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CAMPBELL UNITED METHODIST CHURCH
1747 E. REPUBLIC ROAD
SPRINGFIELD, MISSOURI 65804
Church Telephone: 417-881-2018
Church Fax Number: 417-881-3831
Church Website: www.campbellumc.org
Small Wonders Website: smallwonders@campbellumc.org
Small Wonders Preschool: 417-881-5762

CAMPBELL UNITED METHODIST STAFF:

Lead Pastor: Rev. Andy Bryan
Associate Pastor: Rev. Melissa Dodd
Administrator: Misty Brown
Director of Worship: Bill Huff
Director of Youth Ministries: Kris Keller
Director of Children's Ministries: Kristi Donovan
Office Manager: Linda Carpenter
Membership Coordinator: Peggy Thomas
Nursery Coordinator: Michelle Gammon
Building Superintendent: Don Nance
Small Wonders Director: Shirley Kerns
Small Wonders Assistant Director: Debbie Quick
Supervisor: Chad Walters
Education Supervisor: Jonie Rademacher

CAMPBELL'S SMALL WONDERS

We are a Ministry:

Small Wonders Child Development Center is a ministry of Campbell United Methodist Church. We are here to provide the service of high quality child care for our community and to show God's love to the children and parents we meet.

Our Mission Statement:

Small Wonders Child Development Center serves as an outreach ministry with the goal of providing a safe, secure, nurturing Christian environment which serves the developmental needs of young children by fostering their self-esteem, strengthening their knowledge, and encouraging them to respect and care for others, their community, and their world.

Our Philosophy:

Small Wonders Child Development Center's teachers are excited about learning and we want to share that excitement with each child in our center. Whether the child is 6 weeks or 6 years old, it is our goal to create an environment that stimulates and challenges each child according to his developmental level. We want to help set a foundation of learning that young children carry with them for a lifetime.

GOALS:

Each Child Will:

- Develop an ability to communicate effectively with teachers and classmates, to hear and imitate sounds to form words, and to understand and follow simple instruction.
- Develop a growing concept of the relationship of numbers, time, space, and form.
- Have opportunities for observing and understanding the basic phenomena of weather and seasonal change.
- Develop an awareness of music, an appreciation of sound and rhythm, and an ability to participate in some form of musical expression.
- Learn more about self and others through informal role-play.
- Have opportunities for using art and craft materials and develop an increasing appreciation of form, color and texture.
- Understand that God has something to say to each person in every situation that will ever be encountered.
- Become aware that each person is worthy of God's love and love of other human beings.
- Grow in assuming personal responsibility for self and others.
- Develop understanding, attitudes, and skills appropriate for the child's particular age.
- Experience the loving care of adults whose own lives exemplify commitment to the Christian community.

CALENDAR FOR 2011-2012:

First day of fall semester for new students / new room assignments for current children: **Monday, August 29, 2011**

CENTER CLOSING DATES:

(*Subject to Change)

Monday, September 5, 2011 (Labor Day)
Thursday, November 24, 2011 (Thanksgiving)
Friday, November 25, 2011 (Thanksgiving Break)
Monday, December 26, 2011 (Christmas Break)
Monday, January 2, 2012 (New Year's Break)
Monday, May 28, 2012 (Memorial Day)
Wednesday, July 4, 2012 (Independence Day)

Emergency closings, or closings due to weather, will be announced on the radio/TV news. You may also check the website for additional information. **If Springfield Public Schools are closed, due to inclement weather, we will have a late opening of 10:00 a.m. for the program.**

ATTENDANCE POLICIES:

Regular attendance is encouraged. Our fees are non-refundable.

Please call the office at 881-5762 when your child is going to be absent. You may leave a message if unable to contact us directly. You may also contact us via email at smallwonders@campbellumc.org.

If a child does not attend for at least 3 consecutive weeks without pay, the child will have to re-enroll if there is still an opening in their class and will be charged an additional registration fee.

