



Parent/Student Handbook

2024 - 2025

revised 06/2024



1320 Fernwood-Glendale Road · Spartanburg · SC · 29307-2304

(864) 582-2068 **voice**

www.stpumc.org/preschool **web**

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Welcome to the Saint Paul UMC Children's Learning Center. We are committed to provide young children with meaningful experiences in a safe, nurturing Christian environment. We seek to meet each child at his or her growth level, and aid the child in further physical, academic and social development.

We strongly believe that a well-balanced, age-appropriate curriculum develops a strong sense of individual worth in a child. This foundation leads to children experiencing success in school and a desire for continued learning.

Balancing curriculum with meaningful play is the most effective form of instruction at the preschool age. We use a wide scope of activities to encourage a love for learning, emotional and social growth for our children.

The safety, health and well-being of each child is of most importance to you. We value and understand that precious gift that you place in our care each day - your child. Our program utilizes security systems for access into and out of the facility, camera systems for additional views of activities and Brightwheel, a program we use to communicate with you about activities and progress your child is experiencing in our programs. Brightwheel also provides a safe and secure means of paying monthly tuition and fees.

We continue to strive to provide the safest learning and loving environment possible.

We again welcome you to join our Saint Paul Preschool family!

Children's Learning Center Office Hours

7:30 am - 5:45 pm

Administrative Director

Ms. Kaci Roberts

voice (864) 582-2068

e-mail clcdirector@stpumc.org

Assistant Director

Ms. Reanna Abernathy

voice (864) 582-5290

e-mail assistantdirector@stpumc.org

fax (864) 583-0850

Preschool Board e-mail clcboard@stpumc.org

web www.stpumc.org/preschool

Hours of Operations

Drop-Off

Drop off is available beginning at 7:30 am for those students enrolled for programs that end at 12:00 pm and 5:45 pm pick up.

Preschool Classes

8:50 am - 12:00 pm

Preschool Classes begin promptly at 9:00 am. Children should be fed breakfast **PRIOR** to arriving at school (*Exception - Infant Room*).

Activities

12:00 pm - 5:45 pm

We provide a several activities throughout the day to support the lesson plans of our preschool classes.

After School

Pick Up/Drop Off - 5:45 pm

We set aside time for homework studies, activities and snacks for children participating in our after-school program.

Special Notes

During the year on holiday breaks, our facility may be open on days that public schools are closed. We plan special activities for these days. If your child is in our preschool program, just let us know if they will be attending or not. If your child is in our after-school program, please reserve the days you want them to participate. (Note, there is a \$15.00 per day additional fee for after school children as they will participate in all day activities with us.)

Program Admissions

Preschool and Continuous Care

1. Placement of a child is based on their age as of September 1st of the calendar year.
2. Saint Paul UMC church members, along with current Preschool and/or After School families, are offered program openings first. Remaining openings are filled using the waiting list and then the general community.

After School

3. A child must be enrolled and attend an elementary school.
4. Saint Paul provides after-school pick-up from Jesse Boyd and Pine Street Elementary schools.
5. If your child attends a different elementary school, you must provide drop off for your child to participate in the After School program.

Wait List

Saint Paul UMC Children's Learning Center (henceforth referred to Learning Center) maintains a wait list for parents wanting to enroll their child or children into our programs. If openings become available, parents on the wait list are contacted first.

Childcare Program Withdrawal

6. Parent(s) are required to provide the Administrative Director a 30-day notice, in writing, of their intentions of withdrawing their child from any and all Learning Center Programs.
7. The Administrative Director determines the amount of any remaining balances for tuition and/or fees at the end of the 30 day notification and reviews any outstanding balance due with parent(s) and payment option. All prepaid tuition and fees will be applied. No refunds are issued for unused tuition and/or fees.
8. If the parent(s) wishes to re-enroll their child into Learning Center Program(s), their name will be placed on the wait list for a vacant opening.

Drop-Off Routine

Parking

Parking for drop-off and dismissal is located near the entrance of the school building located in the rear of the Saint Paul United Methodist Church campus.

Drop-Off

Parent(s) and child/children enter through the main entrance door of the school.

