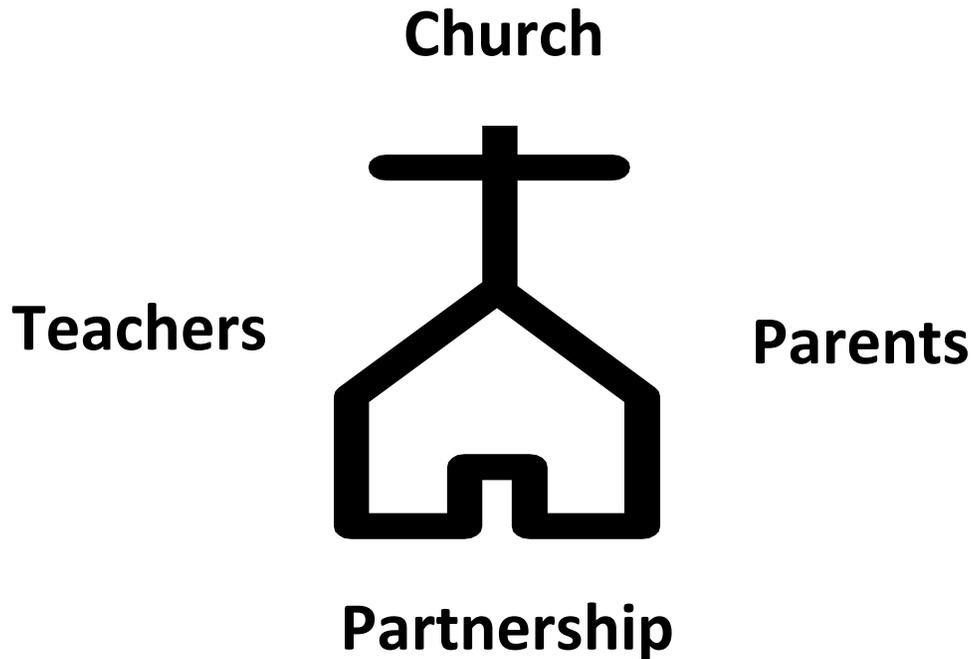


**PROGRESSIVE UNION M.B. CHURCH
CHILD DEVELOPMENT CENTER**

PARENT & STUDENT 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

1919 Brandontown Road Huntsville, Alabama 35816

CDC / Church Office: 256-534-8266

Email - cdcoffice@pumbc.org

www.pumbchurch.org - link: Church Ministries > CDC

**PROGRESSIVE UNION M.B. CHURCH
CHILD DEVELOPMENT CENTER**

CHILDREN LEARN WHAT THEY LIVE

If a Child lives with criticism, he learns to condemn.

If a Child lives with hostility, she learns to be a fighter.

If a Child lives with ridicule, he learns to be shy.

If a Child lives with tolerance, she learns to be patient.

If a Child lives with encouragement, he learns confidence.

If a Child lives with praise, she learns to be appreciative.

If a Child lives with fairness, he learns justice.

If a Child lives with approval, she learns to like herself.

If a Child lives with acceptance and guidance, he learns security and
responsibility.

If a Child is truly loved, she will learn how to love others.

If a Child lives by faith, she learns to trust in and depend on God.

Originally by Dorothy Nolte

(Adapted based on Scripture)



1919 Brandon Town Road ☩ Huntsville, Alabama 35816 ☩ Phone: (256) 539-1072 ☩ Fax: (256) 539-2133

☩Emails: cdcmanager@pumbchurch.org progressiveunion@pumbchurch.org

Our Purpose: *Parent Partnership*

Dear Parents and Friends:
We believe children are a blessing! Every child is created in God's image as a whole person, with a life purpose, and the potential for brilliance. We believe every child deserves the best chance possible at becoming all God has created them to be. It is our privilege to help provide this chance.

We exist to serve the needs of our community and partner with parents on their child's journey by providing a quality care and learning experience, and we do so all for God's glory. By providing a quality care and learning environment where life-long learners are produced, basic skills are mastered and God's character is cultivated within the hearts of every student, we purpose to become a top choice provider of child development services for early childhood and lower elementary aged children.

Thank you for choosing Progressive Union M.B. Church Child Development Center as your partner.

