

CHILD DEVELOPMENT CENTER PARENT HANDBOOK

REVISED SEPTEMBER 2023



Canterbury
UNITED METHODIST CHURCH

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CANTERBURY UNITED METHODIST CHURCH CHILD DEVELOPMENT CENTER MISSION STATEMENT

The Canterbury United Methodist Church Child Development Center is a ministry that provides a constructive, meaningful program for young children under the guidance of trained personnel in a Christian environment.

We strive to:

- Provide a loving and developmentally appropriate environment.
- Nurture children's physical, socio-emotional, cognitive, and spiritual development.
- Collaborate with families on their child's development.
- Facilitate the understanding that all people are special to God.

PHILOSOPHY

All children of God, regardless of age, background, or ability, deserve the opportunity to develop and learn through discovery. Their natural curiosity and interests serve as a foundation to learn new skills and to acquire the knowledge they need to be successful. The role of the staff, along with the families, is to provide a Christian environment to nurture and guide the child's development to his/her fullest potential.

ENROLLMENT

Schedule

Hours of Operation: 7:00 AM-6:00 PM
Monday through Friday

Ages: 6 weeks to 5 years

Children are placed with their age peers depending on availability. We reserve the right to move your child to a different classroom based on your child's development. The decision is based on teacher observations, administrative review, and parent input.

Center Closed: New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving and the Friday after
December 23-January 1

Consult school calendar for specific closing dates.

Application

Application forms are available in the Center office or may be downloaded from www.canterburyumc.org/cdc. Completed forms with a \$75 application fee should be returned to the CDC office. As of September 1, 2023, applications are valid for one year from receipt. Names will be removed from the waiting list unless the family notifies the CDC that they wish to remain active. No additional fee will be charged upon renewal of application.

Upon receiving the form and fee, the child's name will be placed on a waiting list for appropriate placement. A letter will be sent to the family verifying this process. When a vacancy occurs, an administrator will contact the family. Families will be given 5 business days to accept placement. Fees must be paid a minimum of 2 weeks prior to enrollment. Application fees are non-refundable.

ADMISSION

The center is open to any child. Enrollment preference is given in the following order:

1. CUMC CDC Staff (teachers and administrators) and full-time CUMC clergy

2. CUMC members with siblings in the program
3. Non-CUMC members with siblings in the program
4. CUMC members
5. CUMC staff
6. General public

- **Security Deposit**

A refundable \$200 security deposit is due with the registration form. The deposit will be refunded if the CDC office receives a thirty (30) day written notice of withdrawal and the account is up to date.

- **Supply Fee**

A \$150 supply fee is due annually by August 31. The supply fee is non-negotiable and non-refundable. The fee may be prorated based on registration/enrollment date.

- **Required Forms**

- Application Form and Fee (prior to enrollment)
- Parent Agreement/Release
- Child's Preadmission Record
- Individual Care Plan: Family Information Form
- Emergency Medical Care Information
- Emergency Contact Information
- Child's Allergy Information
- Notarized Affidavit for Church Exempt Status
- SchoolCast Information
- Alabama Certificate of Immunization

TUITION

Monthly Rates:

Infants	\$1,175/Month
Toddlers	\$1,150/Month
Twos	\$1,075/Month
Threes	\$1,050/Month
Fours	\$1,050/Month

Tuition is payable in advance and due in the CDC office on the first business day of each month. After 6 PM on the 5th day of the month (or first business day after), a late fee of \$25 per child will be charged. If payment is not received by 6 PM on the 15th of the month, the child will be dropped from enrollment. Checks should be made payable to Canterbury CDC.

There is no reduction of fees for absences due to illness, vacation, holidays, inclement weather closings, or circumstances beyond Canterbury UMC's control.

Returned checks will be charged a service fee equal to the amount the bank charges plus a \$25 fee. After three returned checks in a year, tuition must be paid by cash, money orders, or cashier's check. Please notify the CDC office in writing if you need a receipt.

