No laundry service is provided by the Center.** Crib sheets are provided for infants only.

Union Chapel Child Development Center is not responsible for items left at the Center.

## **POSITIVE GUIDANCE AND DISCIPLINE**

*Positive guidance and discipline are necessary strategies used to guide a child's developmental health toward making thoughtful choices. Teaching a child, the importance of self-regulation is a key component to a child's success socially and emotionally. This will require a joint effort between the parents and the Union Chapel CDC. Discipline will be used to help children grow, mature, and develop self-confidence and responsibility. Childcare workers will use strategies and methods to deter potential discipline issues. The CDC strives to maintain a positive and supportive learning environment in an effort to reduce the potential for conflict between our students/teachers. Some methods utilized to deescalate occurrences include, but not limited to,*

*calming strategies, redirection, supporting children in verbalizing his/her feelings and positive reinforcement.*

**Outcomes:**

- 1 . Assures children that school will be a safe and pleasant experience.
- 2 . Limits and expectations will be developmentally appropriate for the age of the child and stated so that the child will understand them.
- 3 . The staff will establish acceptable and unacceptable behavior and corresponding limits to set.
- 4 . Discipline will be consistent and fair for all children.
- 5 . Punishment will consist of withdrawal from group activities, sitting in a chair to think about unacceptable behavior and withdrawal of privileges with repeat occurrences.
- 6 . A kind, firm voice will be used to talk with the child.
- 7 . Any serious conflicts which occur when working with the child during daily routines will be discussed with the parents.
- 8 . Parents will be notified by the Director of any consistent behavior concerns about their child which may include coming to pick their child up. In the event of repeated occurrences, then the Director will schedule a conference with the child's parents.
- 9 . It is highly unacceptable for a child to spit, bite, kick, hit or otherwise harm another child/teacher or consistently disturb and distract from the learning process of other children during daily instruction.
10. ***If the child's undesired behavior persists after all measures have been exhausted, then it becomes necessary to make a decision in the best interest of the child as well as the safety of other children. Union Chapel CDC reserves the right to withdraw the child from our program.***

The following disciplinary procedures are **unacceptable**:

- Denial of food, bathroom procedures, or naps
- Corporal/physical punishment
- Verbal abuse, threats, or derogatory remarks about the child or his/her family
- Punishments which are humiliating, shameful, or frightening to the child

***All efforts will be made to address inappropriate behavior. A parent conference may be requested to discuss repeated offenses. Parents may be called to pick up students after all options have been exhausted.***

**CHILD ABUSE AND NEGLECT**

In the event of suspected child abuse or neglect, the teacher and the administrator are required by law to report the same to the DHR, local chief of police or sheriff.

## **CHILD CUSTODY**

So that all parents/guardians feel equally welcomed at the Center, Union Chapel CDC strives to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the Center that designates otherwise, the Center cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, Union Chapel CDC's primary concern is the safety of all children and staff at the Center. For the reason, the Center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

## **FAMILY BEHAVIOR**

If Union Chapel CDC has reasonable cause to suspect that any person picking a child up is under the influence of drugs or alcohol or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child to that person. If this occurs, we will request that another adult (parent/guardian or someone else listed) pick up the child or we will call the police to prevent potential harm to your child. This will be done for the protection of your child.

## Photo Release Form

**Student Name** \_\_\_\_\_

Your child may be photographed or recorded throughout the school year. Photos and videos will be posted on your child's Brightwheel account for your personal viewing. We may also want to share some of your child's photos/videos in newspaper, magazines, on our school's website, and in Union Chapel School brochures. *Additionally, your child's photos may be posted in school classrooms or on school bulletin boards. If you would or would not like your child's photos/videos appearing on the above mentioned platforms, please so indicate sign/date and return this form.*

- I give permission for my child's photos/videos to appear in newspapers, magazines, on our school's website, in Union Chapel school brochures, on *school bulletin boards, and in school classrooms.*
- My child's photos/videos appear in newspapers, magazines, on our school's website, in Union Chapel school brochures, on *school bulletin boards, and in school classrooms.*

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Parental Agreement/ Acknowledgement

- I have read the Union Chapel Child Development Center (UCCDC) enrollment application, information sheets, enrollment policy and other supplied policies, and agree to abide by them.
- I certify that I have completed the Union Chapel CDC ***Child's Admission Record and Form of Affidavit for Parent/Guardian*** accurately and completely.
- I understand my financial commitments and the dates that payments are due, I agree to faithfully meet my financial obligations. *I certify that I have signed the Union Chapel CDC Financial Contract.* I understand that my child may be removed if I do not meet my financial obligations to Union Chapel CDC.
- I understand that Union Chapel CDC primary goal is to provide safe, loving, educational care for my child. However, I understand that Union Chapel CDC may dismiss my child if they discern that they cannot provide the appropriate level of care for my child's best interest.
- I give consent to Union Chapel CDC to administer any first aid treatment necessary or be treated by a physician for medical or surgical care should an emergency arise. This included obtaining emergency transportation. I agree to be responsible for any emergency medical expenses incurred.
- I have read and understand Union Chapel CDC Medical and Health Requirement policies and will make every effort to comply with these requirements. ***I affirm that I have received a Child's Medical Report form and consent to keep current a valid Certificate of Immunization.***
- I understand that I may withdraw my child at any time. I will give two weeks' notice of my withdrawal in writing. All fees must be paid in full prior to disenrollment.
- I understand that Union Chapel CDC may choose to dis-enroll my child at any time and for any reason it deems necessary with a two-week notice, or if warranted, immediately.
- I have access to and have read my UCCDC Parent Handbook containing additional policies and procedures.
- ***I understand Union Chapel Missionary Baptist Church Child Development Center is a church-exempt center and has filed notice and is exempt under law from regulation by the Department of Human Resources.***

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_