Parent(s) will utilize one of two methods to enter the school building:

a. **Paxton10 Phone App.**

The Paxton10 Phone App. is the preferred method for entry into the building and is available for download from the Google Play Store (for Android smartphones) or the App Store (for iPhones) for free. Download the app. and set-up on your smart device. During the set up procedure, you will send an e-mail request to **preschooldirector@stpumc.org**. A confirmation code will be e-mailed to you to complete the set-up process. Once the app. is set up and activated, you need only to tap the app. on your phone and place the phone near the reader device, located to the right of the main door to access entry into the building.



b. **FOB.** If parents are unable to use the Paxton10 app. on their smart device, the Preschool has available a FOB the parent(s) will be able to use to enter the building. The parent(s) are responsible for paying a security deposit for the FOB and paying the current replacement cost for a lost or broken FOB. When a FOB is returned, your account will be credited with the amount of deposit paid. When entering the Preschool, simply place the FOB next to the reader device located to the right of the main door to access entry into the building.



c. Parent(s) will drop their child off at the child's classroom door. The teacher will meet you and get your child's belongings. Please remain at the door and do not enter the classroom.

Drop-Off Routine

(continued)



Teachers log children's attendance into the Brightwheel software program. As mentioned in our introduction, this is the primary software we use for information concerning your child including attendance, drop-offs, pick-up, daily activities and communications from our staff to you that involve your child. The app. can be easily downloaded to your smart device for free from the Google Play store or the Apple App store. Once installed, we will be able to activate and link your child's account from our office to your smart device.

Each class has on file information containing Emergency Contacts along with your child's specific information. We ask that you help us keep this information current through the Brightwheel program.

If your child is dropped off by someone other than yourself and their name is not on the approved list that you provide, we will ask that they allow our staff to log them into our system and require their name, a photo ID including their address information and a current contact telephone number. ***It is a requirement that any individual that you have provided permission to drop off or pick up your child MUST be over 16 years of age.*** Your child will be logged in Brightwheel for their attendance, and you will receive a notification through Brightwheel of this occurrence. If this individual needs to be added to your approved list of individuals that you are giving permission to drop off or pick up your child from our programs, please let us know through Brightwheel to add them into your child's file.

Children benefit the most from uninterrupted classroom instruction. It is our firm policy that children are not admitted into their class after 9:15 am. If your child is enrolled as an all-day student and is dropped off after 9:15 am, you are instructed to take them to their continuous care classroom and they will be required to lie down for a nap. The only exception to this policy are providing a written doctor's excuse or an approved tardy. We strictly enforce this policy by all staff members.

Dismissal Routine

Preschool Program Dismissal - 12:00 pm

For those parents choosing to enroll their children in our preschool program only, children are dismissed at 12:00 pm from their classroom. Please stop at the classroom door. The teacher will meet you and provide you with your child's belonging during the dismissal exchange. The teacher will record in Brightwheel your child's dismissal.

Any parent arriving after 12:10 pm will be charged an additional \$1.00 per minute per child. Please make every effort to pick your child up on time. You will be billed through Brightwheel of the additional charge for that day and it is due upon receipt.

All Day Student Dismissal - 5:45 pm

Dismissal

Final dismissal is 5:45 pm from your child's continuous care classroom. Please stop at the classroom door. The teacher will meet you and provide you with your child's belonging during the dismissal exchange. The teacher will record in Brightwheel your child's dismissal.

If your child is picked up by someone other than yourself and their name is not on the approved list that you provide, you are responsible for contacting the Preschool Administrator with that person's information prior to pick up. We will ask that person, upon arrival, to show a photo ID including their address information and a current telephone number. Our staff escort them to your child's room. ***It is a requirement that any individual that you have provided permission to drop off or pick up your child MUST be over 16 years of age.*** Your child will be logged out in Brightwheel for their attendance, and you will receive a notification through Brightwheel of this occurrence. If this individual needs to be added to your approved list of individuals that you are giving permission to drop off or pick up your child from our childcare programs, please let us know through Brightwheel to add them into your child's file.

Dismissal Routine

(continued)

Any parent arriving after the final 5:45 pm dismissal will be charged an additional \$15.00 per minute. Please make every effort to pick your child up on time. You will be billed through Brightwheel of the additional charge for that day and it is due upon receipt.

After School Drop - Off

Our After School program offers buses to pick up children from Jesse Boyd Elementary School and Pine Street Elementary School only. ***You must sign your child up to utilize bus pick up services from these two schools.*** Children are accepted into our After School program from other elementary schools, however, it is the parent's responsibility to drop their children off at our After School Program.