ORIENTATION

Parents

Prior to a child attending the center, parents may attend a New Parent Orientation. This is an opportunity for the parents to meet with an administrator and the teacher to gain an understanding of the program, share any concerns about the child, and visit the classroom.

Children

Parents are encouraged to accompany their child for a brief visit to the center before care begins. You may schedule as many visits as you feel necessary for your child and you to become familiar with the program. We want you and your child to feel at home on their first day of enrollment. We recommend that the visit include opportunities to meet the teachers, play with toys, use the bathroom, and make new friends.

YOUR CHILD'S FIRST DAY

Every child reacts to the first day differently. Some children can't wait to spend time with new friends, while others are reluctant to leave the parent. The transition for the child is usually easier if the parent establishes a simple routine and leaves with a cheerful goodbye. Parents who linger for one more kiss or hug may hinder the child's adjustment.

While some children may become upset, the teachers will not let your child have a prolonged, unhappy experience. They will encourage your child to become involved with the routine of the classroom. If a child continues to have difficulty adjusting, they will work with the parents to develop a plan together. In most cases, children adjust quickly to the center and look forward to coming each day.

Occasionally, a child that has an easy adjustment may suddenly announce "I don't want to go to school". A parent's first assumption may be that something negative happened; usually that is not the case. The reality is that the child has come to realize that, while the center is a fun place to visit, it will be an every day event. In time, children adjust to their new routine.

ARRIVAL AND DEPARTURE PROCEDURES

The Child Development Center is located in the Children's building of Canterbury United Methodist Church. Parents must enter and exit the center through the doors located at the entrance to the Children's building. Two key fobs will be provided to each family at no cost.

A child must be accompanied to their classroom by a parent, guardian, or adult. The daily sign in/out sheet located in every classroom must be signed by the parent or adult at drop-off and pick-up. DHR requires a full signature and accurate arrival and departure times on the form. The classroom clock serves as the official time. Parents must notify the teacher that a child has arrived or is departing. All children should wash their hands upon arrival.

Children will only be released to authorized adults listed on the child's registration form. A person who does not regularly pick up a child or who is not recognized by the teacher or administrator will be asked to show identification. Children will only be released to persons listed on their approved pick-up list. In the event that the individual who is picking up the child appears impaired, the child will not be released.

Older siblings are not permitted in the infant rooms.

LATE PICK UP FEES

The center is open from 7:00 AM-6:00 PM. A late pickup fee will be charged per child at the rate of \$5 for any time between 6:00-6:05 PM, and \$1 for each minute after 6:05 PM. The office clock and/or computer serves as the official time. This fee is due at the time the child is picked up. Checks should be made payable to Canterbury CDC.

WITHDRAWAL FROM PROGRAM

A thirty (30) day written notice or payment of one month's tuition must be received in the CDC office to withdraw a child from enrollment. The center reserves the right to remove any child from enrollment, at the center's sole discretion, upon two weeks written notice.

SAFETY

Canterbury Child Development Center is accredited by The National Association for the Education of Young Children (NAEYC) and follows specific standards and criteria that promote high quality child care. Additional information is available at www.naeyc.org.

In addition to maintaining NAEYC standards, the Center follows all health and safety policies and procedures required by the Alabama Department of Human Resources and the Jefferson County Board of Health. A copy of the DHR Minimum Standards for Day Care Centers can be found online at http://www.dhr.state.al.us/large_docs/CENTERS-revised12-05.pdf.

STAFF

The hiring process for staff includes background checks through the ABI and FBI, child abuse and neglect background check, and references.

Teachers are certified in Pediatric First Aid and CPR. Teachers receive training on proper hygiene practices which includes hand-washing procedures, general infection control, safe food handling, and diapering and toileting procedures.

MANDATED REPORTERS

Canterbury CDC staff members are mandated to report any suspected child abuse or neglect as stated in the Alabama Minimum Standards for Day Care. All staff members are trained in recognizing and reporting suspected child abuse and/or neglect.

