



# McFarlin UMC Day Care

## Parent Handbook

*As of 2/25/2022*

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## Who We Are

McFarlin Day Care is a ministry of McFarlin Memorial United Methodist Church's Children's Ministry. McFarlin Day Care is an inclusive community where all are welcome, valued, and appreciated. McFarlin Day Care provides a safe and nurturing environment, led by Christ-like principles, that promotes the social and emotional, physical, and intellectual growth, and well-being of each child as an individual.

## Basic Expectations

### Children

- Observe rules
- Respect staff and children in words and actions
- Respect facilities and equipment
- Participate in scheduled class activities
- Be dressed weather appropriate
- Share equipment, toys, and supplies
- Remain with class at all times
- Will respect others personal space
- Listen and obey staff at all times
- Use appropriate voice and acceptable language
- Come ready to learn and play

### Parent

- Observe rules & policies of the program
- Respect and abide by drop off times and class schedules
- Bring all necessary supplies with labeled with full name.
- Communicate with staff and be receptive
- Notify staff of changes at home
- Notify staff of child's need
- Inform the center if your child will be absent
- Pay tuition by the 1<sup>st</sup> of each month
- Read all communications from the center to stay informed
- Perform a daily health check (mood, fever, etc.) prior to drop off
- Provide all necessary paperwork
- Work with staff to help kids reach developmental goals in a calm & reasonable manner
- Work together with the staff and agree to elevate our discourse by respecting staff in words and action, both in person & on social media & other internet platforms

### Teacher/Staff

- Keep the classroom safe
- Engage in learning & play
- Encourage each child's individuality and creativity
- Provide appropriate care, rest, food, and other needs
- Create a warm and inviting classroom
- Model Christ-like behaviors
- Communicate daily with families both in written and verbal forms
- Share observations with parents and directors
- Provide structured activities
- Respect child and parents in words and action

### Directors

- Notify parents of emergencies and changes in policies
- Report suspected abuse to proper authorities
- Mediate conflict resolution
- Listen and incorporate parent feedback
- Respect children, parents, and teachers in words and actions
- Equip staff to know their roles and responsibilities through providing resources and trainings

## **Admission**

Admission is open to all regardless of race, creed, heritage, or ability. The program accepts children ages 6 weeks to five years of age. We reserve the right to refuse service at any time.

## **Hours of Operation**

The center is open from 7:00 a.m. to 5:30 p.m., Monday-Friday, year-round with the exception of holidays listed in the holiday section. Children need to be picked up no later than 5:30 daily.

## **Compliance File**

McFarlin Day Care is licensed and monitored by the State of Oklahoma Department of Human Services (DHS). It is a requirement that our facility maintain a compliance file that is accessible.

# Emergency Protocol

Serious injuries- notify parents, emergency personnel, and DHS

Serious illnesses- notify parents, emergency personnel, and DHS

Poison exposure- contact poison control hotline, parents, and DHS

Outbreaks of communicable diseases- notify health department, parents, and DHS

Severe weather conditions-

- Tornado: Relocate children to rooms 103, 105, 106. Emergency kits are stocked in those rooms. Children 2 and under will be transported with strollers or moveable cribs.
- Floods: Relocate to 2<sup>nd</sup> and 3<sup>rd</sup> floors, notify parents, notify licensing
- Blizzards & Ice Storms: In anticipation of blizzards, our Business Administrator and Executive Minister will monitor the weather and cancel all programming prior to the arrival of such a storm. Parents will be notified accordingly.

Fires- All children and staff will evacuate the building. Each class will follow the specific and individualized route that is posted in each room. Meeting locations are the playground and gazebo. Children 2 and under will be transported with strollers or moveable cribs.

