

# First United Methodist

*Mother's Day Out*

*Parent Handbook*

*2022-2023*



“Hands that Help, Hearts that Love”

E-mail: [childcare@fumcclovis.net](mailto:childcare@fumcclovis.net)

*Start Date: TBD*

*End Date: TBD*

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# First United Methodist Church

## Mother's Day Out Handbook

Welcome to First United Methodist Mother's Day Out Child Care Program. We are pleased to be able to serve you and your child(ren). This handbook is a guide in helping answer your questions concerning our philosophy, programs, and schedules.

If you have any questions or concerns as a result of reading this handbook the Child Care Director at (575) 763-8969 or email at [childcare@fumcclovis.net](mailto:childcare@fumcclovis.net)

### **FUMC MISSION STATEMENT:**

The purpose of the First United Methodist Church Child Care Program is to provide a ministry to the church and a service to the community.

We provide training, activities, and education for a wide variety of ages, in a Christian atmosphere. We intend to help our children grow socially, emotionally, spiritually, physically, and intellectually through a variety of learning experiences that will enrich his/her understanding of the world.

We provide a Christian atmosphere of love and acceptance that will help each child feel secure in another place besides home and to encourage self-discipline and independence.

We also provide a variety of activities that will promote development of skills in readiness for more education when the child and parents feel ready, at an affordable rate.

## OUR PHILOSOPHY

We believe children at First United Methodist Church learn best through:

- hands-on activities and play-inside and outside
- music, movement, and fantasy play
- real life experiences such as field-trips, walks, and visitors
- an environment that offers opportunities and choices that build independence
- a child-centered environment in which the children have responsibility and constructive, guiding and trustful interactions with their teachers
- a safe environment provided by consistency and predictability of routines and boundaries
- teacher/family collaboration and communication
- a staff that respects and understands the different ways in which children develop
- family-style dining, which encourages language, social awareness and fine motor skills
- teachers who facilitate their engagement, expand their experiences and who challenge and stimulate them

## PROGRAM DESCRIPTION

### MOTHER'S DAY OUT:

First United Methodist Church (FUMC) is located at 1501 Sycamore Street. Our phone number is (575) 763-8969. Our e-mail address is [childcare@fumcclovis.net](mailto:childcare@fumcclovis.net). This service is provided for children 9 months through 4 years of age. Our birthday cut off is September 1<sup>st</sup>. (Current circumstances may limit ages and capacity at this time.) We offer this service Tuesday and/or Thursday from 8:30am - 2:30pm for full days and half-days from 8:30am – 12:30pm during the public school year. If your child is enrolled for half-days, it is important for you to pick up your child by 12:30 A.M. **Because of the number of children that stay for nap, it is important for us to get these children down before 12:45 P.M. as you know, it is difficult for us to do this if a parent is late or wanting to chat with the teacher. Our first concern is the welfare of the child.**

We are a non-profit, self-supporting mission of the local church. The childcare programs are governed by a Child Care Board, and the Staff Parish Relations Committee of the local church. We are a State of New Mexico 2-STAR licensed day care center with varied programs for children of all ages.

The tuition paid by the patrons attending our programs at First United Methodist Church helps provide the program insurance, equipment, salaries, and supplies for the Child Care Program.

We shall provide a very positive experience for all children in a Christian atmosphere. Loving, caring, fairness and kindness are very important to us. We strive to meet these goals by accepting children as they are, with love and concern for each child as an individual thus stimulating growth, development, and socialization. We will encourage skills in sharing, cooperating, following directions, and being helpful members of a group of children.

## **MEALS:**

### **SNACKS**

The program will provide one age appropriate, and well balanced snack per day for all half day, and full day children. If your child has **severe** allergies to foods please notify the director for special accommodations, and or exemption.

Please bring two **LABELED** Sippy cups with juice/water each day for your child.

### **LUNCH:**

Lunches must be provided including a drink by parents for the Mother's Day Out Program. We ask that **NO** gum or candy (or any other type food with high sugar content) be placed in lunch boxes. Lunch boxes, bags, cups/drinks must also be labeled with your child's name.

Please make sure that your child's name is written on **all personal belongings**.

