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Revised 2/27/25

### **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.

Our Biblical teachings are based on the following beliefs:

- A.) We believe in the Biblical definition of marriage as the uniting of one man and one woman in a single, exclusive union for life (Genesis 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe marriage is between one man and one woman for life and that it uniquely reflects Christ's relationship with His Church (Eph 5:21-33). We believe that marriage also serves as the foundational unit of a stable society (1 Cor 7:2). We believe that any form of sexual immorality, as Biblically defined, is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
- B.) We believe that mankind is woven together by God in the womb and that they are fearfully and wonderfully made by Him (Psalms 139:13-14). We believe God creates each person as male (man) or female (woman). These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe that since each person is made in the image of God, every person has value and must be afforded compassion, love, kindness, respect and dignity (Col. 3:12-14; Luke 6:31).
- C.) We believe all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, born and unborn. We are therefore called to defend, protect and value all human life (Psalms 139; Jer. 1:5).

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,

Heather Warren  
Union Child Enrichment Center  
Director

**Director:** Heather Warren is our Director. Heather has been with Union CEC since opening in 2018. She has filled many teaching roles at CEC. Heather and her husband Daniel have two children Rilee and Spencer. Heather will complete her Child Development Associates Credentials in 2024.

## **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 Policy Statement Agreement, pay a Registration Fee of **\$100.00**/child or max of **\$200**/Family and a one-week Tuition Fee **in advance** which will serve as a deposit to secure a child's placement. **The Registration Fee and 1<sup>st</sup> week of tuition are non-refundable.**

## **Enrollment procedure:**

- Parents may secure CEC Waitlist Forms and Registration Applications on our website at [www.discoverunion.org](http://www.discoverunion.org) or from the center during regular office hours. Regular offices hours are 8:00am – 5:00pm, Monday through Friday.
- The application and all signed paperwork 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 less than 1 week prior to 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.

### **Holding Fee**

As of January 1, 2025, there will be a holding fee of 50% of the child's tuition being charged to hold an available spot until needed. A parent will have an option to pay the holding fee or continue to stay on the wait list at the risk of the spot being filled and not available at the time of need.

### **Tuition Information**

Weekly tuition needs to be paid in advance on Friday for the following week's tuition. CEC accepts credit/debit card payments. To make an on-line payment you will need to set up an account through Procureconnect.com. Or you can pay through the parent app on your mobile device. In order to view your account statement, you will need to set up an account at MyProcure.com.

**Supply Fee:** A supply 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. As a reminder, payments are due on Friday for the following week's tuition. 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: \$270/week

Toddler 1: \$250/week

Toddler 2: \$240/week

Preschool 3: \$230/week

Preschool 4: \$225/week

Pre-K: \$220 /week

**Sibling Discount:** A sibling discount of 25% will be applied for families having three or more children enrolled. The discount will be applied to the oldest child enrolled.

**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.

### **Mandated Child Abuse Reporting**

Every operator, owner, licensee, director, primary educator or staff member of, or substitute staff member or volunteer in, a child care agency licensed by the Department of Human Services is individually responsible and required to immediately report any reasonable suspicion of child abuse or neglect to either the Department of Children's Services and/or local law enforcement or the judge of the juvenile court in the county of the child's residence, pursuant to T.C.A. 37-1-4036 and 37-1-605.

Any statement from a child reasonably indicating abuse/neglect of that child or another child or any evidence of abuse/neglect on a child shall be immediately reported by staff to the Department of Children's Services and/or to local law enforcement or to the judge of the juvenile court in the county on the child's residence

### **Health & Safety**

During our operating hours, at least 75% of on-site staff will be certified in CPR. At the minimum there is always 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.

### **Illness Policy**

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. If your child develops any of these symptoms while in our care, we will contact you to pick up your child. (Please make sure that your emergency contact numbers are correct and current so that you can be reached if your child should become sick or injured while in our care.) If your child is sent home sick with any of these symptoms, they will not be permitted to come to daycare the next day. Before admittance back to daycare, your child must be feeling better, can participate in classroom activities, fever free for 24 hours without fever reducing medicine and must be 24 hours symptom free from fever, vomiting/diarrhea. \*\*We do ask if your child is sick with a contagious virus and they have a sibling who also attends the daycare that you keep their sibling home as well in an attempt to lessen the risk of spreading a virus to other kids in other classes. \*\* If your child has allergies and symptoms that you know are not the result of a virus, please let the director know before bringing your child to CEC. There are a few viruses that have a longer contagious period. Below you will find a list stating when your child may return to daycare in the event, they have one of these viruses.