Man-made disasters (chemical and industrial accidents) – notify parents, follow evacuation protocols, and contact DHS

Human threats- notify personnel, designate safe locations, and encourage children to remain calm and quiet; secure building entrances, and prevent entrance of unauthorized personnel

Lost or abducted children- notify parents, emergency personnel, and DHS

Utility disruption- notify parents, and DHS worker, close facility if necessary

Structural damage- notify parents, and DHS worker, close facility if necessary

Evacuation- notify parents, emergency personnel and DHS, relocate if necessary

Relocation – Staff will transport children by foot, stroller, or crib to First Christian Church or First Presbyterian Church

Accounting for children – to make sure all children are present, staff will count the children and check names on the roll sheets

Disabilities – if there is a child with disabilities a staff will help them get to the proper location

## Enrollment Procedures

Enrollment is based upon space availability using the date parents put their family on the waiting list. There is a one-time, \$50 non-refundable waitlist fee to be placed on the waitlist. Priority status is given to siblings of enrolled children and staff children. When an enrollment date is offered, a \$150 non-refundable reservation & supply fee is due to reserve the spot. All immunizations and enrollment paperwork must be completed prior to attendance. A signed wait list agreement and payment form is required to be placed on the day care wait list. If you wish to visit prior to your child's start date, you are required to schedule a time with a Center Director. We understand that children and parents need adjustment time to a new childcare environment and are more than willing to assist families with this process.

Once enrolled, please make sure that we have all of your **CURRENT** emergency numbers, updated immunization records, and any changes for emergency contacts.

## Tuition/Fee Policies

Tuition Rates are available upon request by a Center Director. Tuition rates are reviewed annually by the Senior Leadership of the Church. Tuition is posted to accounts and due on the first of each month. Families will receive a statement reflecting the balance for the next month's care. On the 5<sup>th</sup>, accounts with outstanding balances will receive a \$25.00 late fee charge along with a final request for payment. If the balance is not paid by the 10<sup>th</sup> of the month, services will be suspended. In addition to monthly tuition, an annual enrollment fee of \$100 will be charged on September 1<sup>st</sup> every year.

ACH bank drafts are preferred for automatic payment. Checks and/or money orders can be payable to McFarlin Day Care Center. Credit Cards are also accepted. A 3% monthly convenience fee will be added for all accounts paying by credit card. A \$50.00 service charge will be added to your account for all returned payments. The center will not accept cash payments. Any arrangement for emergency situations involving payment requires prior approval from the Day Care Director with a written payment agreement for a period of no longer than 60 days.

The Center is staffed for a certain number of children based on enrollment. **Monthly tuition is due whether your child attends or not.** Paid tuition will assure that there is a space held for your child. Parents, who withdraw children for a period of time (such as teacher's children out for the summer) without paying tuition to reserve their place, will forfeit the child's placement in the center. **The only way to guarantee a place is if full tuition is paid.** Every effort will be made to try to accommodate parents' and children's needs, but no place will be held open without receiving tuition payments.

The center requires a full two week notice from families withdrawing from care, notice needs to be given in writing to the center director.

## Late Departures

An overtime charge will be made and added to your account when children are left at the Center past closing time. It is disturbing to young children to be left when most others have been picked up. If you find you will not be at the Center by 5:30 p.m., please call us so we can tell the child you are on the way. (The late fee will still be charged.) You can also notify someone on your authorized pick up list to come pick up your child prior to 5:30 p.m. and avoid any extra charges. Charges applied are policy and are not at the discretion of the person waiting with your child. Charges are as follows:

After 5:35 p.m. \$3.00 per minute

After 5:45 p.m. \$5.00 per minute

## Attendance

Full tuition will be charged to hold a place for your child regardless of attendance for full-time enrollment year-round. If a child has an extended illness and will be absent from the center for two or more weeks, please contact the Center Director. Children absent for two or more weeks that have not kept their tuition current and/or notified the Center Director will be dropped from center enrollment. Parents may make a written request to the Center Director for a credit in case of an extended illness of five or more consecutive days. You are required to provide a doctor's statement with your request upon your child's return to the center in order to apply for a credit. The request must be submitted within 30 days of the last day of illness. The director will consider each case independently and if credit is given, it will apply on the following month's tuition. Receipt of credit will be based on the number of days the child received care in the center (including single day absences) and charged by the daily rate.

