

Table of Contents

1. [Mission Purpose Statement](#)
2. [Welcoming letter from our Executive Director](#)
3. [Admission](#)
 - a. Teacher/child ratios
 - b. Licensing requirements
 - c. [Enrollment Checklist](#)
4. [Enrollment and Registration](#)
 - a. Registration fees
 - b. [Enrollment procedures](#)
5. [Tuition Information](#)
 - a. [Materials fee](#)
 - b. [Late fees](#)
 - c. [Returned checks](#)
 - d. [Weekly tuition](#)
 - e. [Withdrawal](#)
 - f. [Delinquent accounts](#)
6. [Health and Safety](#)
 - a. When not to bring your child to school
 - b. When you will be called to pick up your child from school
 - c. [Medications](#)
 - d. [Family Privacy Statement](#)
7. [Closings, Holidays, Inclement Weather, and Vacations](#)
 - a. [Inclement weather](#)
 - b. [Holiday closings](#)
 - c. [Vacation time](#)
8. [Arrival and Departure](#)
 - a. [Days and hours of operation](#)
 - b. [Late pick up fees](#)
 - c. [Check-in and Check-out procedures](#)
 - d. [Parking and Entering](#)
 - e. [Arrival suggestions for a smoother separation](#)
9. [Items needed by parents to ensure quality of care](#)
10. [Lunches and Snacks](#)
11. [Discipline](#)
12. [Children with Special Needs](#)
13. [Reminders](#)
14. [Important Contact Information](#)
15. [Common Websites](#)
www.discoverunion.org/weekdayministries/childrenrichmentcenter

Mission Purpose Statement

Union Child Enrichment Center is a ministry of Union Baptist Church, operated on a non-profit basis. CEC extends the Church's ministry by providing biblically-based age appropriate care, education, and growth opportunities for each child enrolled and to provide a program of outreach to the families of the children enrolled. CEC strives for each child to be enriched with an atmosphere of love, acceptance and ultimate care as an individual. Opportunities will be provided for each child to grow and develop at his or her own pace intellectually, physically, emotionally and spiritually. The love of God and his son, Jesus Christ, are the basis for the bible-based curriculum with academic learning applied throughout. The weekday program is an important ministry of the Church – it is an extension of the Church in the community.

**Train up a child in the way he should go and when he is old
he will not depart from it. Proverbs 22:6**

Dear Parents,

We welcome you and your child to the Union Child Enrichment Center and hope the learning experiences here will be happy, wholesome ones. Our program is a ministry of Union Baptist Church, where we provide preschoolers positive social and learning experiences within a Christian environment. Children can learn best in an environment where they can actively participate.

At Union Child Enrichment Center (CEC), our teachers and staff work hard as a team. We work together to provide a loving and trusting place where children are nurtured, socially and spiritually, through age-appropriate activities. Teachers create experiences for success in a family atmosphere filled with love and respect. We provide safe, quality care for children ages 6 weeks to pre-kindergarten. Our program includes daily curriculum, arts and crafts, games, dramatic play, storytelling, music, bible lessons, and more.

We will begin each day for the older children with the pledges to the American and Christian flags, pledge to the Bible, memory verse, prayer, a devotional, and recognizing any children with birthdays.

We are honored that you have chosen Union Child Enrichment Center for you and your child. We believe that we serve as a very important link in the long chain of a child's education. We continually seek to improve and keep our link strong.

Thank you for entrusting your child to us.

Love in Christ,

Kathy Stoutt
Union Baptist Church
Executive Director
Weekday Children's Ministries

Admission

Our Child Enrichment Center (CEC) has classes to accommodate children from 6 weeks to pre-kindergarten. We strive to maintain a child to teacher ratio as follows per state regulations:

Infants (ages 6 wks. to 15 months & not walking) 1:4

Toddlers (12 months & walking to 30 months) 1:6

2's: (24 months to 35 months) 1:7

3's: 1:9

4's: 1:13

5's: 1:16

Children will be grouped according to their chronological age. There may, however, be occasions when a child will be placed out of his/her age group. These decisions will be made by the director, teachers, and child's parent(s). The decision is always in the best interest of the child.

We will maintain records of attendance, health and identification of each child. Any change in address and/or telephone for persons authorized to pick up your child should be reported to our office immediately. Your child's record will be kept confidential.

Enrollment Checklist

The following forms must be completed prior to enrollment:

- 1) Registration/application form
- 2) Immunization records and physicals (under 30 months)
- 3) Health history
- 4) Policy statement signed and dated
- 5) Receipt of CEC handbook
- 6) Emergency medical release

Enrollment/Registration

Enrollment is confirmed upon receipt of the registration fee and completed application.

