

Gertrude Rummel Butler

# CHILD DEVELOPMENT CENTER

of First United Methodist Church



324 West Eighth Street  
Little Rock, Arkansas 72201

(501) 372-2327  
fax (501) 372-3234  
fax (501) 374-2778

[www.childdevelopmentcenterlr.com](http://www.childdevelopmentcenterlr.com)

## Parent Handbook

"Quality" rated by the State of Arkansas

## **Administrative Staff**

**Director**

Kaye Hoover

**Assistant Director**

Janice Harper

## **Coordinators**

Infant

Venus Williams

Asst. Infant Coordinator

Ruby Thomas

Infant Staff Trainer

JoAnn Savage

Pre School & Pre Kindergarten

Arrena Porter

Toddler

Elizabeth Webb

School Age

William Matheny

Asst. School Age Coordinator

Elesha Easter

## **Accountant**

Somer Spencer

## **Administrative Assistant**

Melissa Phippen

## **Receptionist**

Asia Adams

## **Maintenance**

Sammy Moore

Gertrude Remmel Butler  
CHILD DEVELOPMENT CENTER  
of First United Methodist Church

Dear Parent(s):

The CHILD DEVELOPMENT CENTER "CDC", a non-profit service of the First United Methodist Church, is dedicated to providing quality child care in a loving and educational environment for children 6 weeks to 11 years of age.

We realize you have entrusted us with your most prized possession. Our staff, through constant training and in-service, believes that a positive self-esteem and a healthy curiosity for learning are the most important qualities for early childhood development. These goals are nurtured and emphasized throughout our program.

Our teaching goals are to provide infants, toddlers, pre-schoolers, and school-age children a developmentally age-appropriate environment and activities in a loving atmosphere.

The following policies and procedures provided in this handbook are simply an outline of our basic requirements and opportunities for you and your child while attending the CDC. Further explanation on specific curriculum and program is available.

At the Gertrude Remmel Butler CHILD DEVELOPMENT CENTER, quality rated by the State of Arkansas, we are committed to offering a high quality program for early childhood.....the most critical time of child development.

Kaye Hoover, Director

Dear Parents:

Clearly, one of the most exciting things about Little Rock's First United Methodist Church is the Gertrude Rimmel Butler "CHILD DEVELOPMENT CENTER".

From its earliest beginnings in the late 1960's to the present time, the "CDC" has been tangible evidence of how people at First Church answer the ever-important question, "How are the children?"

It takes eyes of faith to see an old 32,000 square foot auto parts warehouse and dream of a state of the art facility where almost 300 children and seventy teachers and care givers can happily learn and grow. Faith and dedication are what kept earlier pioneers going when the vision of a quality child care facility seemed merely a dream.

With the ministry of the CDC and all the teachers, administrators, support staff and parents who are involved, we believe we can answer that question, "How are the children?" with a resounding, "THE CHILDREN ARE IMPORTANT AND THEY ARE LOVED AND CARED FOR!" As a parent, I want you to know that First Church takes the responsibility of caring for your children very seriously. Your children are a delight to have in our midst, and this congregation pledges to you to always be concerned about their safety and well being. That faith and dedication that brought the CDC into reality almost forty years ago still lives in the hearts and lives of everyone involved in the care of your children.

In enrolling your child or children at the CDC, you can rest assured that we will strive to continue to provide nationally recognized accredited care and programming. Our aim is to provide the utmost care for these beautiful children entrusted to us – and with you, watch them grow into happy, healthy and whole individuals.

Sincerely yours,  
Michael L. Mattox, Senior Pastor  
First United Methodist Church  
723 Center Street – Little Rock, AR 72201  
(501) 372-2256

## HOURS OF OPERATION

Child care will be provided for the child from 7:00 a.m. to 6:00 p.m. Monday through Friday (except for holidays – see page 8). Children may not arrive before 7:00 a.m. or remain after 6:00 p.m. Should an emergency arise, the parent / guardian should immediately contact the Center. A late charge of \$1.00 per minute will be assessed if the child is not picked up by 6:05 p.m. Compensation for these services is to be paid directly to the staff person that has been overseeing your child's welfare until your arrival; not to the Center. Failure to pay incurred late fee charges may affect continued services with the Child Development Center.

Access to the Center can be made from two entrances: in front of Spring Street and in the back from the alley. Access through the alley doorway is gained by buzzing the receptionist.

## PARKING

- ✦ Front parking on Spring Street – metered parking spaces are available as well as staff parking spaces which may be used: however, **do not park in spaces marked Hoover or Harper after 8:30 a.m.**
- ✦ Rear parking along the alley off Seventh Street (**be sure to note the alley is one way going south**).
- ✦ Parents who come to “visit” their child throughout the day must use metered parking. PLEASE DO NOT USE THE STAFF PARKING.
- ✦ Please do not leave your purse or valuables in your car. Be sure to lock your vehicle when dropping off and picking up.

