

Gertrude Remmel Butler  
**Child Development Center**  
Of First United Methodist Church



**Be Cool After School**

2011-2012

# Program Policies

Quality Approved by the State of Arkansas, the Child Development Center school-age program is a mission of First United Methodist Church. The two programs, Be Cool After School and Vacation Sensation, serve children who are in or completed pre-kindergarten through fifth grade.

**HOURS OF OPERATION:** The Center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Counselors will be assigned areas to accept students at this time on full care days. Any child not picked up by 6:00 p.m. will be taken to the receptionist area with a coordinator. A 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 coordinator who 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.

**PARKING:** Access to the Center from 7:00 a.m. to 9:00 a.m. can be made from the two entrances to the building: front on Spring Street and rear from the alley. To insure a safer environment CDC has installed new security system in the front reception area.

The Center locks all doors between the hours of 9:00 a.m. and 4:00 p.m. except the front entrance. **You must buzz in when entering the back entrance at all times.** This entrance is permanently locked at 5:30 p.m. daily. Please do not leave purses or other valuables in your car. Parking slots marked "staff" in front of the building may be used, however, please do not park in Mrs. Kaye or Mrs. Harper slots after 8:00 a.m.!

**REMEMBER THAT THE HANDICAPPED AREA CAN ONLY BE USED IF YOU HAVE A HANDICAPPED STICKER OR CARD VISIBLE IN OR ON YOUR CAR. REPEATED VIOLATORS WILL BE TICKETED BY POLICE.**

**TRANSPORTATION/PICK UP LOCATIONS:** Be Cool After School transports students in vans owned by the First United Methodist Church. Your child's van will pick him / her up at a designated pick up point at his / her school. Each student is required to wear a seat belt. Children who are less than six years of age and / or less than 60 lbs. must be secured in a booster seat! These booster seats are provided by the center. Failure to follow procedures for riding a van may result in suspension from riding the van.

**The following schools are pick-up sites:**

Booker Magnet	Carver Magnet
Rockefeller	Williams
Forest Park	Fair Park
Gibbs Magnet	Martin Luther King
St. Edward	Washington
Jefferson	Pulaski Heights

Additional schools may be added provided if there are 3 or more students for pick up.

**DISCIPLINE:** Our discipline goal at the CDC is to help your child grow in self control and social relationships. We have established rules and standards of behavior by which we seek to lead the children.

Consequences teach children responsibility. We use them in our discipline policy in order to help children learn to make better choices in the future. They are naturally and / or logically related to the rule which makes the connection obvious to the child. Failure to follow these guidelines will result in the following disciplinary actions:

1. A specific warning is given about the behavior or action that needs correcting.
2. Time out from any activity will be used when a student is endangering him / herself or other children with actions or behavior outlined under the guidelines of the Department of Social Services.
3. When a child's behavior becomes repetitive and consequences and counseling do not help, a formal warning may be issued by the school age coordinator.
4. If further occurrences of the same behavior are exhibited after a formal warning, the student will receive one to three days of suspension from the program based on the type of behavior exhibited and the frequency with which this type of action occurred.
5. If a child deliberately breaks something or causes damage to something that is the property of CDC, in excess of \$20, the parent/s will be held responsible for replacement or repair.

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

#### **POLICY FOR ESCORTING Children:**

The Child Development Center will provide (3) laminated distinctive I.D. cards for your child. No child will be permitted to leave without proper authorization. When possible, permission in writing is most helpful. Failure to give an I.D. card to an escort will cause some delay in removing your child from the center. Escorts without I.D. cards will be required to provide proper identification, i.e., driver's license. Please remind your child's escort to stop by the school age office before entering a classroom. No person under the age 18 shall escort a child in or out of this center.

**If your student will not be riding the CDC van on any given day, we ask that you call the Center before 2:00 p.m. at 372-2327. Failure to call will result in a \$20.00 charge per day.**

If your student needs pick up on a day he / she normally does not ride, we ask that you notify the Center of this change. Give your child's name and school location and whether this is a "pick up" or "cancellation" to the receptionist.

**"Call ins" are very important as this allows us to maintain our established time schedules at all pick up sites. Repeated offenders (more than twice) shall be assessed a "no call in" fine of \$20.00.**

**STUDENT SIGN IN / OUT:** Sign out sheets by classroom assignment are located by the elevator upstairs across from the school age office for daily "sign in or out" by parents.

**The Department of Social Services requires that all persons entering or leaving the building sign in and/or out.**

**On full care days parents are to escort their children upstairs and sign him / her in as well as sign him / her out in the afternoon. Also sign out daily when picking up child or children upstairs. No child is to come upstairs without an adult.**

**TUITION:** A non-refundable registration fee is due when it has been confirmed that a position will be available for your child.