At the time of enrollment, parents are required to sign a tuition agreement, pay a Registration Fee of **\$50.00**/child and a one-week Tuition Fee **in advance** which will serve as a deposit to secure a child's placement. **The Registration Fee and 1st week of tuition are non-refundable.**

Enrollment procedure:

- Parents may secure CEC Waitlist Forms and Registration Applications on our website at www.discoverunion.org or from the center during regular office hours. Regular offices hours are 7:30am to 5:30pm, Monday through Friday.
- The application must be returned to the center no less than 1 week prior to the first day of attendance.
- Parents are required to submit a current immunization report on each child no later than the first day of enrollment. For infants less than 30 months of age a medical examination must be completed within 3 months of admission to the center.
- You may bring your child to visit a few days before admission to help with adjustments. Please let us know which day you will be coming so that we may schedule a time.

Tuition Information

Weekly tuition needs to be paid in advance on Friday for the following week. CEC accepts credit/debit card payment during office hours or on-line by setting up a MyProcare.com account. To make an ACH payment on-line through Tuition Express.com, see the director for information.

Materials Fee: A materials fee of \$50/child will be due **TWICE** each year - August and February or upon entering the program and again in either August or February.

Late fees will be enforced. If payment has not been received by Wednesday of each week, a \$15.00 late charge may be added to your account. Parents will receive reminders if tuition is not paid. CEC reserves the right to drop a child from the program if tuition is not paid in a timely manner. If a child is absent due to sickness, vacations, etc. parents are still responsible for payment as it covers your child's enrollment spot in the program. (See closings/vacations for vacation policy).

Returned checks: There will be a \$25 returned check fee for any NSF check. A second returned check will result in another \$25 fee and cash, debit or credit card payments will only be accepted for the remainder of the school year.

Weekly tuition is as follows:

Infant/Crawler: \$170/week

Young Toddler 1: \$160/week

Older Toddler 2: \$160/week

Preschool 3: \$150/week

Preschool 4: \$150/week

Pre-K: \$145/week

Withdrawal: A minimum of 2 weeks notification of withdrawal is required and should be submitted to the director. This time period is necessary to invite new applicants to the program and adjust staffing as necessary.

Delinquent Accounts: If accounts are two weeks or more delinquent, the Center Director has the right to discontinue services. Parents will be notified prior to this procedure.

Health & Safety

During our operating hours, at least 75% of on-site staff will be certified in CPR. At the minimum there is at all times at least one staff member trained in CPR and First AID.

Each child's file must contain an updated shot record and, if the child is under 30 months, proof of a recent health examination within 3 months of admission. These must be signed by a doctor and must be in the child's file at the time of his/her enrollment in the center.

DHS requires immunizations to be current and on file or your child will have to be dis-enrolled.

We clean and disinfect the work and play areas daily, but of course the spread of germs and diseases are inevitable. Please do not bring your child to CEC if he/she has a fever, diarrhea, or vomiting within 24 hours of our school day. Children with these symptoms will be sent home for the day. If your child has allergies and symptoms that you know are not the result of a cold, please let the director know before bringing your child to CEC. Make sure that the emergency contact numbers are correct and current so that you may be reached if your child should become sick or injured while in our care.

You will be called to pick up your child if he/she has any of the following:

1. Temperature is 101 degrees or higher
2. Vomiting one time
3. Diarrhea two times
4. Undiagnosed rash
5. Too sick to participate in full program activities
6. Wheezing, difficulty, or questionable breathing

If you are called to pick up your child for any of the above reasons he/she is required to stay out of the center for 24 hours after the last occurrence and fever free for 24 hours without fever reducing medications.

- Diagnosed Impetigo, Strep, and Thrush must be treated for 24 hours prior to readmission.
- RSV, Flu, and other illnesses need to be treated according to Doctors orders and may have longer incubations periods; this may vary at our discretions.
- Your child MAY NOT attend CEC if he/she has been given any fever reducing medications, as these mask illness.
- We have the right to request a Doctor's note/proof of treatment prior to readmission.

According to the TN/ Dept. of Health & Human Services, Division of Child Development, we are unable to accept children at CEC that have been diagnosed with a communicable disease (such as measles mumps, chickenpox, etc.) or obvious acute illness.

To prevent the spread of head lice, parents will be asked to come pick their child up if head lice or nits have been detected. Immediate treatment at home is advised. The child can be re-admitted 24 hours after proper treatment has been completed.