## HEARTS & HANDS

CDC has a parent volunteer organization that conducts regular fund raisers and various support activities. Meetings are conducted the 1<sup>st</sup> Tuesday of the month during the lunch hour. If you are interested in participating in this organization, please contact the Center.

## SUPPLIES

If your child is in a crib, the parent should provide:

- ✦ Disposable diapers (**no cloth, no pins**)
- ✦ Diaper wipes
- ✦ Formula (all bottles should be prepared at home) Parent Choice w/Iron provided here
- ✦ An 11 – 12 gallon “Rubbermaid” tub for storing personal items under the crib. The tub must fit completely under the crib. This tub, of course, belongs to you and will go home with you when your child moves up to mats.
- ✦ Check with your child’s caregiver for additional needs.

If your child naps on a **mat**, the parent should provide:

- ✦ Top and bottom sheet for the mat or cot (these will be sent home weekly for parent to launder).
- ✦ Extra change of clothes to include: underwear, socks, pants and shirt.
- ✦ If not potty trained, diapers or pull-ups as well as diaper wipes.
- ✦ Check with your child’s teacher for additional supplies needed.

**PLEASE BE SURE EVERYTHING IS LABELED WITH A PERMANENT MARKER!**

## PARENT / TEACHER CONFERENCES

Parent / Guardian and teacher conferences may be scheduled Monday through Friday between 12:00 noon and 2:00 p.m. Parents / Guardians may drop by the Center to visit their child at any time during the day. If the parent / guardian drop by at a time when other children are sleeping, the parent / guardian may use **another area** of the Center to spend time with his / her child.

## **PAYMENT & BILLING POLICIES**

*The parent / guardian will pay the Center on Monday of each week, in advance, the sum currently charged for the care of his / her child. As of August 18, 2008, all CDC tuition accounts will be drafted from your bank. Payments are due on the Monday that services are rendered, so your account will be debited in the sequence you choose. You will have the option of paying monthly, bi-weekly or weekly. In the event the CDC is unable to operate for any reason beyond its control (e.g. fire, flood, loss of utilities, etc – catastrophic event to the center) fees will not be waived, reduced, or otherwise abated unless such discontinuance of operation exceeds two consecutive business days. The center will follow the Little Rock School District's inclement weather policy. If the LRSD and the center are closed due to inclement weather, full payment will be required.*

To be assured of proper credit when making payments for tuition, you should write your child's name on your check / money order each time. This, as well as documentation of what the money is for, should be placed on the memo line of your check / money order. You may write one check / money order. You may pay tuition as far in advance as you wish. Please deposit all payments in payment boxes. If you would like a receipt, please write on the memo line of your check / money order – "I NEED A RECEIPT." You will find your receipt, in alphabetized order, in the book marked PARENT RECEIPTS BOOK located at the receptionist desk.

**There is a \$40.00 returned check charge.** After three returned checks during any twelve month period, tuition payment can only be made by cash, money order or cashier check.

**Parents are required to give 2 weeks written notice prior to child no longer attending CDC. Failure to provide written notice will result in your account being billed for two additional weeks following child's drop date.**

**A \$25.00 late fee will be applied to all accounts not received by Tuesday at 9 am.**

School Age full care is available during pre-Thanksgiving holiday / Christmas / Spring Break / Summer / teacher in-service. Contact the Center for current rates (plus a weekly activity fee.)

<p>In the event that a child is not in attendance at the Center due to an illness or accident to child or his / her immediate family member (mother, father or sibling), the parent will be responsible for contacting the Executive Bookkeeper as soon as possible to make financial arrangements for this tuition. Any delinquency notices received during this period will be waived and the late payment will not be documented as a delinquency on the child's payment history.</p>
--

## **MEALS**

Meals and snacks are included in the tuition. Breakfast, lunch and afternoon snacks are served during class assigned meal times. Center menus are on the rotating four week schedule. All meals are prepared in the child care facility. CDC is enrolled in the USDA Nutrition Program. **Food products containing peanuts are not served. Please do not bring peanut food items from home for your child.**

## **SECURITY**

CDC currently has several measures in place to provide a secure environment for your child. All staff are issued ID badges; visitor must sign in at the front desk and wear a visitor badge and parents are issued student ID cards for use by designated additional escorts. During peak entry hours, security personnel are stationed outside to give additional security for parents leaving and entering the building. CDC also utilizes video and digital surveillance at building entrances / exits and only staff, employees, invited guests, enrolled students and family members are allowed entry.

CDC conducts monthly fire and tornado drills in compliance with the Department of Human Services regulations.

## **DISCIPLINE POLICY**

The Child Development Center believes in a positive self-motivating discipline. This means that no physical punishment of any kind is allowed in the Center. (This includes spanking, hand or face slapping, pinching, jerking, hair pulling, etc.) All guidance should be positive, concentration on what the child can do rather than what he / she cannot do. Inappropriate behavior should be redirected but not emphasized. At times when corrective behavior is required, time-outs may be used if necessary but used only for willful disobedience such as hurting others or destroying personal property. Children are not to be placed in cribs but separated from their peers for a short period.