**PLEASE KEEP US INFORMED IF YOUR CHILD IS ALLERGIC TO ANY FOODS WHATSOEVER!**

## **PARENT PARTICIPATION/PARENT INVOLVEMENT:**

### **PARENT/CHILD ORIENTATION:**

Parents and children enrolled in our programs will be invited to attend an orientation. Parents are also able to visit our website [www.fumcclovis.net](http://www.fumcclovis.net) to access the school calendar. In order to hold a place for your child a no-refundable registration fee of \$50.00 is required.

Parents are encouraged to become as involved in the programs operation as their schedule will permit.

#### **Suggestions for involvement are:**

- Discuss your child's day with their child care worker.
- Showing interest in your child's activities and carrying on related activities/conversations at home
- Attending special family functions (parties, picnics, field trips, etc.)
- Help with fundraisers
- Sharing customs, hobbies, and careers with the children

If you are interested in sharing your talents, let the staff know. First United Methodist Church maintains an open door policy for parents. **You are welcome to visit at any time.**

## **OPEN DOOR POLICY:**

The First United Methodist Church Child Care Program has an open door policy at all times. We can't solve a problem, if we do not know about it. Do remember that the teacher's first responsibility is supervision of your child. **If you have a question or would like to set up a conference you may leave a message and a conference time will be set up.**

If you have a concern regarding our program please contact our Director of Mother's Day Out. **Please respect us enough to talk to the director rather than to others about a complaint or problem you might have. Taking to any form of social media to "bash" the school or any employee will be grounds for expulsion.**

## **CLOTHING:**

Please send your children in comfortable clothing suitable for playing. Girls should wear shorts under their dresses and no "dress-up" high heels. Both boys and girls need to wear closed toe-shoes to be able to play on the playground. Children need to be dressed for the weather. Sunscreen will be used to protect children while they are playing outside. **You are required to provide sunscreen.** Due to budget constraints, we **cannot replace lost or damaged clothing.** Please pack an extra set of clothing including undergarments and socks in case of an emergency.

## **TOYS, BOOKS, and VIDEOS:**

Toys should not be brought from home. Books and items to sleep with are welcome. **Please place your child's name on all items** including personal items, coats, diaper bags, diapers, and etc. We may read books brought from home if they are appropriate for the group in size, length, and content. Please **do not allow your child to bring guns, swords, breakable things, or any toys of this nature.** We will put up any toy weapons and return them only when the child is picked up. Children are welcome to bring "security objects" for rest time.

## **CELEBRATIONS:**

Because of the remarkable diversity of the families we serve, we will publicize which religious holidays will be observed at FUMC Mother's Day Out Program. Children love to celebrate their birthdays. Parents may arrange to bring refreshments to celebrate your child's birthday. Please make it simple and make arrangements with your child's teacher. Some of our children have food allergies. Please do not send birthday party invitations to pass out unless **ALL** of the class is to receive one.

## **ACCIDENTS:**

The staff at FUMC tries very hard through their supervision of children to prevent accidents. Nevertheless there are certain risks and hazards that may arise in the course of your child's activities.

A parent will be called immediately if there is an accident or emergency that requires more attention than the first aid a staff member can give. If the child needs to be seen in the emergency room, the Director will accompany the child in an ambulance.

Any type of less serious accidents such as minor injuries, i.e. falls, bumps, cuts, etc. will be reported to the parents when the child is picked up. An accident report will be filled out on all incidents that happen at FUMC and the parents will sign and a copy of the report will be placed in your child's file.

If your child has a serious accident we will assess the situation, determine whether to call 911, transport the child to the nearest emergency room ourselves, or call you to pick them up. It is the parents' responsibility to make sure that those persons listed as emergency contacts understand their responsibilities if the parents cannot be found or notified. First United Methodist Church **does not provide medical insurance** for accidents and has a limited policy on injuries that happen at the Church.

## **GENERAL CURRICULUM:**

Since children learn through play, we plan our indoor and outdoor time to encourage constructive play activities. Through play children re-enact experiences, try out different roles, express ideas, develop vocabulary, process information, widen their world view and relate to one another. Our curriculum is child-centered, starting with what interests the children and expanded through teacher-directed activities. We believe that adults need to facilitate learning by discussing with the children what they see, hear, smell, taste, touch and feel, helping them to increase understanding. Knowing that children learn from what adults do, we model the behavior we want to encourage. We strive to show understanding and respect for each person and to use words to express needs and feelings.