I give Union Child Enrichment Center permission to treat my child in an emergency medical situation and if necessary seek outside medical attention including transport to an appropriate medical facility or hospital.

Medications: UCEC will not give medications for reasons of an illness. Only in certain situations will we give medications. There will need to be a form signed and the medications will be kept in the office.

Infant Safe Sleep Procedures: A SIDS check is performed on sleeping infants (15 months and younger) still in a crib every 15 minutes. The check consists of checking body temperature and proper breathing.

Family Privacy Statement: The privacy of each UCEC family will be honored by not mentioning in conversation or through social media the names of your child's classmates to other people outside of UCEC. This is for the safety and privacy and general courtesy of our UCEC children and families.

Closings, Holidays, Inclement weather, & Vacation Information

Inclement Weather: CEC makes every effort to stay open during inclement weather. If conditions are dangerous or adequate staff is not available, we will open late or close. **We will not always follow Knox County school closings or delays.** An email or text message will be sent to each family.

Holiday Closings: CEC will be closed every New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. If the holiday falls on a weekend closing will be adjusted to the nearest weekdays. CEC may close an additional day around a specific Holiday depending on which day of the week the Holiday falls on. There will be plenty of notice given if this would occur.

*Also, once a year CEC will close for childcare to allow for a Teacher Workday.

Vacations: One vacation week is granted, tuition free, per calendar year if a written notice is filed with the office at least two weeks in advance. Your child cannot attend CEC this "free" week. If prior notice is not given, the weekly tuition will be the responsibility of the parent.

Arrival & Departure

Days and Hours of Operation: CEC will be open Monday thru Friday, 7am to 6pm. Please make every effort to pick up your child promptly within this time frame. Please call if your child will be absent or will be arriving after 10:00am.

Late pick-up fees: A \$10 late charge will be added at 6:01 and \$1.00 will be added for each additional minute after 6:10PM. Please arrive in time to gather your child's belongings or to talk to his/her teacher.

Check-in and Check-out: The parent/guardian must check the child in and out daily at our check-in area in the lobby. We will have an electronic sign in/out system by the front office. You will be assigned a designated pin number. Please do not share this information with ANYONE who is not on your child's pick-up list.

Only persons designated by the parents, and on file with the office, are permitted to pick up the child from the center. If any unusual circumstances arise during the day and someone else will be picking up your child, we ask that you call and alert the office so that we may provide the utmost in safety for your child. If someone on your pick up list arrives to pick up your child and we have never seen them before, then we will need to see a photo ID.

In order to deny a parent access to a child, CEC must have on file a copy of the court order which denies access to the non-custodial parent or other individual.

We will call your Emergency Contact if we feel that you or the person picking up your child exhibits behavior that places your child in immediate danger. Examples are no car seat, suspicion of alcohol or drug use, erratic behavior, etc.

In the event that the person picking up my child(ren) appears to be under the influence of drugs or alcohol or the CEC staff feel that my child would be at risk leaving with the pick-up person, I give the UCEC center staff permission to keep my child in their care until other appropriate family members are notified and can pick-up the child(ren).

Reminder: Parents need to inform the center of changes in address, phone numbers, employment, emergency information, or any changes in family situations.

Parking and Entering

Please park in a designated vehicle space instead of near the covered area. This is for the safety of the children so that everyone can be seen as they are entering to and from the Center. The front door will be locked and a door code will be given to parents and other registered pick-up people. If you do not know the door code, use the "call" button on the intercom first – if no one can come let you in, you will need to call the office.

ARRIVAL SUGGESTIONS FOR SMOOTHER SEPARATIONS

Smoothing the transition: Attending full-time childcare for the first time is an exciting experience yet can be overwhelming for both the parent and a young child. Whatever the personality of the child, there will be a moment when the child suddenly realizes that you are not staying the entire day also. The apprehension that accompanies this realization is a normal reaction. We offer some suggestions to help ease the tension:

The Journey -Encourage your child to walk with you to his/her room.

Don't Linger -Reassure your child that you will be back. Give a big hug, or "I love you and I'll be back." Then EXIT. At this point, it does no good to stay until they settle down. They will not calm down as long as you remain. The child interprets your reluctance to leave as meaning that you are not sure about this place and perhaps do not trust these people. Your presence now only intensifies your child's reaction and that of the entire class.

Tears Will Pass -Realize that there may be tears at first, but they pass quickly. If your child remains upset, we WILL call you.

Checking Back -Parents are discouraged from coming back to CEC to check on the child because when the child sees a parent, the child thinks it is time to leave and is immediately ready to go. We are happy for you to call and check on your child at any time during the day.