Our Core Philosophy: *Christ-Centered Education*

"The fear (reverence) of the LORD is the beginning of wisdom, and knowledge of the Holy One is understanding." Proverbs 9:10 (NIV)

We believe effective child development begins with knowing God and His Word. Knowing God involves developing a biblical basis and view of life and the world around us. With this, our children can make right decisions and take right action whenever the opportunity presents itself. Whether it is an academic test or a life situation, we guide and equip our children from this biblical basis which grows them spiritually, cognitively, emotionally, socially and physically... brilliantly.

PROGRESSIVE UNION M.B. CHURCH

CHILD DEVELOPMENT CENTER

Our Program: ABEKA+

Full Day Program: Currently, we gladly provide full day programs for infants (6 weeks old) through 4 years old. Each age group receives care and instruction that is age-appropriate using **ABEKA**, a Christian-based curriculum, plus other supplemental methods / tools including rich literature, age-appropriate computer applications, media and music. These materials and methods are proven to integrate Scripture, deliver on developmental goals, meet varying learning styles of the children and enhance mastery of skills for their academic and life-long success.

Children in our program learn in **class, small group and individualized instruction**. They also learn by exploring The Bible and God's Creation using their five senses, memorizing Scripture, stories, play, participating on short field trips and hands-on experiences. Overall, each child will grow in the following essential academic and life-skill areas:

- 1) Reading / Language Arts / Phonics / Poetry
- 2) Writing
- 3) Mathematics
- 4) Art / Music
- 5) Foreign Language
- 6) Biblical & Modern History
- 7) Science
- 8) Social Skills / Morals / Manners
- 9) Motor Skills / Physical Development

All children in the CDC program will have an afternoon rest period.

After School & Camp Program: We also offer an After School program for school aged children, ages 5 – 12 from 2:30 pm – 6:00 pm. School pick up services are available from select schools within close proximity to our facility. This program includes study hall, tutoring/homework assistance, computer lab, organized learning games, arts and crafts, outdoor play and sports. On occasion, After School students may be treated to a special field trip. During select public and private school seasonal breaks, we offer camps for an additional fee. All CDC policies are applicable to the After School and Camp programs.

PROGRESSIVE UNION M.B. CHURCH

CHILD DEVELOPMENT CENTER

Our Staff:

The Child Development Center management will have a Bachelor and Master's degree in Early Childhood Education and certification in Education Leadership. Our program strives to employ qualified teachers and staff that have college level studies or a degree in early childhood education or related field, and possess extensive knowledge of children's behavior, growth and development. We provide ongoing training opportunities, consistently study educational trends and work with professional organizations to strengthen our program. More so, we strive to meet DHR Guidelines and the Alabama Performance State Standards, making future transition of your child into any public or private school learning environments easier.

Parent & Teacher Communication & Involvement

Our teachers perform daily observations, baseline assessments and formal assessments to identify each child's developmental strengths and growth areas. Daily progress reports are provided to parents, as well as periodic assessments that will be shared during parent-teacher conferences held at least twice per year. Other conferences may be scheduled as needed, at the convenience of the CDC Management, Teacher and Parent.

All parents are required to attend Open House annually and at least one Parent Partnership meeting per year. We certainly encourage involvement in other ways as opportunities present themselves. Parents are also asked to provide current email addresses and phone numbers to ensure accuracy of our contact information and timeliness of communication. Two-way communication is necessary and strongly encouraged to strengthen the parent and teacher partnership in meeting your child's developmental goals.

Discipline & Guidance

Helpful Bible References: Psalms 127:3 / Proverbs 29:15 / Hebrews 12: 5-6

Discipline and guidance will be treated as a positive learning experience for the child. We are committed to cooperating with parents to prevent and correct discipline problems in a loving manner to instill in the child a feeling of self-worth and to prepare them from future challenges. Discipline will not be humiliating, frightening, intimidating or embarrassing to the child. It will

PROGRESSIVE UNION M.B. CHURCH CHILD DEVELOPMENT CENTER

be fair and consistent. Verbal abuse or derogatory remarks about the child or his/her family will not be made by any member of the CDC Staff.

The CDC uses the following disciplinary approaches:

- a) Removing the child from the activity, explaining why the behavior is not acceptable. (i.e. “blocks are for building, not throwing”)
- b) Time-out may be used to allow the child the opportunity to calm down, reflect on the situation and regain control of his behavior.