CHILD ABUSE/NEGLECT POLICY FOR CDC STAFF MEMBERS

To protect children from potential abuse situations at the Center, the following procedures are in place:

- Cameras are present in all classrooms
- The top half of classroom doors is to remain open at all times during operating hours. Classrooms without half doors are to leave the door window visible at all times.
- Staff must maintain teacher/child ratios at all times.

AGE GROUP	CLASSROOM	NAEYC RATIO
6 weeks - 15 months	Baby Birds	1:4
12 months - 24 months	Busy Bees	1:4
24 months - 36 months	Ladybugs	1:7
3 years - 4 years	Caterpillars	1:9
4 years - 5 years	Butterflies	1:10

If a staff member is accused of child abuse or neglect, the staff member will be put on administrative leave while an investigation is completed. While on leave, the staff member is not to have any contact with other staff members or families.

Upon the completion of the investigation, the staff member will be notified of the results. If the results indicate that a child was abused or neglected under the staff member's care, the staff member will be terminated. If the results showed no wrong doing, the staff member will return to work as scheduled. Additional trainings may be required.

CENTER SECURITY

The Child Development Center is located in the Children's building of Canterbury United Methodist Church. There is a security system that requires electronic keys for access. Two key fobs will be provided to each family at no cost. It is

recommended that the fob be attached to a secondary ring before attaching it to your keychain. The replacement cost for a lost, damaged, or broken key fob is \$15. All fobs are the property of Canterbury UMC and must be returned when your child withdraws from our program to ensure security deposits are refunded.

Visitors

Canterbury CDC has an open door policy for parents visiting the CDC. Other visitors allowed in the classrooms are those persons listed on the child's enrollment form that are authorized to pick up the child. All other visitors must report to the office.

Firearms are not permitted on church property.

EVACUATION/EMERGENCY PROCEDURES

Bomb Threat

The children will be taken to Mountain Brook Jr. High's tennis courts or gym, depending on the weather. A School Cast message will be sent to parents, and the parents will be notified after we have left the building. The parents will pick up their child at the designated area.

Fire Drill

Monthly fire drills are conducted by the Mountain Brook Fire Department. Designated primary and secondary exits are posted in the classrooms.

Tornado Warning

The church receptionist will announce over the intercom that there is a tornado warning. Teachers will then take the children to the designated place. Once the children have been taken to the basement, no one may leave until the threat is over.

Campus Intruder

All staff members are trained on procedures in the event of an intruder on church property.

WEATHER RELATED CENTER CLOSING

The Church Administration makes the decision to close the CDC. The decision is based on weather information, road closings, or other circumstances. Information regarding center closings will be made on local TV and radio stations. A SchoolCast message regarding closure details will be sent to the phone numbers and/or email addresses given to the center administration. In case of weather related closings, the CDC typically follows the Mountain Brook School system.

HEALTH

Canterbury CDC and the church is a smoke-free environment.

Hand Washing

Hand washing is required at the following times:

- Upon entering the room
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking
- After diapering or toileting
- After handling bodily fluids and discharges (wiping noses, coughing in hand, or touching any mucous, blood, or vomit)
- After playing in water that is shared by two or more people
- After handling pets or any materials such as dirt, sand, or surfaces that might be contaminated by contact with animals
- Before and after feeding a child
- Before and after administering medication

MEDICAL RECORDS/IMMUNIZATIONS

The Alabama Department of Public Health requires that all enrolled children have an up-to-date record of immunization (Alabama State Certificate of Immunization, available from your pediatrician) on file at the Center. We require that all enrolled children receive all vaccinations recommended by the American Academy of Pediatrics. The Health Department monitors compliance and has the discretion to send children home if they are attending with expired forms. The CDC will monitor expiration dates of immunizations and will remind parents to have children receive necessary boosters.

CHILD ILLNESS POLICY

The Canterbury CDC follows the policies of Alabama Department of Human Resources Minimum Standards for Daycare Centers and the American Academy of Pediatrics.

The policies set forth may differ from those of your pediatrician. Our goal is to apply the policies fairly and uniformly to keep our children healthy. We encourage families to have alternate arrangements in place in the event that your child becomes ill and cannot attend the center.