Going Home - Pick your child up on time. It can be scary for a child when all other children that they are usually with have left the center.

Items needed by parents to ensure quality of care

Infants: 6 weeks to 15 months (and not walking)

- Diapers – weekly
- Wipes – weekly
- Clean bottles with tops & nipples need to be dated and initialed daily
 - Breast milk or formula (up to 12 months) need to be pre-made, dated, and initialed daily
- 2 complete changes of clothes (seasonal) – at all times
- Sippy cups are to be taken home daily to be cleaned
- Formula, baby cereal, baby juice, & jar food are to be provided by the parents
- Blanket for rest time

Toddlers: 12 months (and walking) to 30 months

- Diapers – weekly
- Wipes – weekly
- One change of clothes (seasonal) – at all times
- Blanket for rest time to place on mat

Two's and Three's

- Diapers/training underwear (if child isn't potty trained)
 - When potty training begins, please dress children in clothes that will help increase independence of this new skill. Avoid overalls, onesies, jumpers, and body suits.
- Change of clothes (seasonal) – at all times
- Blanket for rest time to place on cot

Four's and Five's

- Change of clothes (seasonal) – at all times
- Blanket for rest time to place on cot

Lunches/snacks

CEC provides a morning and afternoon age appropriate snack. Snacks normally consists of water, graham crackers, gold fish, vanilla wafer, etc. On occasion, we serve a special holiday treat, which may be sweet. Please inform us of any dietary concerns that you may have. We ask that your child not bring food or drinks into their classroom in the morning after 9:00 a.m. (If they have not had breakfast and bring it to school, we will try to make provisions for them to have their meal as they are required to be directly supervised while eating. However, if an extra teacher is not available, the parent will need to stay with the child until he/she is finished eating.)

Parents must provide formula and baby food for their infants. Parents are required to fill out an infant feeding schedule before the first day of care. **Bottles must be pre-made for daily feedings to insure accurate nutritional needs are met.**

The parent is responsible for providing their child with a sack lunch. Clearly label lunch, cups, and containers with first and last names. Please remember that “less is best”! Finger foods are great. If sending fruit and vegetables, please have these cut and manageable for your child to eat. We ask that you not send **red drinks** or **glass** containers due to stain and breakage problems. We are unable to heat lunches due to time restrictions. Please heat your foods at home and send in a thermos.

If you send any peanut products please label them and check with your child’s teacher to confirm that it is allowed in your child’s lunch area!!! Due to severe peanut allergies that are possible with children we need to take all precautions.

Discipline

CEC uses “time out” for any inappropriate behavior and for repeatedly ignoring a teacher’s first request. You will be informed at the end of the day if your child has been in time-out so that the parent and teacher can work together to correct a negative behavior. Positive reinforcement is used frequently to build long term good behavior habits.

Children with special needs

Admission to the program will be on an individual basis depending on the level of disability and level of care required for daily needs.

Reminders

- Please notify us of any changes to your address, phone number, etc.
- Leave personal items and toys at home.
- Bathrooms are located in each classroom, so bathroom breaks can be taken with each child’s needs.
- Notify your teacher or director ahead of time if you plan on bringing a special treat for the entire class for special celebrations or birthdays.
- A change of clothes, including underwear and socks, should be kept in a gallon Ziploc bag labeled with the child’s name and kept in the child’s bag or cubby area.
- Your child should wear sneakers which allow for running and playing. NO Flip Flops!
- A monthly calendar will be posted on the CEC website (a link to the calendar will be posted as soon as it is available on our website)

Please make sure you have completed the signature page stating that you have read and agreed to the policies and procedures. If unable to review on line there will be printed handbook available in the main office. This is your acknowledgement that you have received, read, and will follow the policies in the parent handbook.

Important contact information

Union Baptist Church Office is open Monday-Thursday 8am-4pm
865-687-4500 office@discoverunion.org

www.Discoverunion.org

Kathy Stoutt
Executive Director of Weekday Children’s Ministries
kathy@discoverunion.org 865-333-5828 UCEC office phone

Union CEC office hours are from 8a.m. – 5p.m. M-F
Union Child Enrichment Center is open from 8a.m. – 6p.m. M-F

By my signature below, I acknowledge that I have read and agree to abide by the policies and procedures stated in the Parent Handbook (available from CEC Office/Director). This includes the policies regarding payment of fees, arrival and departure from the center, and children with illnesses. I have also been given a copy of the DHS of TN Childcare Licensing Summary.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Please sign and return this page to the Union Child Enrichment Center front office. Please keep a copy of this handbook at home for referencing. This handbook is also available on the CEC website.