There are times when your child may not be attending the After School program or will not be picked up from their elementary school. Please note that if you have scheduled your child to use our bus pick up services noted above, you are responsible for notifying our After School program prior to pick up times that your child will not be picked up. Failure to notify the After School program that your child will not be riding the bus will create a \$5.00 fee charged through Brightwheel and is due upon receipt.

After School Final Dismissal - 5:45 pm

Parent(s) enter through the main entrance door of the school. Children are picked up in one of two locations - Canteen area of the gymnasium or playground area.

If your child is picked up by someone other than yourself and their name is not on the approved list that you provide, you are responsible for contacting the Preschool Administrator with that person's information prior to pick up. We will ask that person, upon arrival, to show a photo ID including their address information and a current telephone number. Our staff escort them to your child's room. ***It is a requirement that any individual that you have provided permission to drop off or pick up your child MUST be over 16 years of age.*** Your child will be logged out in Brightwheel for their attendance, and you will receive a notification through Brightwheel of this occurrence.

Dismissal Routine

(continued)

If this individual needs to be added to your approved list of individuals that you are giving permission to drop off or pick up your child from our childcare programs, please let us know through Brightwheel to add them into your child's file.

Any parent arriving after the final 5:45 pm dismissal will be charged an additional \$15.00 per minute. Please make every effort to pick your child up on time. You will be billed through Brightwheel of the additional charge for that day and it is due upon receipt.

Typical Daily Schedule For Our Programs

We schedule a variety of activities to stimulate brain development to develop a love for learning. These activities include manipulative play development for increasing fine motor skills, enhanced learning through curriculum reading, age-appropriate crafts, singing, play time and other activities.

After having lunchtime with the meals packed by parents, we have nap time and then more play time and special craft activities. We provide snacks that are safe for children to have with food allergies. *We are a **NUT FREE** facility and ask that you do not send tree or ground nut products with your child to school.* We take extra precautions to post allergies in each classroom to ensure all children's safety and well-being. We ask for our parents' assistance in keeping your child's medical information current.

Our After School program features times for snacks, homework and for play. In times of inclement weather, play and physical activities are held in the gym.

Sick Days And Schedule Interruptions

General Health areas consist of fevers (over 100.3° or higher), headaches and overall fussiness. We welcome your child back to school after 24 hours without the need for medication.

Eye Health includes pink eye and watery eyes due to allergies. Pink eye is highly contagious and once prescribed drops begin, exposure to other children is reduced to the point we welcome your child back to school.

Sick Days And Schedule Interruptions

(continued)

Skin Health includes areas such as rashes, itching and Lice/Nits. Topical creams and ointments are typical treatments for rashes and itching and your child can continue in our program during these treatments. If your child has lice / nits, your child must stay home until treated to prevent the spread to other children.

Gastrointestinal Issues include diarrhea and vomiting. After two episodes of diarrhea in a school day, we ask that you pick up your child and keep them at home until 24 hours have passed without an episode. In the case of vomiting, we ask that you pick up your child and keep them home until 24 hours have passed without an episode. Once your child has had 24 hours without an incident, we welcome them back to school.

Other items that we keep an eye out are for unusual behaviors such as loss of appetite, not listening or crying a lot. We also watch for rapid breathing, coughing, sore throats and earaches. We will contact you to have discussions about these areas as they come to our attention.

The top 10 illnesses children experience include...

- Common Cold
- Ear Infections
- Influenza
- Bronchitis
- RSV
- Conjunctivitis
- Gastroenteritis
- Sinusitis
- Hand/Foot Mouth Disease
- Strep Throat

Please notify the school immediately if your child has any communicable disease. Our Medical Policy explains the requirements that your child must reach prior to returning to school and is included in the Appendix of this handbook.

Medications

If your child requires medication during the hours of operation, you must provide a doctor's note with the exact time medication is to be given, however NO controlled substances will be administered. Medication must be accompanied by a completed medication form each day. Medication is administered by and must be given to the Administrative Director or Assistant Director. Please do not leave the medication with any other teacher or staff person.

Medications

(continued)

Do not send medication in a child's bag or lunch box. It is the responsibility of the parent to pick up the medication each day. It cannot be left overnight. Only authorized staff members can administer medications. If such authorized staff are not available, medication will not be administered. These guidelines will be strictly enforced. If your child is involved in an accident and needs medical attention, a staff member will contact you and call for medical help if necessary.