## Arrivals and Departures

Always bring your child inside the building and walk them to their classroom. When you take your child to their classroom, always make sure the teacher sees that the child has entered the room. Whenever you pick up a child, again, make sure the teacher knows that you are taking them and you or the teacher checks them out with time of pick up. Parents/Guardians may not enter classrooms or play areas when children are present.

Please be sure to park in McFarlin Church parking. Surrounding businesses have asked that we do not park in their parking lot.

Children will not be dismissed to anyone other than a parent or legal guardian unless written permission has been given on the enrollment paperwork. Please notify the office if someone other than persons stated on the form will be coming for your child.

Please be advised that if you list a person on the enrollment form as authorized to pick up your child, they will be allowed to do so anytime. Any changes to be made to the pickup list need to be made in writing. Anyone picking up a child from the Center may be asked to show a driver's license to verify their identification. This policy will be strictly enforced for every child's protection.

In order to ensure each child's success in maintaining routine and structure, it is expected that children will arrive by 9:00 AM. If your family is unable to do so due to doctor's appointments, family demands or other extraordinary circumstances, please inform your class via SeeSaw app so teachers can plan accordingly. Should late drop off become a habitual practice the Day Care may request a meeting with the family. Children are not admitted after 12:00pm.

## Schedules

A daily schedule is posted in outside each classroom. All classes have outside time every day, twice a day if weather permits. Please become familiar with your child's class schedule, especially the times of their daily outings. This will avoid any frustrations associated with dropping off or picking up your child when his/her class is not in their classroom.

## Holidays and Inclement Weather

Holidays that are recognized as center closing days are:

New Year's Day

Martin Luther King Jr. Day

Memorial Day

July Fourth

Labor Day

Friday prior to OU/Texas Football game

The day before Thanksgiving

Thanksgiving Day

The day after Thanksgiving

Christmas Eve

Christmas Day

Day After Christmas

If the holiday falls on a Saturday, the Center may be closed on the Friday before. If the holiday falls on a Sunday, the Center may be closed the following Monday. The full tuition will be charged for full-time enrollment, even during months with a holiday. Make-up days will not be provided. In addition, the center reserves the right to, with 60 days' notice, close up to 2 days a year to accommodate for various floating holidays or professional development opportunities, as needed.

The Day Care will also be closed for professional days up to two days a year. When these days are scheduled, parents will be informed at least 60 days in advance.

In the event of inclement weather, a message will be sent to parents via Remind App. An email with further closing information will be sent by the day care director, when necessary.



## Field Trips

Neighborhood walks and outings are given a blanket permission in the parent agreement you sign. Classes will go on outside walks daily, weather permitting. Field trips in cars or by bus will be announced ahead of time and require a separate permissions form for each trip.

## Enrollment Records

All enrollment forms must be completed, signed, and returned prior to the first day your child attends the program. This will include the DHS Compliance Notice to Parents, Child Enrollment Application, Parent Application and Agreement, the SeeSaw Family Permission form, the Food Program Enrollment forms, and the Remind App sign up flyer. The Director of the Day Care Center should be notified immediately of any changes in phone numbers, addresses, health immunization, or emergency information. This information is extremely important for the safety of your child and must be continually updated. Please help us keep your child's records current.

## Immunizations

Each child is required to have all current immunizations. Some immunizations are given in combinations. An official copy of the record is needed before your child will be admitted. It is the parent's responsibility to keep all immunizations up to date with written documentation provided to the Center. Children without current vaccinations will not be able to attend the center.

## Medication

DHS requires that parents sign an authorization for center staff to administer all medication. Medication instructions must be signed in on the medication record sheet in the child's classroom daily by the parent. Staff will record the dose and time that medication is administered. DHS considers diaper creams medications and we will need a form before it can be administered.

Medications must be labeled with the child's name and in the original container.