REGISTRATION AND FEES:

Registration is on a first-come, first serve, basis. Most classes have a waiting list. The registration fee for the program is non-refundable. To enroll in the program, the annual registration is $50.00 (due each September). For summer only, the fee is $25.00.

A 10% discount will be given, based on the lowest tuition paid, for families with multiple children attending the Center.

In the event of a returned check, a $5.00 resubmitting fee will be charged. If the check is returned a second time, an additional $35.00 processing fee will be charged. Fees are based on current operating expenses. Fees are subject to change depending on enrollment and these expenses.

Each family is provided with their first security badge (to enter the building) at no cost. Additional cards may be purchased for $15.00. Lost/misplaced cards should be reported to the Director or Assistant Director and will be replaced for a fee of $15.00.

SCHEDULE OPTIONS:

The center is open from 6:30 a.m. – 6:00 p.m., Monday through Friday. All students will be charged tuition for the number of days they are enrolled regardless of whether or not the Center is closed. For example, if a child is enrolled on Mondays, then tuition will be charged for Labor Day since it falls on a Monday. If your child is not enrolled on Mondays, then of course, you would not be charged. After being enrolled for six months you are entitled to vacation days, tuition free, equal to the number of days your child is enrolled in the Center. For

example, if your child is enrolled five days a week, then you may take five tuition free days of vacation. Likewise, if your child is enrolled three days a week, then you are entitled to three days of tuition free vacation. Please notify the Director or Assistant Director in advance of the scheduled vacation time. If you have questions regarding this policy please ask.

Parents' options for length of day are as follows:

***Full time** (6:30 a.m. to 6:00 p.m.)

Children enrolled full-time should be dropped off no earlier than 6:30 a.m. and picked up no later than 6:00 p.m. ****Breakfast, lunch and afternoon snack will be served.**

****Breakfast is served until 8:30 a.m.**

***Preschool with Cat Nappers** (9 a.m. to 3:30 p.m.)

Children enrolled in "Cat Nappers" should be dropped off no earlier than 8:55 a.m. and should be picked up no later than 3:30 p.m. **Lunch and afternoon snack will be served.**

PLEASE NOTE: A $25.00 LATE FEE WILL BE CHARGED FOR CHILDREN PICKED UP AFTER THE ASSIGNED TIMES. (This fee will be assessed by the Director or Assistant Director at his/her discretion. If you are assessed a late fee and there are extenuating circumstances, please feel free to discuss your concerns with the Director or Assistant Director.)

Please note: If you choose to withdraw your child during the summer, your spot will not be "saved" for you. You will have to re-enroll for the fall, providing that a spot is still available. You may, however, pay the minimum tuition during the summer to reserve your child's "spot" for the new school year beginning next fall. The most coveted spots are those for children under the age of two. There is a massive waiting list for those spots. Please understand that we need to continue to receive

tuition throughout the entire year to pay our teachers and cover our other operating expenses.

If you choose to **withdraw** your child from the program we request that you provide **at least two weeks notice** prior to doing so.

Children need to be at least **six weeks** of age before they are eligible to attend the Center. Your child must be **four years old before August 1st** to be eligible to attend our Pre-K class. All children in the Pre-K class are required to be completely "potty" trained.

TUITION PAYMENT FOR EACH WEEK IS DUE ON THE MONDAY OF THAT WEEK. Multiple weeks may be paid for in advance, if it is more convenient for you. We accept cash, checks, credit cards, debit cards, or you may see the Assistant Director to set up automatic payments.

Cash and/or checks may be deposited in the drop box located to the right of the "check-in" computer. If paying with a credit or debit card, please see the Director, Assistant Director or one of our other Assistants.