If a child refuses to sit in time-out or be removed from any activity for the teacher, he/she will be sent to the CDC Office. The CDC Administrative staff person will utilize the same methods prescribed above. However, if the child is totally defiant, the parent will be called immediately. If you are called, please be prepared to pick up your child. Chronic disciplinary problems may result in dismissal.

Meals & Snacks

Healthy breakfast, lunch and snacks are provided by the CDC in accordance with DHR guidelines, and are included in the cost of your tuition. Breakfast is served from 8am – 8:30am only. Afternoon snack is served at approx. 2:130 – 3:30p.m., and simply serves as a refreshment break. It is the parent’s responsibility to feed the child breakfast if they arrive after 8:30 a.m. Parents are responsible for feeding their child lunch if their child will be arriving after lunch time. (Please see your child’s teacher for the lunch schedule.) We ask that if parents will be bringing in their child after their normal drop off time that they call to let us know so that we can adjust our meal counts accordingly. Some days the snack may be directly related to the curriculum. The menu will be published monthly for ease of reference. Please refrain from bringing outside food into the facility, unless for the purposes of specific dietary needs. We have children with allergies. Thank you for your compliance in these matters.

Parents of infants must provide all food and formula in unopened jars. Please introduce new foods at home and bring food that your likes to eat. Children may have lunch at the CDC when they are ready for table foods.

PROGRESSIVE UNION M.B. CHURCH

CHILD DEVELOPMENT CENTER

If there are special dietary needs, restrictions, food allergies or special diets because of medical or religious beliefs, please make an accurate list and provide to the CDC office. If special food items are required because of medical reasons, a note must be submitted from the physician and you are responsible for providing these items. Rest assured, we will do all we can to work with you to meet your expressed dietary needs.

Admission Procedures

Prospective parents will be offered a tour and a pre-admission interview appointment to determine if our program is a good fit for your family. On or before the first day of attendance, we must have a completed pre-admission form, medical form (physical within the last 12 months), current State of Alabama Certificate of Immunization (BLUE CARD), transportation authorization and other forms required by the CDC.

The CDC reserves the right to drop any child from enrollment upon two weeks' notice to parents/ guardians involved, if the child poses a threat to the welfare of the others or for consistent disruptive behavior.

In the event there are no vacancies, the child's name will be placed on a waiting list. When a vacancy becomes available, the parent will be notified to arrange for a pre-admission interview.

Operating Hours

Our hours of operation are Monday through Friday 6 am – 6pm. The CDC is closed in observance of the following holidays:

New Year's Day	MLK Birthday	Memorial Day	Independent Day
Presidents' Day			
Independence Day	Labor Day	Thanksgiving Day (and the day after)	
Christmas Eve	Christmas Day	Veterans' Day	Good Friday

PROGRESSIVE UNION M.B. CHURCH CHILD DEVELOPMENT CENTER

Reminders will be posted prior to the holiday closing. Necessary closings for other days, such as teacher workdays, will be announced at least two weeks in advance. We will follow Huntsville City Schools in emergency situations and inclement weather, unless otherwise informed. Please mark your calendars.

It is important to review the Progressive Union CDC & Afterschool Program Severe Weather Procedures. Our pre-school follows Huntsville City Schools with regard to closures. This includes delayed openings and early dismissals. Please watch your local news programs when there is potential severe weather. Delayed openings and early closures will be posted there. Our school also subscribes to Constant Contact. Parents will receive an email regarding changes due to weather via email. Please be sure that your current email address is on file.

When there is a delayed opening, Huntsville City Schools, generally opens with a two-hour delay. This means that they will open at 10:00am instead of 8:00am. The CDC will open 30 minutes before Huntsville City Schools. If there is a two-hour delay, the Center would open at 9:30 am. Please calculate appropriately if the delay is more than two hours. (A delayed opening also allows your child's teacher and the pre-school's staff to travel safely, after roads have been cleared). Please plan to arrive at the published time.

If there is an early dismissal the pre-school will close at the same time advertised/declared by office of the Superintendent of Huntsville City Schools. There will be NO afterschool program on days when early dismissals occur for Huntsville City Schools. Please be sure to pick your child up at the allocated time. Again, this will allow teachers and the pre-school's staff to travel home safely and care for their families as well. If someone will be picking your child up for you, please be sure that they are on your pickup list and bring their Driver's License with them. Children will not be released to persons not on the approved list or those without an ID.