Prescription medication will be given only to the child whose name appears on the prescription (NO exceptions!). Medications given for chronic conditions should be accompanied by a doctor's note regarding times and frequency of administration. Medication left at the Center without instructions for giving it to the child, or after the date has expired, will be discarded. All medications will be kept out of children's reach.

## Allergies & Other Medical Accommodations

All known allergies must be listed on the enrollment form. Teachers and office staff should be made aware of any kind of new allergies. We will work with families to accommodate food allergies to the best of our abilities after receiving medical documentation of the known allergy for our file.

Any severe allergic reactions that would require medical intervention should be noted with a plan on what should be done should the need arise. This plan must be outlined by your physician in a written form. We may also ask parents to help provide substitutions.

## Daily Health Check

Prior to arrival each day parents must perform a health assessment and as children arrive, teachers will do a quick check for symptoms of colds, fever, contagious viruses, etc. Throughout the day, the children's health will be monitored, and any sign of oncoming illness will be noted and communicated to the parent. When an ill child needs to be picked up, parents will be called first, and then any authorized individual on the child's pick-up list if parents cannot be reached. We ask that parents or authorized individuals pick up an ill child **within one hour** of being notified to prevent the spread of illness.

## Illness

**Parents must notify the Center if their child develops a contagious illness or has been directly exposed to one.** Following an absence for a contagious illness, a physician's written statement is required for readmission to the center. Ill children must remain home at least 24 hours after symptoms resolve before returning to the center. OK DHS illness exclusion guidelines are listed below for your convenience.

Children with the following signs or symptoms of illness are excluded from a center caring for well children.

1. Fever, defined as axillary (armpit) temperature of 100 degrees or higher, or oral temperature of 101 degrees or higher
2. Diarrhea, defined as runny or watery stools with increased frequency of loose stools
3. Vomiting two or more times in a 24-hour period
4. Undiagnosed body rash, except diaper rash
5. Sore throat with fever and swollen glands
6. Eye discharge, defined as thick mucus or pus draining from the eye, or pink eye
7. Yellowish skin or eyes
8. Severe coughing, where a child gets red or blue in the face or makes a high-pitched whooping sound after coughing
9. Signs or symptoms of possible illness, such as lethargy, irritability, persistent crying, or any other unusual signs until a medical evaluation allows inclusion.

Parents will be notified if any of the following (or other unlisted medical conditions) are suspected or are present for a child: temperature over 100, breathing difficulty, diarrhea, mouth sores, pinkeye, scabies, impetigo, ringworm, shingles, mumps, rubella, irritability over a period of time, persistent crying, uncontrolled coughing, vomiting, rash, head lice, strep throat, tuberculosis, chicken pox, pertussis (whooping cough), measles or hepatitis A. When an individual within a classroom has a diagnosis of a contagious illness, a note will be sent via SeeSaw Family App alerting parents to the possible exposure.

We do not assume responsibility for illness.

## Meals

Our Chef will prepare meals that will be attractive, nutritious, and appropriate portions for young children. Children may have extra helpings. Menus are posted in advance and parents may refer to these at any time. Breakfast, lunch, and afternoon snack will be served. Children in attendance at mealtime will be served that meal. If your child arrives after 8:45am they will not receive breakfast.

Breakfast: 8:15a.m. – 8:45a.m.  
Lunch: 11:30a.m. - 12:00p.m.  
Snack: 3:00p.m. - 3:30p.m.

**\*Children who are attending our Pre-K class will eat their meals 30 minutes earlier than the scheduled time.**

**\*\*Any requests for food adjustments must be provided in advance by parents to the center in writing with the appropriate medical documentation.**

**\*\*\*All children must be served the food listed on the menu. Outside food is not permitted with the exception of store-bought items for birthdays and parties.**

## Rest

Periodic quiet times and activities will be scheduled throughout the day to provide adequate rest for the children. Each area will have a quiet place which will always be available when a child needs rest or quiet. In addition, a rest period of about two hours will be scheduled in the early afternoon. All children over twelve months of age, will lie on cots during this time.