The policies are:

- Upon arrival, a routine daily health check for all children is completed by teachers.
- Children who appear ill cannot be admitted to the center.
- Children who become ill while at the center will be separated from the group, and the child's parents will be called to pick up their child immediately. **Please make every effort to pick up your child within 1 hour of being contacted.**
- If the parent cannot be reached, the child's emergency contacts will be called.
- Children excluded from attending due to a reportable communicable disease (as defined by DHR and the Health department) must have a physician's note stating that the child is no longer contagious prior to admission. (In the circumstance where the child's parent is also a physician, the note must be from a physician who is not the child's parent).
- Notify the center when your child is ill so we can be alert to similar symptoms in other children.
- When children return to the center after an illness, they must be able to fully participate in the program, including outdoor play.

In order to prevent the spread of disease, children may be excluded from the center for at least 24 hours. The symptom(s) or condition(s) listed below should be resolved, or a physician has determined that the child may return to school.

These conditions are:

- Fever accompanied by other symptoms (temperature of 100 degrees axillary or equivalent). Child must remain fever-free without medication for at least 24 hours before returning to school.
- Diarrhea accompanied by other symptoms (fever, vomiting, crankiness, etc.)
- Vomiting accompanied by other symptoms (fever, diarrhea, crankiness, etc.)

- Conjunctivitis or eye with discharge
- Any rash suspicious of contagious childhood disease
- Evidence of severe illness such as lethargy, prolonged crying, obvious discomfort, difficulty breathing, uncontrollable cough, wheezing, or poor appetite
- Any condition preventing the child from participating comfortably in the program
- Any illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children

MEDICATION ADMINISTRATION

If possible, medication should be administered by the parent. If a child needs medication while at the center, the following guidelines are to be followed:

- Written authorization from a physician/licensed health provider is required for all prescription AND over-the-counter (OTC) medications. This includes pain relievers, fever reducers, and allergy treatments.
- The DHR Medication Authorization Form #1949 must be filled out by the parent for both oral and topical medicines. The form must be signed, not initialed, by the parent and by the staff member who administers the medicine. The authorization form is valid for no more than 5 days or through Friday, whichever comes first.
- All oral medication may only be administered by trained CDC administrators.
- All topical medications (whether OTC or prescription), including ointments, creams, Orajel, sunscreen, or petroleum jelly, will be dispensed only with the parent's written, signed, and dated authorization form.
- Medication will not be dispensed on an "as needed" basis. Parents must give specific directions, dosages, and times for administration. A measuring device must be provided. The dosage must match instructions on the box unless otherwise prescribed by a physician.
- Prescription medication must be clearly labeled with first and last name of the child, name of the licensed healthcare provider, date filled, expiration date, and instructions for administering and storing medication.
- Breathing treatments will be given as directed.
- All medication (prescription and non-prescription) must be in the original container and labeled with the child's first and last name.
- Topical medications (i.e. diaper cream, sunscreen) should be placed in a designated locked cabinet in the classroom. All other medication should be left in the front office for administrators to dispense.

- Medication left for more than 30 days will be discarded.
- No medications will be given that are expired or to children younger than the labeled dosage without a physician's written direction.
- Non-prescription sunscreen, or sun block, formulated to provide broad spectrum UVA and UVB protection of SPF 15 or higher, can be applied to exposed skin with permission on the authorization form.
- When public health authorities recommend the use of insect repellents due to the high risk of insect-borne diseases, only repellents containing DEET, or an acceptable alternative approved by a public health authority, will be used. These will be applied only on children older than two months, only once a day, and only with a completed DHR authorization form.

MEDICAL EMERGENCY

In the event of an accident or illness requiring emergency medical attention, the paramedics will be called, followed by the child's parents. If the child needs immediate transportation to a hospital, the child will be taken by ambulance to the emergency room at Children's Hospital, accompanied by the child's teacher and/or an administrator.

All accidents or injuries will be documented on an Incident Report form. A copy will be given to the parents, and an additional copy will be placed in the child's file.