PROGRESSIVE UNION M.B. CHURCH CHILD DEVELOPMENT CENTER

If there are any questions regarding our severe weather procedures, please let us know. Thank you for your support of our pre-school and afterschool program.

Inclement Weather & Early School Dismissal

Full Day Program: Parents may tune into your local radio stations and local television stations to determine if the Center is scheduled to open or close during inclement weather. You may also go to your local televisions' website and find closings. Additionally, the center may open late or close early. If Huntsville City Schools are closed, we will be closed also. Children must be picked up in a timely manner, usually within 30 minutes of announced closing (i.e. if it is announced that the center is closing at 12:30p.m., then parents should pick their child(ren) up no later than 1p.m.). Non-adherence to this policy may result in consequences according to CDC and DHR policies.

After School / Camp Program: Pick up will not be done if the schools close early. It is the responsibility of the parents to pick up their child(ren) from their primary school.

Visitation (Not being observed because of COVID 19)

Parents, grandparents and other relatives are welcome to visit your child's classroom at any time. Children enjoy the visit, and we welcome the opportunity for you to see your child's classroom in action. However, the teacher's primary responsibility is to conduct the class. Therefore, if you need to discuss anything with the teacher, set up a separate time to talk to him/her on the phone or set up a conference when he/she is not teaching. Also, remember to sign in on the visitor's sign in sheet in the front office area.

Arrival and Departure

Every child must be accompanied into the Christian Life Center through the front (East) entrance by an adult. A child will not be allowed to walk from the parking lot into the building unattended by an adult. The adult must sign the child(ren) in. If you are a CMA parent, you must use your CMA Card (see CMA info under "Financial Aid") to check your child in and out daily.

PROGRESSIVE UNION M.B. CHURCH CHILD DEVELOPMENT CENTER

A parent, or a person designated in writing by the parent, must pick up the child(ren) from the CDC and must sign the child (or check the child) out before leaving the Center. A child will not be allowed to leave the premises alone: he or she must be accompanied by an authorized adult. If anyone other than parent picks up child(ren), written authorization is required from the parent indicating the name of the person given permission to pick up his/her child(ren). Identification will be required.

Anyone whose face is not familiar to our CDC staff will be sent to the CDC Office for pick-up verification.

Please park in the authorized parking areas only. Parking in handicap spaces is not permitted during normal CDC operation hours. Parking under the bridge way and the Pastor's Space is prohibited.

The CDC staff cannot deny pick-up to a natural parent, unless a LEGAL CUSTODY document is on file in our office. However, we will not release a child to any person who is visibly impaired due to alcohol, drugs or other like substances or a person who is not on the Authorization List to pick up a child.

Please make it your top priority to pick up your child. Though we provide ample learning, rest, food and fun, children get weary and restless at the end of a long day. They also miss you and home!

Late Pickup Fees: If a parent is late picking up a child, additional fees will be assessed at a rate of \$15 for the first 15 minutes beginning one minute past 6:00pm. (6:01 – 6:15pm), and \$1 for each additional minute up to 30 minutes (6:15pm-6:45pm). After 30 minutes, the DHR will be notified regarding this matter. Thank you in advance for prompt pick-ups.

PROGRESSIVE UNION M.B. CHURCH

CHILD DEVELOPMENT CENTER

Sick Child

For the safety of all the children and infection control, please care for your child at home should they develop the following symptoms:

- 1) **Fever** – A warning that all is not right with the body. If your child has a fever 100 degrees or higher, you must keep them at home for 24 hours after it goes down to 98.6 degrees.
- 2) **Diarrhea** – After the third loose stool or hard cramping, the child must stay home 24 hours after the last episode.
- 3) **Conjunctivitis (Pink Eye)** – Suspected redness or discharge from one or both eyes. This is VRY CONTAGIOUS. Your child will need to be on medication for 48 hours and have a doctor’s release before returning to school. Also, hand washing for the child and adults handling the child is highly encouraged.
- 4) **Ringworm** – Ringworm of the body is one of several forms of ringworm, a fungal infection that develops on the top layer of your skin. It's characterized by an itchy, red circular rash with healthy-looking skin in the middle. This is VERY CONTAGIOUS and sometimes difficult to prevent. Your child will need to remain home until signs and symptoms of infection are gone and/or have a doctor’s release to return to school.
- 5) **Flu** – You must keep your child home for 24 hours after the last symptom.
- 6) **Vomiting** – If your child has vomited more than once the same day or over a series of days, you must keep your child at home until 24 hours after the last episode of vomiting.
- 7) **Rash** – rashes are hard to diagnose without professional advice. Please keep your child at home until the rash has been deemed non-contagious and a doctor’s release has been provided.
- 8) **Ear infection** – If child indicates by tugging at their ear, crying or complains that their ear hurts, it is suspected ear infection. The child needs to be on medication and have a normal temperature before returning to school.
- 9) **Head lice** - Nits or lice may be detected in the head. Child must receive treatment with medicated shampoo and ALL NITS ARE REMOVED. A vinegar and water rinse will soften the nits so you can comb them out. Please keep your child at home until all lice and nits are removed.

PROGRESSIVE UNION M.B. CHURCH CHILD DEVELOPMENT CENTER

10) **Coughing/Cold/Sore Throat / Sinus infection** – if your child whines / complains that they are not feeling well, are sluggish, crying, feverish, experiencing runny nose or discolored discharge and consumed with discomfort or symptoms related to a cold or sore throat, please keep your child at home until the symptoms are gone. If these symptoms are mild with no fever and the discharge is clearer, your child may attend school.

Please do not hide rashes! We care, and appreciate you communicating with your teacher should your child have experienced any above symptoms over a weekend or if they have come in contact with or suspect the development of one of the above mentioned ailments.

We will follow these same guidelines should your child develop these symptoms while at school, and will call you to pick up your child. Thank you for your cooperation in picking up your child in a timely manner, and helping us maintain infection control and a healthy learning environment. **Progressive Union Child Development Center reserves the right to send a child home for non-participation, or for any suspected contagious illness. Once a parent/guardian is called, the child needs to be picked up within an hour. We thank you for your compliance with this matter and ask that you are respectful of the health of the other children and teachers. It is the parent/guardian's responsibility to ensure that their child is current on their immunizations and to provide an Alabama blue immunization card to account for administered vaccinations. Progressive Union Child Development Center reserves the right to deny services to children without a current Alabama blue card.**

**PROGRESSIVE UNION M.B. CHURCH
CHILD DEVELOPMENT CENTER**

EFFECTIVE JANUARY 2, 2021, THE FEE SCHEDULE IS AS FOLLOWS:

Tuition & Fee Schedule 2021-2022

Program	Tuition	Annual Fees
Infants	\$150.00/wk	\$50.00 Registration Fee
Explorers	\$150.00/wk	\$50.00 Registration Fee
TNT	\$150.00/wk	\$50.00 Registration Fee
Pre-K I	\$140.00/wk	\$50 registration \$60 Books/ Supplies \$40 Activity Fee
Pre-K II	\$135.00/wk	\$50.00 Registration Fee \$60.00 Books/Supplies \$40 Activity Fee
After School Program	\$65.00/wk Sibling Fee – \$60.00/wk	\$50.00 Registration Fee
Spring Break Camp Summer Camp Fall Camp Winter Camp	\$110.00 Sibling \$105.00 \$110.00 Sibling \$105.00 \$110.00 Sibling \$105.00 \$110.00 Sibling \$105.00	\$50.00 Registration Fee Summer and Winter Camps Only

Discounts
\$5 church member
\$5 Employee
and
\$5 sibling
Taken from the child with the highest tuition rate
Part Time Rate
Infants – \$83.00
Explorers - \$83.00
TNT - \$83.00
PreK-1 \$73.00
PreK-2 - \$73.00

Fee Details & Payment Agreement

When admitted to the program, you are agreeing to make timely payments for services provided. Fees are non-refundable, and due upon the first day of admission to the program. The registration fee is renewable and due in August for each school year your child is enrolled. Tuition is payable in advance and is due **Monday of each week by 6pm** regardless of your pay periods. Payments may be made weekly, every two weeks, or monthly, and are due on the Monday prior to the beginning of each week.