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

1. Temperature is 100.4 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
7. Eye redness, swelling or drainage

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 24 hours after the last occurrence and fever free for 24 hours without fever reducing medications.

- Stomach Virus- 24 hours after the last occurrence of symptoms
- Strep- 24 hours post treatment with antibiotic and 24 hours fever free without use of fever reducing medicine
- Impetigo- 24 hours post treatment and 24 hours fever free
- Thrush- 24 hours post treatment
- Pink Eye- 24 hours post antibiotic treatment and has no eye drainage
- Flu- Must stay home 3 days after onset of symptoms and 24 hours fever free without use of fever reducing medicine
- Covid- 24 hours fever free without use of fever reducing medicine
- Norovirus- 48 hours after the last occurrence of symptoms (vomiting/diarrhea)
- RSV- 24 hours fever free without the use of fever reducing medicine
- Hand Foot and Mouth- 24 hours fever free and blisters must be scabbed and dried up
- Fifth's Disease- 24 hours fever free without the use of fever reducing medicine
- Lice- Child must be Lice and Nit free
- 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.

**\*\*If your child has been diagnosed by a doctor for the following illnesses: Flu A/B, Strep, Covid or RSV, your doctor's note must have a return to daycare date.\*\***

**\*\*Please let the Director or your child's teacher know if your child has been diagnosed with any contagious illness because we need to inform other parents in that room of a possible exposure.**

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 may Not be re-admitted to the program until they are nit and lice free.

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.

A detailed Emergency Preparedness Plan is available for your review.

Your signature also gives CEC permission to allow non-childcare agency staff to observe your child; ECE students, Child Find Staff, Speech or Behavioral Therapist scheduled to work with other children in the class.

**UCEC is a Smoke Free Campus. No smoking is allowed within 50 ft. of the front entrance.**

**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.

### **Outside Observation/Visitor Policy**

Occasionally we do have outside visitors that your child may see in their classroom that are not employed by Union Child Enrichment Center such as our quarterly visit from our licensing consultant from DHS (Department of Human Services), CCR&R (Childcare Resource and Referral), Health Department Inspector, State Fire Inspector and Repair and Maintenance technicians. CCR&R assists staff with training and on occasion may conduct child observations.

### **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 are 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, Christmas Day, and New Year's Eve. 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 occurs.

\*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 through Friday, 7am to 6pm. Please drop off your child by 9am each day unless he/she has an appointment. If your child has a doctor's or dental appointment, please bring in a doctor's note. Late drop offs interfere with curriculum time and nap/rest time. Please make every effort to pick up your child promptly by 6pm. Please let the Director know if you will be late picking up your child.

**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 prior to 6pm.

**Check-in and Check-out:** The parent/guardian must check the child in and out daily at our check-in area in the lobby using an electronic sign in/out system. 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 is picking up your child, we ask that you call and alert the office so that we may provide the utmost safety for your child. If someone on your pickup list arrives to pick up your child and we have never seen them before, we will ask 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.

The Director 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.

**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 the 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 – 1 pack 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 (12 Months and Up)

### **Toddlers: 12 months (and walking) to 30 months**

- Diapers – weekly
- Wipes – 1 pack weekly
- One change of clothes (seasonal) – at all times
- Blanket for rest time to place on cot

### **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.
  - When transitioning to pull-ups, **the pull-up must be the side velcro style**
  - Potty training is Highly encouraged prior to promoting to Preschool 4.
- Wipes- 1 pack weekly
- 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 consist of water, graham crackers, goldfish, 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 (labeled w/child's name) must be pre-made for daily feedings to insure accurate nutritional needs are met.**
- Hot Meals are offered Tuesday/Thursday for an additional \$25/Month.
- The parent is responsible for providing their child with a sack lunch on days hot meals are not provided. 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 and staffing restrictions. Please heat your food 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**

For children 3 and up, CEC uses "sit and think" 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 asked to "sit and think" 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 and relationships. CEC uses redirection for children under 3.

### **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.

### **Reminder**

- 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 lace up sneakers which allow for running and playing. NO Flip Flops!
- A monthly calendar, menu and newsletter will be provided

### **Suspension/Expulsion Policy/Biting Policy**

#### **UCEC Expulsion and Suspension Policy**

High quality childcare and early learning programs are important in preventing suspensions and expulsions in the early learning setting. UCEC strives to create a positive learning environment that focuses on preventing expulsions and suspensions. UCEC strives to work with our families to support healthy development, and ensuring fairness, equity and continuous improvement to support children's social, emotional and behavioral health.

UCEC focuses on fostering social emotional development and responding to challenging behaviors by incorporating positive discipline practices and policies before ever considering expulsion or suspension from the program.