Parents are responsible for updating their emergency contact list and phone numbers, including the child's physician. Children with known medical and developmental concerns must create a written plan with CDC administration describing special instructions in case of an emergency.

FEEDING GUIDELINES

Infant Feeding

We will gladly work with families to coordinate feeding times according to your baby's schedule.

Parents will supply ready-to-feed formula or breastmilk in sanitary non-glass bottles and/or baby food in factory sealed containers. All items must be labeled with the child's full name and date. Bottles may not contain solid food unless the child's physician supplies written instructions and a medical reason. Bottles will be sent home at the end of each day.

All bottles will be refrigerated in the designated area labeled with your child's name. All containers of food may be stored in a designated area of the cabinet labeled with your child's name.

Bottles will be warmed in a crock pot for no more than five minutes. The temperature of the crockpot will not exceed 120 degrees. Microwaves are NOT used. Teachers will discard any formula or breast milk that has not been consumed after one hour. All infants will be held for bottle feeding. Bottles will NEVER be propped. Cow's milk will not be served to infants younger than 12 months. Infants will be introduced to fluids in a sippy cup at a time agreed upon by the parents and teachers. Typically, bottles are not permitted in the toddler rooms.

Solid foods and fruit juice will not be introduced to children under the age of six months, unless written documentation is provided by the child's physician. Infant teachers will discuss the introduction of solid foods from the menu with you. New foods will not be given to your baby without your permission.

Breastfeeding Policy

Breastfeeding is encouraged. The CDC will accept, store, and serve breastmilk for feedings. If you would like to come nurse during the day, we will be happy to provide a quiet place away from the classroom for you and your baby.

- The milk must be in ready-to-feed, sanitary, non-glass bottles and be labeled with the infant's full name and date.
- Breast milk may be stored in a refrigerator for no longer than 48 hours or for no more than 24 hours if the breast milk was previously frozen.
- Breast milk may be stored in appropriate bags in a freezer for no longer than three months.
- Bottles are mixed gently, rather than shaken, to preserve the nutritional components in breast milk.

NUTRITION

The center follows DHR and Health Department guidelines for meals and snacks. Menus are developed and reviewed monthly. A certified nutritionist reviews the menu twice a year to comply with nutritional standards. The following foods will not be served to children under four years of age: hot dogs, whole grapes, nuts, popcorn, raw peas, hard pretzels, or raw carrots. Children will not be allowed to carry bottles, sippy cups, or regular cups while crawling or walking. Whole milk is served to children ages 12 to 24 months; 2% milk is served to children ages 25 months and older.

Meals are provided by a licensed caterer. The center serves a morning snack (between 8:30am and 9:00am), lunch (between 11:30am and 12pm), and an afternoon snack (between 2:30pm and 3:00pm). Breakfast should be eaten before coming to the center each day. If your child needs to finish breakfast upon arrival, please take your child to our break room before bringing your child to class. Children are encouraged to try all items on the menu; additional servings are available.

ALLERGIES

If your child has food allergies or is on a special diet, arrangements may be made with the administration and with our caterer to find suitable accommodations. Parents must provide written documentation from a physician indicating the food allergy and an individual care plan in the event of an allergic reaction. Canterbury CDC is a peanut-free center. Please do not send food from home.

REST

Infants' nap times are on an individual schedule to meet their needs. Unless authorized by a physician, infants are placed on their backs to sleep on a firm surface. The beds and mattresses are manufactured for sale as infant sleeping equipment that meets the standards of the U.S. Consumer Product Safety Commission. After being placed on their backs, infants may be allowed to resume any comfortable sleep position. Pillows, quilts, blankets, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs for infants younger than eight months. Please provide a sleep sack or swaddle designed for sleep, if needed.

The rest time for toddlers, twos and preschoolers is after lunch. Quiet music is played and the children rest on cots. Rest time is a minimum of 45 minutes; after that time, alternate quiet activities will be available for children. Individual nappers that fit on a cot are suggested. Soft toys are permitted. All items should be labeled with the child's full name. Nappers will be sent home weekly (Friday) for laundering.