Administering Medication

- Medicine to be given while your child is in our care must be brought to the Administrative Director or Assistant Directors office or the infant room in a Ziploc plastic bag and labeled with the child's first and last name with the time the medicine is to be given and the correct dosage.
- We can only administer medicine with a Doctor's note.
- Medications cannot be stored in the room or in child's belongings.
- Medications brought without the required information cannot be administered until parent has provided the correct information.
- Prescriptions must have the name of the child on the label.
- The medication form must be dated and signed by the parent.
- A proper dosage spoon or dropper must be included, if needed.
- Medication cannot be administered during initial drop off or Preschool Class hours.
- Proper medical forms must accompany medication.
- We will place the medicine in a locked cabinet in the office.
- Parents can pick up the medication in the office at the end of the day.
- The staff will enter the child's name, along with time given, dosage, and the name of medication in a log book each time it is administered, as required by regulations.
- Epipens and other life-saving medications must be left at the facility for the duration of the time the child is enrolled at the facility.
- Please request a check of the expiration date of the medication at regular intervals.
- Breathing treatments may be administered once a day per doctor's note.

Special Classroom Activities and Field Trips

We enjoy celebrating your child's birthday in his or her class. We welcome you to celebrate during your child's snack time. If you wish to provide a small birthday celebration at the Learning Center, please keep it simple. Some ideas are listed below.

- Please provide a specific list of food items you will be sending to your child's teacher to serve a few days prior to the party. We must check records for allergies in advance. This is a requirement of DSS.
- Miniature cupcakes or small cake squares are preferred - easier to eat with less waste.
- Pretzels, goldfish crackers, tortilla chips, & similar snacks are welcomed. Popcorn cannot be served to preschool age children.
- If your child is inviting classmates to a party at another location and invitations are to be given at school, all classmates must be included. We are not allowed to give out last names, addresses, or phone numbers of children in our program, however we will be glad to address a stamped invitation and drop it in the mail.

Our Learning Center children attend field trips during the school year. A permission slip is sent home several days before field trips and must be signed and returned for your child to participate on the field trip. Parents are welcome to attend our field trips; however, parent drivers can only transport their own children on the field trip. After school and Summer Camp students will sign a blanket permission slip for field trips when they register.

Potty Training Policy

It is the Learning Center's policy that all children entering our three (3) year old program and above be potty trained. Appendix A of this handbook provides "*Julie Fellom's Diaper Free Toddlers Program*". We strongly encourage you to follow this program before your child enters the new school year. If a child has three (3) incidents in one week, they will be able to return after three days after the last incident at school. If the third incident of the week occurs and the child is picked up that morning, that day will be counted as the first day of the three days. If the third incident of the week occurs in the afternoon, then the following day will be counted as day one (1).

Biting And Aggressive Behavior Policy

The Learning Center works diligently to prevent and redirect children's behaviors in the event of biting and other aggressive behaviors. Appendix B of this handbook outlines specifics for our biting and aggressive behavior policy. Please ask for any points of clarification that you may have about the policy.

Codes Of Conduct And Discipline Procedures

Children are expected to behave in a way that doesn't disrupt a group setting. Horseplay and wrestling are not allowed in any way. Inappropriate language will not be tolerated. Children are expected to follow directions given by staff persons. Parents are expected to reinforce these behaviors at home.

We do not accept aggressive behaviors that disrupt the normal flow of the classroom environment and/or the mistreatment of other children such as to cause them physical harm. Some examples of aggressive behavior may be, but not limited to biting, hitting, pinching, and pushing. When an aggressive behavior is exhibited by a child, we:

- First, tend to the child that has been mistreated.
- Second, we discipline the child who demonstrated the aggressive behavior. We sit the child in time-out and explain in very simple terms that we do not hurt our friends and that it does not feel good.
- Finally, all parents are notified of the incident either by a note or phone call. We suggest that when discussing the incident with your child that you use the same simple terms that were initially used when the incident occurred. Once a child has shown the same aggressive behavior three consecutive times, a conference is set up with the child's parents concerning the problem. The parents, teacher and director will work together to try and find a solution to correct the problem. At the time of this meeting the aggressor will be placed on our "On Call Discipline Plan". For more information, contact our Administrative Director or Assistant Director concerning the "On Call Discipline Plan".