The weekly tuition fee is payable **in advance** of your child's attendance. This is in accordance with your enrollment policy. **As of August 18, 2008, all tuition will be auto bank drafted. You are required to give two weeks written advance notice if your child will no longer attend the Center. Failure to give two weeks advance notice will result in your account being billed for these additional two weeks. If your payment is not made by Tuesday at 9 am, you will be charged a \$25 late fee.**

If it becomes necessary to make a change in your enrollment contract, **WRITTEN NOTICE MUST BE PROVIDED TO THE BOOKKEEPER BY 6:00 p.m. WEDNESDAY, PRIOR TO THE CONTRACT CHANGE.** Adjustments will not be made unless handled in this manner.

Contracting for full care days will require registration with the school age coordinator. Notices will be posted for parents to register child's attendance on these days. Check your contract for additional fees for full care. (Christmas and Spring Break are different fees.)

**INCLEMENT WEATHER POLICY:** We will follow the LRSD inclement weather policy.

**PERSONAL BELONGINGS:** We encourage you to have your child leave all personal toys at home. The CDC is not responsible for lost or stolen items. The CDC is a Christian based facility so we ask that children not bring any type of weapon toy to the center. If toys of this nature are brought in, they will be held in the coordinator's office until the end of the day. Each child will have a "cubby" where he / she can store personal items. Please mark all items for identification purposes. **NO CELL PHONES WORKING OR NON-WORKING.**

**SAFETY FIRST:** Accidents do happen! For all accidents the following procedures will be followed as closely as possible:

\*First aid is administered immediately and parent contacted if accident is severe.

\*If emergency treatment is needed, your child will be taken to Arkansas Children's Hospital unless otherwise noted on contract. You will be notified if your child is taken for emergency treatment in order for you to meet us at the hospital.

\*Accident reports will be written for all injuries.

Be Cool After School provides basic first aid, treats minor illnesses, and contacts parents when students need to go home.

Emergency medical treatment and transportation is also authorized through the Be Cool After School contract.

Child Development Center policies for certain illnesses also apply to the Be Cool After School program.

Students who are ill while at Be Cool After School will have his / her condition assessed and parent contacted. Students who are waiting to be picked up or being treated and monitored will remain outside the school age office.

**Be sure that the BCAS staff knows of any allergies or special medical needs of your child(ren).**

**PRESCRIPTION MEDICATION WILL ONLY BE GIVEN WITH A COMPLETED MEDICATION FORM. NO OVER THE COUNTER MEDICATION WILL BE ADMINISTERED.**

**DAILY ACTIVITIES:** Our day will begin with a USDA approved snack and drink. Each group will then have gym time and a daily choice of his / her interest. Daily choices include arts and crafts, group games, cooking, science and more. The homework room will be offered from 4 p.m. until 5:30 p.m. Monday through Thursday.

**AS A MISSION OF THE FIRST UNITED METHODIST CHURCH, PORTIONS OF THE CDC CURRICULUM WILL INCLUDE RELIGIOUS (CHRISTIAN) ACTIVITIES. UNLESS PARENT / GUARDIAN MAKE OTHER CHILD CARE ARRANGEMENTS, SAID CHILD WILL BE OFFERED THESE ACTIVITIES.**

**QUIET TIME:** The Department of Social Services requires that a period of quiet activities is provided when children are in care all day.

Students that are 4 years of age will have the opportunity to take a nap on full care days. Students in this age group will need a top and bottom cover to be used at this time. CDC will provide the mats.

**ROOM ASSIGNMENTS:** CDC reserves the right to place your child in the classroom that we feel will best meet your child's needs. We take several things such as age, birthday, and maturity level and class ratio into consideration when making room assignments. We may have to make adjustments during the year, but parent/s will be notified in advance. We take parent preferences into consideration but can not guarantee we can accommodate those preferences

**LUNCHES:** On full care days, children need to bring a sack lunch and a drink. Children are not allowed to warm food in the staff lounge or to purchase food or drinks from the staff lounge. We ask that you label your child's lunch and drink. **DUE TO ALLERGIES, WE ARE A PEANUT FREE CENTER. PLEASE DO NOT BRING OR SEND PEANUT BUTTER PRODUCTS.**

USDA approved snacks will be provided once in the morning and once in the afternoon.

**OPTIONAL PROGRAMS:** Optional programs may be offered at the CDC during the school year. These programs have been offered in the past: Computer Lab, Piano and Keyboard, Gymnastics and Creative Dance. The contracts are between the employer and the parents.

The School Age Coordinator will have optional program information.

Sincerely,

School Coordinators: William Matheny  
Elesha Easter



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

2011 – 2012 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.)