CLOTHING

Children should be dressed in washable, seasonable clothing that they can easily manage. Children are encouraged to learn self-help skills as they are able. Children must have at least one complete change of appropriate seasonable clothing that remains at the center for emergencies and/or accidents. This should include underwear, top, pants, and socks.

Children who are walking should wear shoes throughout the day while at the center. For safety reasons, flip flops are not permitted.

All sweaters, jackets, and coats should be labeled with the child's full name.

DIAPERING

Disposable diapers and wipes are provided by the parents. You will be notified by the teachers when additional diapers and wipes are needed.

If diaper cream is used, please send the product in a tube. A medication authorization form must be completed for use. All items should be labeled with your child's full name. Diapers are changed a minimum of every two hours.

PROGRAM

Curriculum

Our goal is to provide young children with a program that is developmentally appropriate. Children learn best through exploration at their own pace. The program is designed to meet their cognitive, physical, social, emotional, and spiritual needs through a balance of structure and discovery. Children need opportunities to explore their environment and to be guided by teachers who understand child development.

Along with letter and number recognition, literacy, colors, and shapes, our program also considers mealtime, outside time, and rest time as parts of the curriculum. Opportunities for learning happen when children interact with each other, use their imaginations, complete a task, follow directions, and use good manners. Learning happens all day, every day in many different ways. We want the children to be fully engaged in their world by asking questions and sharing their thoughts and ideas in a safe and secure classroom.

Our goal is to give children a foundation that will create a love of learning, not only while they are at the center, but throughout their entire lives.

Canterbury Child Development Center has adopted the Creative Curriculum for use in all the classrooms. This curriculum incorporates a balance of planned activities designed to help children progress toward meeting developmentally appropriate goals, as well as improvised activities that emerge from the children's interests or from unexpected experiences.

Lesson plans are developed and implemented weekly. They are posted in each classroom and serve as a guide to assess each child's development. Throughout the day, teachers observe and document the children's learning to create plans that will continue to meet their needs and encourage them to explore and to meet new goals.

Assessment

- **Process**

In conjunction with the use of Creative Curriculum, Canterbury CDC has implemented Teaching Strategies Gold (TSG) as the assessment tool for the children. Children are assessed through observations of peer interactions and play, developmental checklists, and portfolios of their work. Through TSG, each child's developmental growth is documented. Areas of assessment include: socio-emotional, physical, language, cognitive, literacy, math, science, technology, social studies, creative expression, and health and safety. Through individualized lesson planning, assessments allow for teachers to meet the child's interests and needs and to make informed decisions regarding his or her growth and development. This information is shared online through TSG with parents on a weekly basis. It is also shared formally twice per year at a parent/teacher conference during the child's birth month and six months thereafter. This process encourages parents and teachers to develop a plan that will best meet the needs of the child. It will be sensitive to the family's values, culture, identity, and home language.

Children will also be assessed within the first three months of enrollment. This assessment will be made through observation, a new parent orientation meeting, and documentation on Teaching Strategies Gold.

- **Developmental Referrals**

If, through the above mentioned process, teachers suspect a developmental delay or other special need, the teacher will communicate the concern to an administrator. The administrator will observe the child, document the findings, and meet with the teachers to discuss the concern. A meeting will then be scheduled with the family to share the concern in an honest and supportive manner. The CDC will suggest future steps and assist the family by providing information and resources for further assessment. The CDC may also suggest services through Child Find or Early Intervention through the local school systems, as well as local private services through United Cerebral Palsy, Mitchell's Place, or UAB Sparks Center. Parents will make the final decision about services for their child. If services require payment, it will be the family's responsibility. The staff will meet with the family and therapists to support and implement any IFSP or IEP needed.

DISCIPLINE POLICY

Our program offers a loving and nurturing environment that provides guidance to meet the needs of the individual child. Our goal is to help all children understand what is expected and acceptable behavior. Behavioral guidance means directing children toward a positive self-image and self-control through constructive and age-appropriate methods. The classroom environment encourages cooperation, sharing, empathy, and communication.