Although the children are not required to sleep, the environment will be conducive to rest. Each child will be provided with a sheet by the Center that will be washed weekly or more frequently if necessary. Children may bring in a small pillow, blanket, and a soft toy if they wish.

Children under the age twelve months of age will rest in cribs. Their crib will be free of any items, except the fitted sheet and a pacifier if provided.

## Accidents/Incidents

First Aid will be administered to all minor injuries. In the event of serious accidents, parents will be notified, and the child will be taken to Norman Regional Hospital. Many of our staff members have been trained in infant, child, and adult CPR and first aid training.

For each minor or major incident/accident, a report will be filled out by the supervising teacher at the time. This will be signed by the Director on Duty. Parent signature is not required. When requested, a report can be emailed to parents.

Children are here to learn and will make mistakes. We will lovingly guide them daily. If misbehavior becomes consistent, unsafe, or harmful to others, this behavior will be documented on an incident form. This form will be signed by the Director on Duty and will be offered to the parents for signature. The original will be kept in the child's file at the center. Parents may request a copy.

Our intention is to help every child make good choices and to teach them self-control and social behavior. All children make choices, and their choices are not always the best as they are learning and growing developmentally. We will do our best to foster a positive environment where they learn safely. With that said, if behaviors become unsafe, the center may send a child home. A parent meeting will be requested. Our goal is to work with families so their child can be as success.

## Behavioral & Discipline Policy

At McFarlin, we celebrate childhood and understand that children will display age-appropriate behavior and will explore boundaries. Through positive leadership, we will guide the children in acquiring appropriate interpersonal, social, and academic skills. Because we value community, staff, parents, and child will work together towards the child's success.

An incident, such as biting, may occur at some point while your child is in our care. This happens more frequently in the toddler classrooms when young children do not have the verbal skills necessary to communicate their feelings, they often lash out at the nearest person, whether that person is the cause of frustration or not. An incident can be distressing for the parents and children and every effort is made by teachers to watch children carefully so that biting does not occur. Fortunately, we know that this is generally a short and passing phase. We know from medical and behavioral professionals that biting is age and developmentally appropriate. When an incident occurs, we will follow our behavior guidelines as stated above with learning and not punishment being the emphasis.

Out of respect for the uniqueness of every child, we will address each situation individually, but follow these general guidelines to teach the child, rather than punish. However, not all steps may be necessary. Ultimately all decisions will be at the Director's discretion.

- We will provide clear age-appropriate expectations that will be displayed and communicated in classroom and the handbook.
- We will provide an age-appropriate environment and activities.
- If inappropriate behavior is displayed, we will use redirection and verbal correction to teach appropriate behaviors.
- If after being reminded and redirected and behavior is still occurring, the child will take a break. This gives them the opportunity to calm themselves, get ready to make better choices, and rejoin the group.
- Written documentation of repeated or severe action will be recorded.
- The director will intervene with child when necessary.
- Staff will consult with the family by phone or in person.
- Depending on the severity and nature of the situation, unsafe, disruptive, inappropriate, or recurrent behaviors directed towards children, staff, or property may result in dismissal for the day, temporary suspension, or permanent dismissal from the program. Our goal of course is behavior modification and improvement through learning and by offering a fresh start with each new day.

## **Bullying**

McFarlin defines bullying as the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or staff member by verbal or physical act that causes or creates clear and present danger. In the early childhood ages, it is defined as consistently and intentionally targeting the same child. Children are learning social behaviors at this age. It is normal for them to test boundaries and make mistakes.

We will work with you to encourage your child to have positive social skills. Although it is rare in the early childhood ages for bullying to occur, we have zero tolerance for bullying. We will handle it by following our behavior guidelines.

## **Environment**

McFarlin Day Care strives to create a loving, nurturing, and safe environment. No smoking is allowed on the premises at any time. Should any staff or parental adult act verbally or physically in such a way as to disturb that environment, it shall be cause to refuse service to that family or terminate employment of that person immediately and without notice.