FYI: If you do not pay by Friday of the current week, you will be charged a $25 late fee. You will avoid other late fees (diapers, wipes, etc.) by checking your child's folder every day for the supplies they need. **Please note: Tuition increases will occur on January 1st of each year as needed.**

TUITION starting January 2011:

* Subject to Change in January 2012*

Infants/Toddlers (under 2 yrs)	**Time**	**Daily Rate**	**Weekly Rate (M-F)**	**Food Included**
1/2 day w/Cat Nappers	9:00 a.m. to 3:30 p.m.	$31	$133	L; S
Full day	6:30 a.m. to 6:00 p.m.	$39	$174	B; L; S
Preschoolers (2 yrs. and up)	**Time**	**Daily Rate**	**Weekly Rate (M-F)**	**Food Included**
1/2 day w/ Cat Nappers	9:00 a.m. to 3:30 p.m.	$25	$112	L; S
Full day	6:30 a.m. to 6:00 p.m.	$31	$127	B; L; S
B =Breakfast L =Lunch S =Snack				

MEALS AND SNACKS:

Small Wonders will provide a meal/snack to children present at scheduled meal/snack times only. This facility's menus are regulated by the Missouri Child and Adult Care Food Program (CACFP) and meet the United States Department of Agriculture (USDA) guidelines. The meal/snack menus will be given out to each family at the beginning of each meal rotation cycle as well as being posted at the center. All children will be served the same items during meal/snack time. We ask the children at least try new food items. We cannot accommodate food preferences but do recognize your need to restrict certain foods in your child's diet for medical reasons. If your child has allergies to particular foods or is on a special diet, our facility must have signed documentation from a doctor or medical authority stating your child's

special dietary needs and the foods that may be substituted to meet those needs.

FOODS FROM OUTSIDE THE CENTER:

Small Wonders is committed to providing safe, healthy and nutritious food to children in our care. **We respectfully request that no foods be brought from home or elsewhere into the facility.** Your child's diet, when in our care, is specifically planned to follow the Missouri CACFP menu requirements and meet the USDA guidelines for a child's recommended needs. Children arriving with food from an outside source will be asked to dispose of the food items.

RATIONALE: Food-borne illness may occur when food has not been properly handled or maintained at appropriate temperatures. Although many of these illnesses are limited to vomiting and diarrhea, they can be life threatening, especially for young children. Restricting food brought into the facility reduces the risk of food-borne illness from unknown procedures used in home preparation and transport. The facility has an obligation to ensure that the food shared with other children complies with the food safety and nutrition guidelines for meals and snacks.

Foods of low nutritional value, such as sweets, candy and potato chips brought from home, can lead to problems in the child care setting. For example:

- Social problems between children may occur when some children receive "treat" foods in their lunch, while others do not.
- Children can become confused about which foods are nutritious.

- Children often have small appetites. When they fill up on less nutritious food, they may not have room for the foods necessary to meet their nutritional needs.

USDA NONDISCRIMINATION STATEMENT:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

SAFETY POLICIES:

Indoor and outdoor spaces are designed to be childproof and hazard free. The Director of the Center will conduct monthly inspections of playground and play equipment.

Sign-in procedure using the computer is required daily for dropping off a child and at pick-up time. Authorization is needed from parents if an alternate person is picking up the child. Parents are to inform the Director if there is some threat to the child and to supply the program with a list of who may or may not pick up their child.

Our Center has a security system and each family is provided with their first security badge at no cost. Lost or misplaced cards should be reported to the Director and will be replaced at a fee of $15.00. Please do not open the door for anyone without knowing their identity.

Parents must make contact with Center staff at drop off time and pick up time. (Please note: You, or the person you designate, may be asked

for some proof of identification. A driver's license or any other picture I.D. will be sufficient.)

There is a **10 MPH speed limit** posted in the church parking lot. People are advised to use caution and a safe speed when driving through the parking lot. When bringing your child to school, **please** follow a one-way flow of traffic to the right side of the church. There are parking places on the north (back) or west side of the church. Parents are to accompany their child to their appropriate classroom and utilize the sign-in procedure. All doors of the building will be locked during operating hours.