We try to learn from mistakes instead of labeling them as failures. We believe that growth and development happen best in a supportive, safe and orderly environment where rules, limits, expectations and plans are known. We strive to be clear, consistent and firm. Teachers will use their own judgment in determining the length of time to focus on an area depending on the interest level of the children. Flexibility is crucial for following the interests of the children.

Children learn through doing - active play rather than passive learning. Children also understand things that are real and concrete rather than abstract. Our program addresses the needs of the whole child, taking into account all of their developmental needs: physical, motor, social, emotional, language and cognitive. Our program is based on the belief that not all children share the same interests. We allow children to make many choices, especially regarding the activities in which they wish to participate. Our goal is to shape the program around the children rather than fitting the children into the program.

## **LEARNING THROUGH PLAY**

Children learn best through play. As the children are examining and exploring all of the different areas, they may acquire some of the following skills.

### **Language Arts:**

Develops listening skills.  
Develops reading readiness skills.  
Develops imagination.  
Increases attention span.

### **Blocks and Building Materials:**

Provides practice with social skills.  
Develops gross and fine motor skills.  
Teaches mathematical concepts such as; shape, size, and counting  
Increases creativity and decision-making skills  
Develops eye-hand coordination

### **Social Play:**

Provides an opportunity to role-play; home, work and life experiences  
Increases communication skills  
Develops muscle coordination  
Develops self-awareness  
Enhances peer interactions

### **Art:**

Provides opportunities for creativity  
Develops color, shapes  
Develops pre-writing skills

### **Puzzles:**

Develops eye-hand coordination  
Fosters imagination  
Provides opportunities for problem solving

### **Outdoor Play:**

Develops large muscle coordination  
Increases social development  
Provides opportunities for sharing  
Provides opportunities for role play  
Fosters safety awareness  
Develops balance and coordination

### **Music:**

Develops an awareness of different sounds and rhythms  
Develops body awareness



# **WRITTEN POLICIES & PROCEDURES**

## **ENROLLMENT AND DISENROLLMENT**

### **REGISTRATION:**

Parents must complete a registration form, and submit the most current copy of their child's shot records. We will ask all parents to sign authorizations giving First United Methodist Church permission for emergency transportation, medical treatment, field trips, and acknowledge that you read the program policy manual.

We will accept only those children for whom we have the capability of providing for their social, physical, and psychological needs. This applies to the needs we can meet with the staff we have available. If we choose to do so, we may enroll a child on a **TRIAL** basis, and if we are unable to meet the child's needs with the facility and staff available, the parent will need to make other arrangements.

### **ADMISSION & DISCHARGE/ EXPULSION:**

#### **MOTHER'S DAY OUT PROGRAM:**

Children will be enrolled on a "First Come, First Serve" basis. Enrollment will continue as long as space is available. Enrollment ages begin at 9 months through 4 years of age. Any children enrolling after we have filled all vacancies will be placed on a waiting list and enrolled when space becomes available.

Parents needing to withdraw their children from the Mother's Day Out program must give the Director a two week notice in writing by filling out a withdrawal form prior to your child's last day of attendance. Failure to provide proper notification will extend your tuition payment two weeks beyond the last attending day, and payment will still need to be submitted. In the event an exception arises, the decision will be made by the Director and Child Care Board.

Grounds for dismissal will include behavioral problems that have been discussed with the parents but not corrected. If a child places any type of a threat towards another child or a child care worker either in writing or verbal, will be cause for immediate dismissal.

## **TUITION**

### **Tuition Policy:**

First United Methodist Church Childcare is a non-profit organization and maintains a tight budget; we try to keep our rates affordable and as low as possible. For this reason, it is necessary that parents cooperate in paying accounts on time so that we in turn can meet our obligations.

Tuition payments are due on the 1<sup>st</sup> of each month and considered late by the 10<sup>th</sup>. A Payment agreement form is required for each child's registration packet to be complete. This form must have a debit/credit card or checking account listed as a reliable payment source. This is **NOT** optional.