The Child Development Center reserves the right to suspend and terminate care contracts of any child whose behavior presents a threat to the safety and well being of others or to our program.

# HEALTH POLICIES

## ALL IMMUNIZATIONS MUST BE CURRENT.

The CDC will try to keep your child's room free from contagious and other childhood diseases; however we must have your cooperation in following our sick child care policy. Our concern is for your child and the other children within the Center. Each child will be checked each morning shortly after arrival for signs of infectious or contagious disease. Children will not be admitted if ill. If a child becomes ill during the day, the parent / guardian will be notified. Parent / guardian will be notified of contagious disease occurring in their area of the Center as soon as possible by means of a health watch notice posted throughout the area.

### Sick Child Policy

- When your child returns to the Center after an illness, please inform the teacher / caregiver of your child's condition and the cause for the absence.
- If you are required to remove your child from the Center due to illness, you will be given written authorization as to when your child can return. **Child must be free of fever / diarrhea / vomiting for 24 consecutive hours before returning to the Center without the assistance of medication.** Please follow this time schedule.
- All vomiting and diarrhea will be immediately reported to the office and temperature of the child taken. A parent will be advised of his / her child's condition at that time. If the child's temperature remains in excess of 101 degrees orally (or 100 degrees axillary...underarm), and / or vomits or has diarrhea the second time, a parent will be requested to pick up his / her child from the Center. Child may exhibit all or only one of the symptoms.

## **Medication Policy:**

Because administration of medication poses an extra burden for the staff and having medication in the facility is a safety hazard, parents should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the child care facility. However, if medicine is required, you should follow the procedures listed below:

- Medication slips must be filled out by parent / guardian weekly. These are available at the receptionist desk. Completed forms should be returned to the box located in the same area.
- **Medications will be administered once a day. Prescription medications must be in the original container with the child's name clearly printed on the label. No medicine will be stored in your child's room. All medicine is placed in the medication closet. Enclose a medicine dispensing cup in the baggie.**
- Medication will not be used beyond the date of expiration on the container or beyond the instructions provided by the physician.
- No over the counter medicine will be administered by the staff.

## **Helpful hints:**

- Some children (around 2 years of age) can receive medicine in a chewable form. Ask your physician about availability.
- For liquid medicine: ask your pharmacist to split the prescription in two different bottles, one for home and one for child care. This eliminates the hassle of carrying one back and forth every day, and the potential for forgetting, thereby causing your child to miss a dose.

## **WEATHER POLICY FOR PLAYGROUND**

When actual or heat index temperature is at 95 degrees or above, playground usage will be halted. Caregivers / Teachers will curtail exposure to 15-20 minutes maximum when temperatures / heat index is between 90 and 95 degrees. Plenty of water will be given before and after playground time.

Children will be expected to go outside during winter months. Be sure and send proper attire as playground activity will proceed as long as the temperature is above 40 degrees.

## **INCLEMENT WEATHER POLICY**

When inclement conditions arise that require emergency procedures for the Center to remain open, the following policies will apply:

- ✦ Every effort will be made to open at the earliest time possible. The CDC will operate on the same time schedule as the Little Rock School District.
- ✦ Major media (TV and radio stations) will be contacted regarding our opening / closing / delays by the Director.

## **CURRICULUM**

Primary focus under the age of two years is on development stages. Over two years of age, we begin to focus on kindergarten preparation. All classes are designed for early childhood issues with age appropriate activities. Portions of the CDC curriculum will include religious (Christian) activities. All pre-school children (ages 3 and 4) attend weekly chapel. If you prefer that your child not attend chapel, you will need to bring your child after 9:30 on Wednesdays, as we cannot provide childcare services before that time.



Gertrude Rummel Butler  
**CHILD DEVELOPMENT CENTER**  
of First United Methodist Church

## HANDBOOK ADDITION

Information contained in the child's file is the property of the Child Development Center. Consent for the release of child's records must be obtained by written request from all persons having any right to legal custody or visitation rights of said child.

Parents are required to sign child(ren) in and out of the Center if children are arriving or departing between 9 a.m. and 4 p.m.

Parents are required to provide an updated immunization record prior to child's enrollment. **Immunization records must be kept current.**

**Food products containing peanuts are not served; please do not bring peanut food items from home for your child.**

**CDC may include my child(ren)'s photograph on the Child Development Center website.**

---

Your Child(ren)'s name

I have read and understand the policies and procedures stated in the handbook provided by the CHILD DEVELOPMENT CENTER.  
I agree to follow the policies and procedures as stated herein.

---

Parent / Guardian Signature

---

Date

(Please return this page to the receptionist desk as part of your child's permanent record.)