The following standards guide us:

We believe in the prevention of unacceptable behavior. We will:

- Model appropriate behavior for the children
- Create an environment that encourages acceptable behavior
- Focus on and acknowledge appropriate behaviors: cooperating, helping, negotiating, and problem-solving

When unacceptable behaviors occur, we will:

- Redirect – substituting a positive activity for a negative activity
- Distract by changing the focus of the activity or behavior
- Actively listen to determine the underlying cause of the behavior
- Separate a child from the group only after all the above procedures have been tried and/or the child's behavior is dangerous to him/herself, to other children, or to the staff. If the child is separated, the child will remain in sight and hearing of the staff; the separation will be for a maximum of 1 minute per year of age.

- For children with persistent, serious, and challenging behaviors that interfere with learning and safety, the administration, teachers, and family will work together to develop and implement an individualized plan to aid the child. If needed, other professionals will be asked to work with the center and the family.

Staff behaviors that are prohibited at the CDC:

- Physical or aversive punishment
- Withdrawal of food, nap, or bathroom opportunities
- Abusive, profane, or derogatory language, including yelling or belittling
- Any form of public or private humiliation
- Any form of emotional abuse

EXTRACURRICULAR ACTIVITIES

Canterbury CDC teams with private vendors to provide optional activities during the day to enhance your child's development. Classes are offered in ballet, gymnastics, tennis, soccer, and chess. Depending on the class, children must be a minimum of 30-months-old to participate. Registration and payment for these programs are made directly with the vendor.

PARENT/STAFF RELATIONS

The role of the staff of Canterbury CDC is to supplement the primary role of parents in providing care for their children. It is our goal to establish and maintain open and ongoing communication with families to ensure that we enhance the development of the children in our care. We provide a program to help give children a strong foundation to build self-esteem and to develop a love of learning.

Parents are a child's first teacher. Parents understand their child's needs, interests, fears, likes, and dislikes. Teachers know what children are capable of doing at various stages of growth and development and how to help children develop at their own rate. Together, parents and teachers can provide endless opportunities for a child's success.

CONFIDENTIALITY OF CHILDREN'S RECORDS

An enrolled child's records are available to the parents or legal guardian, teachers, administrative staff, and regulatory agencies (DHR, Department of Health). Anyone reviewing a file must sign in and out. Additional access may be given with written parent/guardian permission. Records are kept in a locked cabinet in the administrative offices.

PRIVACY AND CONFIDENTIALITY

As a general policy, Canterbury Child Development Center (the “CDC”) (and/or its staff) will not provide a child’s parent(s) or legal guardian(s) with a written or verbal opinion, whether formal or informal, for the purpose of serving as a character reference in a legal proceeding (i.e. divorce case, child custody, etc.), including, without limitation, opinions as to whether or not any parent or legal guardian is the fit or proper person to serve as the custodian of said child, or opinions for the purpose of providing evidence of a parent or legal guardian’s morality, character and/or ability to care for the child’s daily needs.

Notwithstanding the foregoing, the CDC (and its staff) will comply with any applicable State and Federal laws, including, without limitation, the provision of certain records (i.e. accounting, attendance, etc.) to a child’s parent(s) or legal guardian(s). Further, this section is not intended to: i) alter the obligations of the CDC (or its staff) with respect to applicable reporting requirements under State or Federal law; or ii) restrict the CDC (or its staff) from providing information or documents to any law enforcement officer or governmental entity/agency, as may be required or permissible under applicable law.

COMMUNICATION

Daily Reports

Teachers in the Baby Birds (infants), Busy Bees (toddlers), and Ladybugs (twos) classes complete a daily report for the parents documenting each child’s activities and routines. The daily reports also provide a way for the teachers to let the parents know if the child needs supplies. Parents are welcome to make notes on the daily sheets to communicate with the teachers, as well.