The first business day after the 10<sup>th</sup> of each month any account with a balance will be drafted from the card/account on file. The full balance due on the current invoice will be drafted on the 11<sup>th</sup> of each month. If for any reason the 11<sup>th</sup> falls on a weekend or if we are closed on Monday, those charges will be drafted the following business day. At any time you may pay your account in advance to alleviate your card being drafted. Please be sure this is a reliable payment source because any payments that are returned to us will be charged a \$35.00 returned payment fee.

**No credit will be given for absences due to illness (this includes COVID 19 quarantine regulations), closures, or vacations during the school year.**

Please be sure your payment method is a reliable payment source. If a parent gives FUMC a check that **is returned for insufficient funds**, the parent will be contacted, requesting that cash for the fees owed plus a \$35.00 fee be brought to the church as soon as possible. If it happens a second time the parent will be notified that the child can remain enrolled but all fees will need to **be paid in cash only**. FUMC will reserve the right not to accept checks from parents that have more than two returned checks to the church for non-payment.

**If your child is not picked up by 12:30(half-day) or 2:30(full day) a late charge of \$1.75 a minute will be charged to your account.**

If your account is not current and arrangements have not been made, we will be forced to withdraw your child. Your child may re-enroll upon availability and all accounts are paid in full. No child will be allowed to enroll for the following school year until all accounts are paid in full and arrangements are made to stay current with payments.

First United Methodist Church Childcare accepts cash and checks in office or credit card online at [www.fumcclovis.net](http://www.fumcclovis.net). There is no longer a fee for credit card payments.

***You may also set up Auto pay on the website.***

Fees will be reviewed and determined on an annual basis by the Child Care Board and Finance Committees. Fees will be charged monthly according to the enrollment agreement.

Because First United Methodist Church is a non-profit organization and maintains a tight budget, we try to keep our rates affordable and as low as possible **but we will not be able to give discounts, credits, or refunds for absences** once you sign a monthly agreement. **Tuition is to be paid in full by the 10<sup>th</sup> of the month.** If tuition is unpaid parents will lose child care privileges. If there is a hardship in a tuition payment, please do not hesitate to speak to the director to discuss possible arrangements.

Over the past year we have had to adjust to new regulations that have lowered our ratios and classes while at the same time dealing with continued increases in state minimum wage and increasing overhead costs. For these reasons we have had to increase our monthly fees. There will also be no prorated months. Our tuition rates are based on 33 weeks of school from August thru May. Tuition will be charged in 8 equal installments from September 1<sup>st</sup> thru April 1<sup>st</sup>.

MONTHLY FEES FOR THE TUESDAY **AND/OR** THURSDAY SCHEDULE:

| <u>Child's Age</u>             | <u>Schedule</u>                           | <u>Tuition: 1 Day Per Week</u> | <u>Tuition: 2 Days Per Week</u> |
|--------------------------------|---|--------------------------------|---------------------------------|
| Infant & Toddler               | 1/2 day <b><u>ONLY</u></b> (8:30 - 12:30) | \$90.00 per month              | \$175.00 per month              |
| 2 year old<br>& 3 and up rooms | 1/2 day (8:30 - 12:30)                    | \$90.00 per month              | \$175.00 per month              |
|                                | Full day (8:30 - 2:30)                    | \$110.00 per month             | \$215.00 per month              |

**ARRIVAL AND DISMISSAL**

You will be required to sign-in your child when dropped off at the church and to sign-out when picking up. Our staff will not release a child to anyone other than the contacts written on the enrollment form. If someone other than a name on the authorization list plans to pick up your child, we need to know in advance. In order for us to release your child to someone other than the authorized individual, a telephone call with the complete name of the person picking up your child is required and picture ID will be required from the person picking up your child.

**ABSENCES**

Please inform the Program Director, On-Site Supervisor or your child's teacher if your child is going to be absent. This includes, but is not limited to, illnesses, trips, occasional "just for fun" days off, etc...

## **SCHOOL CLOSURES**

FUMC will follow the Clovis Municipal School decision on snow days, early dismissal, and school cancellation. Due to the unpredictability of snow days or any other delays or closures outside of the pre-planned CMS calendar the program will not be able to reimburse or plan make-up days. For example, If the schools are delayed for two hours MDO will open at 10:30, and continue on with normal school schedule.