Payment is due each Monday at or before 6 PM. A \$5.00 late charge will be added to your account after 6pm on Monday.

PROGRESSIVE UNION M.B. CHURCH CHILD DEVELOPMENT CENTER

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Other Fees: There is a **\$5.00 late fee assessed per week** for payments received after Monday at 6pm. There is a **\$12 fee for returned checks**. After two returned checks, all payments must be made via money order, and should include the amount due and the assessed returned check fee.

Child care services will be suspended when an account is one week past due until the account is brought current. Progressive Union reserves the right to terminate care for children whose accounts have remained delinquent for 2 consecutive weeks, and when 3 late payments have been made in a 12-month period. All weekly charges are standard. No deductions are made due to illnesses, absences, scheduled closings or inclement weather. In the event of financial hardship, payment arrangements may be made at the discretion of the CDC Management, and must be done so by appointment. **PLEASE NOTE: Rates are subject to change with one month's notice.**

Payment Options

PROGRESSIVE UNION M.B. CHURCH

CHILD DEVELOPMENT CENTER

Payments must be made via check or money order, and should be made payable to Progressive Union M.B. Church CDC (PUMBC CDC). Please write your child's name in the memo section of the check or money order. Receipt of payment will be provided weekly, and year end statements will also be provided for tax filing purposes.

For your convenience, payments may be made in one of the following ways:

1. **Locked drop box:** located in front of the CDC office, Monday through Friday 6am – 6:00pm.

Financial Aid

Child Care Management Agency: Progressive Union M.B. Church Child Development Center currently accepts subsidized payments from CMA for eligible parents. CMA financial assistance is paid based on eligibility and meeting attendance requirements. We have recently upgraded our attendance tracking process by installing the CMA Time & Attendance system. This system requires CMA parents to use a CMA card to check your child in and out of school. If you are a current CMA parent, you were recently mailed this CMA card, and this card should be used for checking your child in and out daily using the “swipe” machine located in the entrance way of the CDC. This is the ONLY way CMA will pay the eligible amount for your child's tuition/fees.

All CMA eligible parents are responsible for managing your CMA account, keep accurate records, keeping up with their CMA card, handling re-certification and paying the full amount of tuition should CMA eligibility status change. CMA eligible parents should plan to pay the difference of the total tuition and fees due (per our tuition and fee schedule).

For example: Infant care = \$135, CMA eligibility (Net Subsidy) = \$52, Total due to PUMBC = \$83. Though CMA eligibility paperwork reflects a “parent fee”, this fee IS NOT the amount due to PUMBC.

To avoid delinquency, please proactively manage your CMA account and records.

PROGRESSIVE UNION M.B. CHURCH

CHILD DEVELOPMENT CENTER

Tuition Breaks

Referral Discount: For every new family you refer you are eligible for a free week of tuition for one child. This is not applicable to fees and has no cash value. This policy takes effect Sept 1, 2016 and is not retro-active. Punch Card required. See CDC Manager for details.

Grievance Resolution:

Helpful Bible References: Matthew 18:15-17 / James 1:19 / Proverbs 11:13

We make every effort to prevent problems and avoid conflicts; however, situations may occur which require special attention. We strongly discourage gossip, and encourage every person involved to approach every issue with the mutual goal of reconciliation and peacemaking. Parents should follow these steps in addressing questions, concerns or disagreements:

- 1) Request a meeting with the person with whom you have concerns.
- 2) If the issue is not resolved, request a meeting with the CDC Administration.
- 3) If the matter is not resolved, inform the CDC Administrative Staff person that you would like to meet with the Director of Operations.
- 4) If the problem still has not been resolved, you may request a meeting with the CDC Deacon Advisor and the CDC Board.
- 5) After all steps have been completed and you are not satisfied, you may request a meeting with the Board officers.

Withdrawal Policy

If a parent chooses to withdraw their child from our program, the CDC Administration and Director must be notified in writing two weeks in advance prior to the child's last day of attendance. Notice of withdrawal is necessary so management staff can fill vacancies or make adjustments in staffing to maintain affordable fees for all patrons. Also, you may be asked to

PROGRESSIVE UNION M.B. CHURCH

CHILD DEVELOPMENT CENTER

complete an exit questionnaire or attend an exit interview so that we can use your valuable feedback for continuous improvement.