We provide activities and learning experiences for each child's needs, abilities, and developmental level. Children work and play together in small groups in the learning centers, art activities, etc. around the room. Children become involved in meaningful activities, grow socially, and learn to regulate themselves through the environment, teacher guidance, and social interaction daily.

## Outdoor Play

All children will spend time each day engaged in physical activities which include climbing, balancing, sliding, riding, and playing with others. Each room's daily schedule includes at least two gross motor times. State licensing requires that we include outdoor time each day when weather permits. In the event of inclement weather, children will be provided a recess period in our indoor play area or Fenn Hall. Children who are well enough to attend McFarlin Day Care must be well enough to participate in all activities, including outdoor play. The Center requires a note from a physician if your child cannot participate in any activities. Please watch the weather and prepare your child's clothing accordingly. If the heat index exceeds 98 degrees or if the temperature or wind-chill is below 37 degrees, we will not spend time outdoors.

## What to Bring

Individual cubbies, clean sheets and cribs/cots are provided for each child. It will be necessary for parents who have children on bottles or using baby food to provide these. Mark all bottles and food containers with the child's first and last name. Also, children in our infant and toddler rooms will need disposable diapers. Parents are required to bring wipes and diapers for their child. All children over the age of 12 months will need a small blanket for nap-time. Blankets will be sent home at the end of the week to be laundered. Please return the following day. Please be sure your child has *always at least* one extra set of clothes. Label everything you bring for your child.

## Clothing

Children should be dressed comfortably for active play. Clothing will likely get dirty. Clothing should be durable, washable, and clearly marked with your child's name in indelible ink. The center is not responsible for lost or damaged clothing. Shoes must be worn at all times. In the interest of safety, please do not allow your child to come to school in hard-soled boots or any type of shoe with a slick sole. Flip-flops and backless sandals are not appropriate for the childcare setting. Please send your child in tennis shoes or other closed-toed rubber-soled shoes. Each child, regardless of age, is required to have a change of clothing in his/her class. Infants and toddlers (and any child learning toileting skills) might need to have several changes of clothing available each day. We have a limited supply of extra clothing items here at the center that may be used when necessary, though children often become embarrassed by accidents and generally dislike wearing someone else's clothes. If your child is ever sent home in center clothing, please launder, and return them to your child's teacher as soon as possible.

## Our Teachers

Each classroom has at least one lead teacher and assistant teachers. We believe that educated, knowledgeable teachers are a benefit to the care and nurturing of children. We feel fortunate that our center teachers come from diverse educational backgrounds. Some have four-year degrees others have

field-specific early childhood Certificates of Mastery or Child Development Associate credentials. All teachers are required to hold current pediatric First Aid/CPR certification and obtain a minimum of 20 classroom hours of continuing education training per year.

Each employee goes through an Oklahoma State Bureau of Investigation background check and personal and professional reference checks, as well as all DHS required processes.

## **Security**

McFarlin Day Care is a secure facility, meaning all entry doors remain locked to the public during our hours of operation. Each family is given an access code with which to enter the center during normal center hours. Anyone not possessing an access code must ring the bell located outside each entry door to gain admittance. The Director's office is located in the middle of the center to help monitor doors and hallways. Children will not be released to anyone that is not on his or her pick-up list without written parental permission.

## **Video Footage**

Cameras are located in the center and monitored within the office by the center personnel. In order to respect the privacy of all children, parents, and staff in our center, our cameras are for internal purposes only. Video footage is not available for review unless related to an incident and requested by the appropriate authorities, and then shall only be made available for viewing by such appropriate authorities.

## Signature of Acknowledgement

I have received the Parent Handbook for the McFarlin Memorial United Methodist Church Day Care Center and acknowledge that I have read the most current and revised version. I am fully aware of the educational/behavior and guidance philosophy, and all other policies as set forth in this handbook. I have read and understood the fee arrangements and conditions as detailed in this booklet. I am in agreement with such conditions and will abide to covenant by the center's policies.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please remove this agreement and return to the Daycare Center office to be kept in your child's personal file. \*