## **FIELD TRIPS:**

Taking the children on field trips is one of the great advantages we have at First United Methodist Church. We require an individual signed permission slip for each trip. All fieldtrips have been approved by the Director. A monthly calendar will be available of all the daily events for each parent. If your child's class goes on a field trip, we encourage you to join the program on the outing!

## **MEDICATION:**

In order for our staff to give any kind of medication, we need signed permission from you and written directions about when and how much medication to administer.

### **ALL CHILDREN'S MEDICATIONS MUST BE LABELED.**

Please secure the proper form from the office when leaving medicine. Without this form, medication will not be given to your child. If your child needs Tylenol to keep a fever down, he/she will not be permitted to attend our program. If your child needs a breathing treatment, you will have to administer it.

A written record of the dosage, date & time a child is given medication with the signature of the staff who administered the medication will be kept. This information will be provided to the parent or guardian who IN TURN will initial/date acknowledgment of the information received on the day the medication is given.

Medication must be brought in its original container, which shall include the name of the child, the dosage, and the hours when the medication is to be given. Cough drops and throat lozenges are an over-the-counter medication and often mask a more serious condition. Therefore, we do not allow them in the program unless we have a note from a doctor.

New Mexico State Licensing requires parents to acknowledge daily, any sunscreen, ointment, or other over-the-counter medications that were given to their child while they were at our program. Your signature when you sign your child out is your acknowledgement that you are aware of any medications that were given or applied. Child care workers will discuss daily the times and type(s) of medication that were given or applied to your child.

## ILLNESS:

We are a facility that cares for well children. While we know how inconvenient it can be for a parent to have to stay at home with a sick child instead of being at work or school, we have a responsibility to all the children and their parents. If, by chance, your child comes sick, it will be our responsibilities to call and have you make arrangements to come and get your child immediately.

Consequently, we have developed the following policies:

1. A child will not be admitted and/or parents will be notified immediately when a child has a sign or symptom requiring exclusion from the program if:
  - a. The illness prevents the child from participating comfortably in activities.
  - b. The illness results in more care than staff can provide without compromising the health and safety of the other children or;
  - c. The child has any of the following conditions:
    1. A temperature of 100 degrees or more; the child may return after 3 days of no symptoms or a physician has determined that there are no other signs of illness.
    2. Signs and symptoms of illness such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or loss of appetite.
    3. Uncontrolled diarrhea or change in bowel movement pattern; child may return 3 days after diarrhea has ceased or physician has determined illness is not contagious.
    4. Upset stomach or vomiting; child may return 3 days after vomiting has ceased or physician has determined that the illness is not contagious.
    5. Mouth sores with drooling; child may return when a physician determines the condition is non-infectious.
    6. Rash with fever or behavior changes; rash with weepy blistering; and or rash with change in breathing pattern. Child may return when physician has determined that the symptoms do not indicate a communicable disease.
    7. Any kind of earache or ear pain.
    8. A stiff neck or severe headache.
    9. Purulent conjunctivitis (with white or yellow discharge); child may return 24 hours after treatment starts.
    10. Scabies, head lice, or other infestation; child may return 48 hours after treatment has finished.
    11. Impetigo; child may return 24 hours after treatment has started.
    12. Strep throat or other streptococcal infection; child may return 24 hours after initial antibiotic treatment and fever has broken.
    13. Chicken pox; child may return after all sores have dried and crusted (between 6-10 days).
    14. Pertussis; child may return 5 days after antibiotic treatment.
    15. Mumps; child may return 9 days after onset of swelling.
    16. Measles or Rubella; child may return 6 days after onset of rash.

2. Children exhibiting signs of sore throat should be kept at home and checked by a physician.
3. Children should remain at home for at least 24 hours once an antibiotic has been prescribed and administered.
4. If your child is not well enough to be outdoors, he/she is not well enough to be at our program.
5. Covid 19 symptoms  
Your child will be excluded from the program if he/she has one of the following symptoms:
  - Fever of 100+ degrees
  - Cough
  - Shortness of breath
  - New loss of taste or smell
  - Sore throatOr 2 or more of the following symptoms:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - HeadacheThey can return after 5 days and at least 3 days after symptoms have ceased. They will be referred for diagnosis and testing. All siblings will also be excluded from the program during the same period of time.
6. If we are unclear about whether or not a child is too sick to be at the program, we may consult with the New Mexico Public Health Department.