Corporal Punishment

Corporal punishment is strictly prohibited. Staff members use only non-punitive methods of discipline and offer guidance in a positive manner. Unsupervised isolation is not allowed. Discipline is handled through “Time Out”, writing sentences (for older children), redirection, and or restitution. Time out normally consists of a minute for every year of a child’s age. As an example, a Three (3) year old will receive three (3) minutes in time out.

Older children may be asked to find another area to play in or to write sentences or an apology letter due to repeated time outs or the situation. Younger children may be redirected to play in another part of the Learning Center. More serious problems will be dealt with by an aggressive behavior policy. This policy will be outlined and discussed by parents, the administrative director, and the preschool board chairperson.

If a problem cannot be resolved, we reserve the right to remove the child from the program. If your child is removed from the program as a disciplinary action, you will not be refunded any portion of fees that you have paid for the current month.

Parental Cooperation Policy

A positive and constructive relationship between the Learning Center and our parents is essential to our mission. If behavior, communication, or interaction in or outside the Learning Center is disruptive, intimidating, overly aggressive; or reflects a loss of confidence in, or serious disagreement with the Learning Center, we reserve the right to dismiss the family from the Saint Paul UMC Children’s Learning Center. This includes, but is not limited to a disagreement with its policies, procedures, and leadership standards.

Custody Agreements

It is unfortunate when the family court system is compelled to issue custodial agreements involving children. If a court ordered custody agreement is in place for your child, ***we MUST have a written copy of the agreement that we will place in your child’s file. We will follow the instructions of the court order concerning any areas that impact your child’s attendance in our program(s).***

Children Of Special Needs

We reserve the right, as a private program, to deny admittance or request the removal of any child who has needs we feel we cannot appropriately meet. While we love all children equally and believe that they are uniquely and wonderfully made by God, we are not staffed to deal with specialized individual developmental, behavioral, or educational needs. DSS regulations require staff to have specialized training to adequately care for a child.

Newsletters And Communications

We have several forms of communication about upcoming events with you and about your children in the forms of newsletters, through Brightwheel and parent / teacher conferences. We send our monthly newsletters home with your children as well as through Brightwheel. Also regularly plan to check Brightwheel for special communications about upcoming events, weather related school closures, etc.

We also have a private Facebook page for the Preschool program. Let us know and we'll invite you to join this private group to see all the fun that's going on at the school.

Parent Conferences

Our goal is to set up a parent-teacher conference in the Fall and Spring of each year to update you on the progress of your child. In addition to these conferences, there may be times when the staff reach out to discuss observations that they are making concerning your child and their development.

Billing Policy

Tuition and fees are billed through our Brightwheel program. We accept payments for tuition and fees in the form of checks (dropped off in the Preschool Office payment box) and credit/debit payments made through Brightwheel. ***Accounts must be kept current. There is a \$30.00 charge for a returned check.***

You can choose to pay monthly or every two weeks. We will set the payment method in Brightwheel based on your choice. Payments are due upon receipt.

Billing Policy

(continued)

Accounts that become delinquent are subject to having your child removed from our program. You are still responsible for payment of all past due amounts in your account. Once your account is paid in full, your child may be eligible to return to the school program if there is an opening in their class. Otherwise, your child's name will be placed on the waiting list.

Dress Codes

Dress your child comfortably and appropriately for the weather. Please label all items, such as coats, sweaters, hats, lunchboxes, etc. with their name. We routinely play outside every day except during precipitation, severe conditions, weather alerts or Temperatures under 32 degrees.

- Always provide an appropriate and complete change of clothes which will remain in their cubby; they may be needed for emergencies.
- Children negotiate our playground areas in comfortable play clothing and sneakers.
- Flip-flops or Crocs, pose a safety hazard on the climbing structures and play areas, and are not the safest option for playing outside at school.
- Sandals need to have secure back and top straps to allow your child to run and climb safely.
- No Dress-Up clothes allowed unless it is a classroom wide or school wide dress up day

Playtime And Playground

All ages (except infants) go to their appropriate playground except during precipitation and/or weather alerts or when excessive cold/heat is present. Fresh air and physical exercise are an important part of the growth and development of every child!

- If your child is not able to go outside for any reason, please keep him/her at home. If he/she is well enough to come to preschool, then he/she is well enough to go outside.
- Please bring appropriate clothing for the weather each day. Be sure all items are clearly labeled.
- We have no additional staff to care for your child while others are outside, either due to health concerns or improper dress.