If written notice is received less than two weeks prior to the child's last day of attendance, parents are responsible for the full two weeks' tuition. **The registration fee is non-refundable and will not be returned upon withdrawal.**

Supplies / Clothing / Childcare Essentials

A supply list for every age group is provided for each student, and parents are required to purchase and supply the items on this list to ensure materials are well stocked for learning activities. Also, if you are able, we always welcome you speaking with your teachers to find out if there are other things that you may be able to provide to help your child and their class thrive.

When the weather permits, children will play outside daily. Children should wear weather appropriate clothing. All children must have a change of clothing (including underwear, socks, top/bottom and shoes), and each item should be labeled.

Infants through two year olds will need at least two (2) complete changes of clothes. Parents of infants and pre-toddlers must provide disposable diapers, baby wipes, formula, and all other diapering essentials. See complete supply list for all age groups/programs.

Bottom and top covers (blanket) must be provided by the parent for rest periods. These covers must be taken home each Friday for washing and returned with the child on Monday.

Personal Belongings / Show & Tell

Please make sure that your child's name is on all backpacks, covers, jackets and clothing. We ask that children DO NOT bring toys to the CDC. We have plenty of toys for all children to enjoy. Show and Tell days **(in applicable classes)** are days that toys are permitted from home. We will do our best to take care of the toy, but we will not be responsible for toys or other items brought from home.

PROGRESSIVE UNION M.B. CHURCH

CHILD DEVELOPMENT CENTER

Toy guns, weapons or other items that are not appropriate or encourage aggressive behavior are not to be brought to the CDC. However, books and other items of joy, wonder and discovery may be brought to share on a special day designated by the teachers, movie days or “show and tell” days.

Special Parties

The CDC usually hosts a special party in light of various seasons and holidays throughout the year. Your child’s teacher will post a sign-up sheet in the classroom concerning details. For a child’s birthday, if parents wish, they may bring cupcakes, chips or a special treat and favors for the entire class. Please let your teacher know at least 2 days in advance, so they can make plans. Please consult your child’s teacher regarding food allergies before purchasing snacks. We want to ensure that everyone has a chance to enjoy the festivities.

If your child is having any kind of party at home, please do not send invitations to the school unless the entire class is invited. This will avoid hurt feelings of those not invited.

Field Trips

Field trips are often planned to correlate with the lesson plan as an extension of learning outside the classroom. We make every effort to make these trips fun! It is an excellent opportunity for the parent meet the child’s classmates and join in the learning experience as well! Children are pleased and excited to have their parents involved in their educational venture, so you are encouraged to chaperone.

There are certain requirements for field trips, which include signed permission slips by the child’s parent or legal guardian. Please make sure the transportation form and/or permission form is completed with the correct contact, emergency and medical information. Parents are required to provide car seats when applicable.

Safety

In the event of an accident or illness requiring medical emergency care, Progressive Union CDC staff will not personally transport any child to the hospital, but will call HEMSI for transportation to the local hospital emergency room. As part of the enrollment process, you have signed authorization for the CDC staff to obtain emergency medical care for your child

PROGRESSIVE UNION M.B. CHURCH CHILD DEVELOPMENT CENTER

until we can contact you. Progressive Union will not be held responsible for the cost of transportation to medical facilities. That responsibility falls on the parents/guardians.

Progressive Union CDC staff and children practice fire and tornado drills. We monitor our Weather Alert radio and television stations year round and will move to a safe area in the building (as designated by the Emergency Management Agency) when required.

If power, heat, A/C, or water are interrupted for more than an hour, we cannot compromise the health and safety of the children. Therefore, once a determination has been made to close the CDC, parents will be notified to pick up their child.

Licensing

Progressive Union Child Development Center (CDC) is a licensed facility. We are regulated by the Alabama Department of Human Resources.

**PROGRESSIVE UNION M.B. CHURCH
CHILD DEVELOPMENT CENTER**

ACKNOWLEDGEMENT

I, _____, have read the policies
(Printed Parent's Name)

and procedures outlined by the CDC Management and have been provided a handbook. I agree to abide by the policies and procedures set forth. I further agree that should a problem or concern arise, I will follow the grievance resolution steps outlined. I further agree to be involved as the primary caregiver and educator of my child, and work with the CDC and teachers as partners to continuously improve the program.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____