Parents should make every possible effort to pick up the child upon notification within 30 minutes. If we are unable to reach you, your emergency contacts will be called. Be sure those you list as emergency contacts understand their responsibility. Please be sure to update all phone numbers on your contract when changes occur. Your child will be isolated with supervision from the other children and staff and you will be referred for diagnosis and testing and given the current information on return to the program.

Please refer to our Covid safe practices and closure policies for additional information. As with everything else with this pandemic the NMDOH and the state can override any of our policies and we will follow what they advise.

If your child is going to be absent from the program please call the childcare office at **575-763-8969** or email at **childcare@fumcclovis.net**, so that your child's teacher can be notified.

***Note: ANY illness with recurring symptoms, i.e. vomiting, fever, etc. will require a Physician's release.***

**IF YOUR CHILD HAS SYMPTOMS OF VOMITING, CROUPING, SEVERE CHEST COLD, DIARRHEA, TEMPERATURE OF 100 degrees, OR SEVERE EAR ACHE, PLEASE KEEP HIM/HER HOME FOR 24 HOURS.**

## **IMMUNIZATION RECORDS**

All children must have their immunization records on file at First United Methodist Church before they can attend. These requirements are determined by the New Mexico Department of Health.

The address to request exemption forms from immunizations is:

Attn: Jeri Vigil  
Exemption forms  
NM Immunization Program  
PO Box 26110  
Santa Fe, NM 87502-6110

[www.Immunizenm.org](http://www.Immunizenm.org)

(Please see attached appendix for verification of most current immunizations or exemption forms)

## **SICK CARE**

Sick care is **NOT** available at the center. It is the responsibility of the parent or guardian to make alternate arrangements for sick care.

## **EMERGENCY & DISASTER PROCEDURES/POLICIES/PLANS:**

### **EVACUATIONS**

On-Site Evacuation Meeting Place: **FRONT PARKING LOT**

Children will be escorted to the designated meeting spot; all areas of the building will be searched to ensure all children have evacuated. Attendance will be conducted. Notification of parents/guardians or emergency contacts will be completed.

Off-Site Evacuation Meeting Place: **YUCCA MIDDLE SCHOOL**

Children will be escorted to the designated meeting spot; all areas of the building will be searched to ensure all children have evacuated. Attendance will be conducted. Notification of parents/guardians or emergency contacts will be completed.

**\*\*\*\*CIRCUMSTANCES OF ANY GIVEN DISASTER MAY NECESSITATE CHANGING EVACUATION SITE. THE DIRECTOR IS RESPONSIBLE FOR IDENTIFYING AN ALTERNATE LOCATION. ALTERNATE EVACUATION LOCATION WILL BE POSTED ON THE MAIN DOOR OF FUMC OR PREVIOUSLY DESIGNATED PLACE\*\*\*\***

Visually Impaired Students will be evacuated as follows: verbal notification of the location of the student, the nature of the emergency, obstacles, and conditions. Verbal notification will be given to orient the student of their new surroundings as soon as safety has been reached. Further assistance will be given as needed.

Hearing Impaired Students will be evacuated as follows: Light switches will be flashed off and on to gain a student's attention. Simple gestures, sign language and/or written directions will be facilitated to communicate the student to safety.

Wheelchair Confined Students will be evacuated as follows: Students with respirators will have priority assistance if smoke is present. Student will be secured in the chair with seat belt if appropriate. Assistance will be given to control the chair as needed. Footrests will be locked as soon as safety has been reached.

**A complete disaster preparedness plan may be located on the Mother's Day Out Information board.**

### **PERSONNEL & STAFF**

All FUMC staff will obtain a criminal record background check and will be fingerprinted. Child care givers who work directly with children and who are counted in the staff/child ratios must be 18 years of age or older and must have training in first aid, CPR, and infection control. Personnel at FUMC are required to have 12 hours of child care training yearly.

### **MISSING CHILD:**

If a child is found missing from First United Methodist Church Child Care Program, one teacher will call another child care provider to come over and help with the remaining children while the other teacher searches the immediate area of the facility. If the child is **not** located, the parents will be called as well as the police while one teacher continues to search for the missing child by again searching the vicinity on foot or in their vehicle.