In the event of a fire, intruder, storm or other disaster, emergency procedures are posted in each classroom as to where the class should go. Monthly fire drills will be scheduled (timed and recorded). Storm and intruder drills will be scheduled every 3 months.

SUPERVISION OF CHILDREN BY STAFF:

The Center incorporates the guidelines adopted by the Campbell UMC for the protection of children, youth and disabled persons. These guidelines have been developed for the purpose of providing a safe environment for children, youth and disabled persons. A copy of these guidelines is available to any interested person and will be provided upon request. All children will be supervised by at least two teachers **at all times.**

FIELD TRIPS:

The only group of students that will leave the center on field trips will be the Pre-K classes.
When the Pre-K classes go on field trips, parents are required to fill out a permission slip prior to the outing.

COMMUNICATION POLICIES:

Parents are expected to provide accurate and complete information about their children's development, medical history, and emergency care.

Parents are required to complete an emergency care form which is essential to the care of children in emergency situations. This form will be updated as needed.

Parents are to label all possessions including bottles, lids, diaper bags, lunches, etc.

Parents are to provide a change of clothing for their child. Play clothes are recommended. Children may bring a backpack and/or school bag each day, labeled with their name.

All parents are encouraged to communicate with their child's teachers and the Director if they have any concerns. An "open-door" policy is very important to the program staff. If you have a grievance with a teacher, please contact the Director. If you have a grievance with the Director, please contact the current Preschool Advisory Committee (PAC) chairperson. If you are not satisfied with the communication with the PAC chair, please contact the lead pastor.

The Director will communicate with the parents through orientation meetings, letters, and newsletters. The Director, Assistant Director or a designated representative will be on site during open and closing times. Parents are welcome to come in and speak with the Director at any time during operating hours.

The teachers will communicate with parents daily through communication sheets found in the child's folder. Conferences with preschool parents will be scheduled in the spring for all Pre-K children, as needed by the teachers, or at the parent's request.

DISCIPLINE POLICIES:

A child is not allowed to intimidate, harm, or threaten another child, harm him/herself, the staff, or the property. Removing a child from the center occurs when all other means are exhausted, the techniques listed below have been implemented without success, or there is a disability beyond our ability to truly serve the needs of the child. Our teachers use a variety of discipline techniques depending on the child and the situation. These techniques are as follows:

1. **Problem Solving**
   Children are taught how to problem-solve by using words to express themselves, learning how to negotiate fairly, and selecting appropriate behaviors to express themselves when frustrated.
2. **Re-direction**
   If a child is having difficulty playing or participating in a specific area, he/she is asked to select a different area to play in.
3. **Time Away**
   If a child is choosing not to play with his/her friends in a respectful way, and re-direction has not sufficiently addressed the issue, then he/she will be removed from the situation and be given time to him/herself to gain self control.
4. **Meeting with the Director**
   After repeated disruptions, a child will have to go to the Director's office or a designated representative, for a few minutes to talk about the behaviors.
5. **Calling the Parents**

If we have used all our approved forms of discipline and are unable to modify a child's behavior, a Director will call the child's parents concerning the behaviors.

***Biting**

Most biting occurs between the ages of 13 and 30 months and should stop around three years of age. If biting continues after three there may be a more serious situation requiring professional help.

For children younger than 30 months of age teachers will watch and help the child learn alternative ways to express their emotions. The following steps will be taken for children older than three who bite.

1. First incident: Parent will be notified and teacher will talk to the child about using their words while also looking at the situation for ways to prevent future incidents.
2. Second incident: A meeting between the parents, Director and teachers will be set up to work as a team on how to prevent future incidents.
3. Third incident: Parents will be instructed to seek outside help such as the family doctor or another resource such as Childcare Resource and Referral. Parents, Director, and teachers will also meet to discuss the best options for the child and Small Wonders.

   * If at any time the parents of the child who is biting fail to cooperate and follow the agreed upon steps, the Director may inform them that they will need to seek alternate care for their child.