**Guidance for prevention of expulsion and suspension:**

In an effort to prevent expulsion and suspension of children, this agency shall adopt the following, in policy and practice and in a consistent and non-discriminatory manner:

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age-appropriate expectations, small group activities, teachable moments and knowledge of research based evidence and best practices in child development, early learning and education.
- Invest in professional development, training, and education to ensure educators have the competencies to support children's social and emotional health.
- Develop and implement classroom schedules that meet the needs of the children.
- Adapt learning environments to promote healthy social interactions with others.
- Develop healthy and nurturing relationships with children.
- Develop strong partnerships and relationships with parents.
- Develop and implement classroom expectations that are developmentally appropriate, clear, and consistent.
- Provide family engagement opportunities.
- Ensure fairness and equity.

**Other Options Prior to Expulsion**

Prior to the expulsion of any child from this program, the staff and director will follow these guidelines:

- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.
- Reduce the number of days or amount of time in care for a specified amount of time.
- Conference with parents to discuss positive behavior interventions and development of goals.
- Document efforts to prevent and reduce expulsion.
- Provide reasonable accommodation.

**Reasons for expulsion**

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal abuse to staff in front of enrolled children
- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness in picking up your child
- Persistent and uncontrollable tantrums/anger outbursts putting other children or themselves at risk
- Ongoing physical or verbal abuse to staff or other children

**Transition Procedures**

If an expulsion must occur, the childcare agency will assist the child and family in transitioning to another program by identifying and engaging mental/behavioral health consultants and community resources to assist in determining the most appropriate placement for the child.

## **Communication**

The agency's expulsion and suspension policy will be clearly communicated to all staff and parents of enrolled children.

**Employees** – The Expulsion and Suspension Policy will be incorporated into employee/staff handbook and training practices. The agency Director will explain suspension and expulsion policies to all current staff and any new staff. All existing staff and new staff are required to be knowledgeable of the policy and will sign a statement acknowledging they have received and read the agency's Expulsion and Suspension Policy.

**Parents/Guardians** – The Expulsion and Suspension policy will be incorporated into the parent handbook. Within 30 days of adopting the policy, the Director shall share and review the policy with parents/guardians of all currently enrolled children. A copy of the policy will be given to families for review with newly enrolled children upon enrollment. All parents/guardians will sign a statement acknowledging they have received and read the agency's Expulsion and Suspension Policy.

## **Union Child Enrichment Biting Policy**

Children biting other children is one of the most common and difficult behaviors in group childcare. It can occur without warning, is difficult to defend against and provokes strong emotional responses in the biter, the victim, the parents and the caregivers involved.

### When a child bites:

- The biter is immediately removed with no emotion, using words such as "biting is not okay-it hurts"
- They are redirected to other play
- An accident report is filled out and the parents will be notified
- If a child bites and it breaks the skin 3 times in 1 day they will be sent home

### When a child is bitten:

- They are separated from the biter
- They are comforted
- First Aid is administered if needed
- An accident report is filled out and the parents will be notified

### If the biting continues:

- We will "shadow" the biter and chart every occurrence, including attempted bites, behaviors and circumstances
- Hold a conference with the parents to develop a plan of action. Schedule a follow up meeting or telephone conversation as needed
- If it is deemed in the best interest of the child, center or other children, the biter will be expelled from enrollment for the remainder of the biting stage. A written warning will be given to the parents before this action is taken.

**Please make sure you have completed the signature page stating that you have read and agreed to the policies and procedures. This is your acknowledgement that you have received, read, and will follow the policies in the parent handbook.**

### **Important Contact Information**

Heather Warren  
Director Union Child Enrichment Center  
Union Weekday Ministries  
[Heather.ucec@gmail.com](mailto:Heather.ucec@gmail.com)  
865-333-5828 UCEC Office Phone  
After Hours Number 865-265-4808

Union CEC office hours are from 8a.m. – 5p.m. M-F  
Union Child Enrichment Center is open from 7a.m. – 6p.m. M-F

To access UCEC forms please visit: [www.DiscoverUnion.org](http://www.DiscoverUnion.org) and follow the Weekday Ministries Link

# Policy Statement

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, Suspension and Expulsion Policy, Mandated Child Abuse Policy, 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.

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.

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 reference. This handbook is also available on the CEC website.

**Tennessee Department of Human Services Summary  
Of Licensing Requirements Signature Page**

Please sign and date below. This will be placed in your child's file in the center office.

I, \_\_\_\_\_, have received a copy of the Tennessee Department of Human Services Summary of Licensing Requirements for Child Care Agencies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_