Incidents of missing children will be reported by phone and a written report will be sent to the Preventive Services Division of the New Mexico Children Youth and Families Department.

### **CONFIDENTIALITY OF RECORDS:**

All records of the children in our program and our staff are kept confidential. **NO ONE** will be allowed to review them, except the staff members, law enforcement officers with proper paperwork, or an authorized employee of the Health and Environment Department of the State of New Mexico. Your children's records will be retained by our program for one year after the child has left the MDO Program.



## **SUSPECTED CHILD ABUSE OR NEGLECT:**

If any staff member of First United Methodist Church observes any signs of child abuse or neglect, it will be reported to the Director. The Director will note their findings on the child. The staff member and the Program Director will record their findings by using an accident, illness, or observation report form.

Any serious indications of abuse or neglect, or a pattern of such **by law** will be reported as follows:

- Staff will report cases to the Director of the program.
- Director will contact the Child Care Board
- By law, **all cases** will be reported to Children's Protective Services and Preventive Services of the New Mexico Children, Youth, and Families Department and a written statement will be filed with the licensing authority.

## **CHILD GUIDANCE POLICY**

Each staff person and child at First United Methodist Church is special and will be treated with respect at all times. Any type of behavior intended to physically or emotionally hurt someone **will not** be tolerated at FUMC. Only positive guidance is a learning tool to provide children with the guidance and security necessary for emotional and social growth.

Positive guidance methods used in this learning process include: redirection, positive reinforcement, alternative choices, problem solving techniques, modeling, limit setting (Maximum time out will not exceed (5) five minutes), and as a last resort, time out away from the situation and group to calm down for a period of time geared to the age of the child, and then the child will be directed to a constructive activity in a positive way. Parents will be notified if frequent "time out" is needed. (Individual behavior plans will be developed for children who have persistent behavior problems) Each of the staff at FUMC has been oriented to implement each of these procedures.

Part of the First United Methodist Church program is to provide acceptable group behavior.

**Discipline** is defined as training that enables the child to develop self-control and orderly conduct in relationships with peers and adults. Discipline is an ongoing process with children and for maximum learning to occur, immediate and consistent reinforcement is important. Because you have entrusted your child to our care for a large portion of the day, we feel obligated to handle each situation as we deem necessary at the time the situation arises.

**AT FUMC**, we encourage self-control and responsibility for one's own actions; Reasonable rules are established for all ages. Respect for each other, self, peers, and authority is taught with love and consistency. However, there are occasions when a child creates a situation which infringes upon the rights of the other children and the child care provider. The child needs to know that you, as parents, support us as the authority while the child is in our care. Examples of behavior that will NOT be tolerated at FUMC are:

- \* fighting and touching others in inappropriate ways
- \* profanity and name calling
- \* destructive acts against the school property
- \* lack of respect for staff and peers
- \* harming other children
- \* deliberate disobedience
- \* continued disruption

We will work with the parents to correct all forms of behavior, but if we find that our discipline procedures are not working, we may need to dismiss the child from the program. Prior to dismissal from the program we will take proactive measures to discuss the situation with the parent, to see if the behavior can be corrected. **If a child places any threat, written or verbal, on a staff member or child at FUMC child care program, the child will be automatically dismissed from the program.**

### **GRIEVANCE PROCEDURE**

If you have a grievance concerning anything about the Mother's Day Out Program, you need to first visit with the child care provider directly involved in the matter. If you do not feel satisfied with the results of that contact, you should visit with the Director of FUMC Child Care and, if necessary, the Director will contact the Pastor or Childcare Board. Let me assure you that we want to cooperate with you in any way we can. We will pray about every situation and ask the Lord to guide us in reaching a solution that is in the best interest of everyone involved.

### **STATE LICENSING REGULATIONS**

*This excerpt is taken from the State Licensing Regulations manual.*

*"The following disciplinary practices are prohibited in a child care center: Physical punishment; withdrawal of food, rest or bathroom opportunities; abusive or profane language, or any form of public or private humiliation including threats of physical punishment; unsupervised isolation of the child; and any other type of punishment that is hazardous to the physical or mental health of the child".*