Toys

Please do not allow your child to bring toys from home unless a teacher has requested a certain time for a special day. This includes, but is not limited to, electronic devices. Please be aware that we cannot be responsible for toys or other items brought from home. Children who nap may bring one comfort item and a small blanket to sleep with. These items must fit in your child's cubby.

Staff Information

All staff have undergone local, state, and federal background checks. All Staff are required to participate in a minimum of 15 hours of classroom training and instruction per year. Many of our staff have First Aid and Infant/ Child CPR certification. At least two certified (CPR and First Aid) staff members are on duty during all hours of operation.

Our staff also participates in the leading educational preschool programs available in continuing education programs. Our program focus is the development of your child in these first critical years of learning in their life, setting the foundation for a successful future. We are dedicated to giving your child the best start in their educational life.

Again, we welcome you to becoming a part of the Saint Paul UMC Children's Learning Center.



1320 Fernwood-Glendale Road - Spartanburg - SC - 29307-2304
(864) 582-2068 voice preschooldirector@stpumc.org email



Potty Training Bootcamp

Julie Fellom's "Diaper Free Toddlers Program"

Day One

Get up with your child as soon as he wakes up. For the rest of the day, have him go naked below the waist. You and your partner spend the day taking turns watching your child for signs that he needs to pee or poop. When he starts to go, whisk him to the nearest potty. Throughout the day, have everyone eat salty snacks or

foods with high water content and drink a lot of liquids so they have to pee often. Any time you or your partner needs to use the bathroom, take your child in with you. Demonstrate how you pull down your pants and underwear, sit on the potty, pee or poop into it, wipe yourself, pull up your underwear and pants, flush the toilet and wash your hands. Celebrate your child's success any time he gets a "hit" on the potty - meaning that some amount of pee or poop, even a few drops, goes into the potty rather than on the floor. When this happens, do your potty dance. You can also give praise, high-fives and so on.

After 10 to 12 hits, Fellom says that kids usually get it and start to use the potty independently.

If your child has an accident, DON'T SAY, "It's OK." Instead, say in a mildly disappointed voice, "Poop/Pee goes in the potty," and help your child clean it up by placing your hand over his. But don't yell at him or shame him for having accidents: *They will happen.*

Before nap time and bedtime, tell your child it's time to go potty (never ask your child, because he'll usually say no). Put a diaper on your child before he goes to sleep, unless you feel confident that he'll remain dry.

Day Two

Follow the instructions for day one. The only difference is that on day two, you can all go outside together for one hour in the afternoon. Wait until your child pees in the potty, then head out immediately. "You want to link using the potty with getting to leave the house," Fellom says. This way, you can "train you child to pee on command" before you go out.

When you go out, have your child wear loose pants with nothing underneath - do diapers, training pants or underwear. Your goal is to make it out and home accident-free, without having to use the potty while you're out, but bring spare clothes in case you're not so lucky.

Fellom advises sticking close to home and not going in the car. Take a walk in your neighborhood (even just around the block) or head to a nearby park. Bring a portable travel potty with you, in case your child says he needs to go while you're out, but that's fairly unlikely at this early stage.

Day Three

Follow the instructions for day one, but on day three, your family can go out for an hour in the morning and another hour in the afternoon. Each time, have your child use the potty just before leaving the house. Again, when you're out, have your child wear loose pants with nothing underneath. Bring your travel potty and a change of clothes.

After Your Potty Training Weekend

After the long weekend, expect that your child will usually take himself to the potty when he has to go, or tell you or your partner that he needs to do so. But to seal the deal, some follow-up needs to happen...

For the next three months, have your child go naked below the waist when you're at home. (You can use diapers for naptime and nighttime as needed.) When out - including daycare - have your child wear loose pants with nothing underneath. Fellom believes that training pants and underpants feel like diapers to a child and that using them before three months have passed encourages your child to start peeing in them again. After three months with no accidents, your child can start wearing underpants and no longer needs to go bare-bottomed at home. When you're out and about, keep your portable travel potty in the car and be aware of public bathrooms nearby. You can use a potty training seat on public bathrooms nearby. You can use a potty training seat on public toilets if you like (the kind that fits over the toilet seat and helps kids feel more secure on adult-size toilets), but it's not necessary. Instead, just help steady your child on the toilet and wash your hands and your child's afterward.