EMERGENCY POLICIES:

Staff is required to be trained in CPR, blood borne pathogens, and Automated External Defibrillator.

Accident reports are written up immediately with a copy given to parents. The written report will include the child's name, the date, where and when the incident happened, who was present, what care was given, and Director's, Assistant Director's or Assistant's signature. **Parents will be contacted as soon as possible.** If a parent requires additional information regarding an accident, he/she may request an opportunity to discuss the accident with the Director and any staff with personal knowledge of the accident.

Emergency telephone numbers for police, ambulance, and poison control are posted on every phone in the Center.

HEALTH POLICIES:

Health records must be on file with the school prior to attendance. All children and adults in the Center will provide a medical history and examination report signed by a licensed physician. Reports should include any allergies, regular medications, any physical restrictions and immunization records.

Each child should be free of fever and rash. If a child has been ill, allow 24 hours to pass without fever AND **without** medication such as Tylenol or Ibuprofen before he/she returns. A child should not be in attendance and will be sent home if he/she has had any of the following:

- Oral temperature above 100 degrees
- Nausea, vomiting, or diarrhea (after 2 loose stools in babies)
- Persistent earache, fluid from the ear, coughing, sore throat or symptoms related to communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)

A child must be symptom free (without medication) for 24 hours before returning to school.

MEDICATIONS:

- This day care reserves the right to refuse to administer medications to a child at any time (i.e., medication administration is beyond the skill or capabilities of the preschool workers).
- No medications whether prescription or over the counter will be administered to children without a written doctor's order. **Do not leave any medications in a child's backpack or diaper bag.**
- Parents are to bring medications in labeled, childproof containers.
- Medications are to be kept in locked storage areas.
- Staff member will maintain a written record with the date, time, and signature of the staff member who administered any medication.
- Parents may provide written permission for the use of Band-Aids and teething gel. Teething gel must have time of day for administering. "As needed" is not an acceptable administering time, per Bureau of Child Care rules.
- Over the counter medications SHALL be in the original container and/or box and have the proper labeling by the parent or legal guardian taped to the container and/or box.

  *Name of the child.
  *Name of the medicine.
  *Date medicine was received by the day care.
  *Dosage.
  *When to give it (i.e. specific times, with or without food).
  *Route of administration (i.e., by mouth, in ear, on skin, etc.).

*Storage requirements (i.e., refrigeration).
*Expiration date.

If your child is to receive medical treatment of any kind, including but not limited to prescription medication, and you wish to have this medical treatment administered to your child by an employee of the program, obtain a medical authorization form from your child's teacher. Your execution of this authorization will be treated as a request and consent for the administration of medical treatment as outlined in the authorization.

OUTSIDE PLAY:

At Small Wonders we feel that outside play is important for young children to learn and experience nature throughout the year. Because outdoor play is part of our curriculum, weather permitting, every opportunity to go outdoors will be used. All children will go outside unless it is at or above 90 degrees F (includes heat index) or below 32 degrees F (includes wind chill).

MANDATED REPORTING:

According to Missouri law, all persons whom work in a child care setting are mandated reporters of suspected child abuse or neglect. This means that as educators and care givers we are legally obligated to call the Child Abuse Hotline or the Division of family services if any staff member has reason to suspect child abuse or neglect. Matters of this manner will be dealt with as required by law and will be kept confidential.

PRESCHOOL ADVISORY COMMITTEE
"SMALL WONDERS"

Parent Members

Mindy Cupp, Chairperson
Jennifer Warner
Suzanne Esch
Kelly Jacobson
Claire Faucett
Julia Peebles

CUMC Staff Members

Rev. Andy Bryan, Lead Pastor
Rev. Melissa Dodd, Associate Pastor
Misty Brown, Administrator
Kristi Donovan, Director of Children's Ministries

Small Wonders Staff Members

Shirley Kerns, Director
Debbie Quick, Assistant Director
Jonie Rademacher, Education Supervisor
Chad Walters, Supervisor
Randy Coble, Teacher