All Caterpillars (threes) and Butterflies (fours) classes will have general information posted on the Parents’ Board located in each classroom. Any specific information for a parent will be placed in the child’s cubby.

All parents will have online access to Teaching Strategies Gold for specific information about their child’s growth and development. Information will be given to parents on an individual basis.

Parent/Teacher Conferences

Parent/teacher conferences will be offered twice each year, during the child's birth month and at the six-month interval. Parents or teachers may request additional conferences as needed. A transition meeting will be held when a child moves to a new classroom.

PARENT CONCERNS/GRIEVANCE POLICY

If a parent has any concerns about their child, these should first be discussed with the child's teachers. If a parent is not satisfied with the results of their conversation with the teacher, then they may meet with the CDC's Director, Amanda Payne.

Any concerns or grievances about the operation of the Center should be addressed first with a CDC administrator. If the parent continues to have concerns, they may discuss them with the Senior Minister, Keith Thompson.

PARENT PARTNERS

The purpose of the Parent Partners Group is to encourage parental involvement in the center through implementation of special activities and projects. Each classroom will have one Parent Partner (room parent). The Parent Partners

Group will be actively involved in:

- Identifying volunteers for the classrooms
- Assisting with the planning and coordination of events in the center
- Other activities that require the perspective of center parents

Parents who are interested in being a Parent Partner for their child's class should convey this to the center director in writing. Should two parents be interested in serving for the same class, one will serve as alternate. All parents of the center, whether they are a Parent Partner or not, are welcome to attend the meetings. Meetings are held monthly from September through May.

ADDITIONAL INFORMATION

BABYSITTING

In an effort to maintain the professional status of the teachers and to avoid potential conflicts of interest, the Canterbury CDC strongly discourages the hiring of staff members for personal child care (e.g. babysitting, transporting children) outside of their responsibilities as CDC employees. Please be aware that Canterbury CDC staff may not advertise, discuss, or solicit personal babysitting arrangements while at work. If a staff member elects to babysit for a family, all such activities must occur outside the center. Canterbury CDC is in no way responsible for payment of services or arrangements made between the staff member and the family.

BIRTHDAYS

Birthdays are special days! Parents are welcome to bring a special birthday treat for afternoon snack to share with the class. Please talk with your child's teachers prior to the special day to coordinate the best time to celebrate. Please follow the procedures below to ensure that all children are able to participate:

- Ask the teacher if there are any children with food allergies in the class.
- Refreshments should be kept simple – a cupcake and drink.
- The use of candles is prohibited.
- If you would like to do an activity with the class, discuss the activity with the teachers.
- Balloons are not permitted in the center. (They are a choking hazard.)
- Goodie bags are not permitted.
- Outside vendors are not permitted.
- If you are sending invitations, they may be distributed within the classroom if every child is invited, or at least every child of the same gender.

PARKING

During Day School carpool times (8:30-9:00 AM and 12:30-1:00 PM, Monday-Friday), please use the outside (left) lane of the porte-cochere for drop-off and pick-up. You may also park in the visitor parking spaces. For your child's safety, please hold your child's hand while walking to and from your vehicle. Never leave children unattended in the parking lot or in your car.

NAP MATS

Licensing regulations require that cots used for nap time are covered with a fabric nap mat. All mats must be taken home each Friday (or more often if necessary) for laundering and should be returned on Monday. Mats should be labeled with the child's full name.

SOCIAL NETWORKING

The Canterbury CDC policy on online social networking states that photographs of children and the facilities may not be posted. An employee may not disclose confidential information concerning the CDC, parents, or children obtained during employment at the center. Discussions with parents concerning children are not to be publicly posted. While we want families to have a cordial and friendly relationship with the staff, we recommend that you maintain professional relationships with staff members.

TOYS

The center provides appropriate toys, learning materials and equipment for each child. Please do not bring toys from home (except when designated and a small nap time soft toy). These items should be labeled with the child's full name. Children are not permitted to bring toy weapons, gum, money, or any toys that promote violence or conflict. If these items are brought to the center, they will be kept in the director's office until the child is picked up.