Purpose

To protect the children at Saint Paul UMC Children's Learning Center Programs and to encourage children to behave in a socially acceptable manner.

Policy

Staff and Parents shall follow the following guidelines when a bite occurs.

Procedures

1. Recognize that at times some children, for a variety of reasons, attempt to bite other children. Some reasons for biting include:
 - Infants experimental, sensory pleasure, teething
 - Toddlers frustration, fatigue, attention seeking, confined spaces, inability to communicate, teething
 - Preschoolers aggression, deliberate
2. Staff will use age-appropriate behavior strategies for children who are biting. Staff will attempt to keep frustration levels of children low by providing plenty of stimulation to engage children's interests, having smaller groups of children (e.g., inside group/outdoor group), and using distraction techniques to minimize incidents.
3. Staff and Parents should recognize that a human bite, which breaks the skin, brings great risk of infection (e.g., Tetanus, Hepatitis B, etc...) to the victim. Families are required to keep their children's immunizations up to date.
4. When a bite does occur, staff will check for broken skin. All bites, whether the skin is broken or unbroken, will be washed with soap and water and offer lots of TLC to the child who was bitten. A cold compress will be applied to the bitten area. Staff will inform the family as soon as possible when a bite occurs. At that time, the family may decide upon follow up medical attention. If the biter is known to be an Infectious Disease carrier, or can be seen to have facial herpes, the Director will convey this information to the family.
5. A record of all biting incidents will be kept on file. This is especially useful in determining any patterns of biting behavior and in anticipating incidents and preventing them.



6. When a child bites three (3) times within a five (5) consecutive day time period, the child's parents will be called, and the child must be picked up from the Children's Learning Center immediately. This is to prevent further incidences and to calm the biter. The schedule for the child to return to the program is as follows...
 - If the child is picked up on Monday, they may return on Wednesday
 - If the child is picked up on Tuesday, they may return on Thursday
 - If the child is picked up on Wednesday, they may return on Friday
 - If the child is picked up on Thursday or Friday, they may return on Monday
7. Staff will develop a behavior management program for "repeat offenders" in conjunction with parents, the Director, or other Resource Referrals.
8. If, at any time, a child's biting becomes especially excessive or hazardous to the children or staff, the Director will expel the child from the Children's Learning Center in accordance with the Discharge Policy.

For Infants, Waddlers and Toddlers Only

Due to the developmental appropriateness behavior at this age, the staff will provide teething rings to help soothe during this time. At this age, children are curious and learning through exploratory play. It is at this moment that the staff are teaching them how to challenge their energy, feelings and frustrations by providing developmentally appropriate activities and/or props to help redirect them before biting occurs.

Infants, Waddlers and Toddlers will **NOT** be sent home in this stage period. Parents are notified and necessary documentation will be submitted, along with providing first aid and nurturance to the child who was bitten.



Receipt Of Parent/Student Handbook

I, _____, agree to follow the policies and procedures
(parent's printed name)

contained in this Parent/Student Handbook 2024-2025. All policies and procedures are implemented by the Saint Paul UMC Children's Learning Center Board and enforced by the Administrative Director and Assistant Director.

Please initial each item and sign below where indicated

	I acknowledge that I have read this Parent/Student Handbook 2024-2025
	I understand and agree to adhere to tuition payment agreement
	I understand that no child attending the preschool program will be permitted into their classroom after 9:15 am, unless there is a written doctor's excuse or an pre-approved tardy.
	I understand and agree to adhere to the policies outlined dealing with illnesses and medications located on pages eight (8) through ten (10) <p style="text-align: center;">Sick Days And Schedule Interruptions (page 8 & 9) and Medications (page 9 and 10)</p>
	I give permission for Saint Paul UMC Children's Learning Center to photograph my child/children for display in scrapbooks, bulletin boards and classroom projects; for use in promotional materials such as the church newsletter or to post on the school's webpage or private Facebook social media pages. Only first names will be used with the exception of preauthorized parental approval for specific projects
	I understand that Saint Paul UMC Children's Learning Center playground and gym facilities will be used by the children
	I understand that if I/We fail to follow Saint Paul UMC Children's Learning Center policies and Procedures, my/our child/children may be removed from the program

Child / Children's Name(s)

I fully understand that action will be taken in the event for failing to follow regulations, policies, or procedures contained herein.

Signature _____ Date _____