

Poplar Springs Drive United Methodist Day School



Parent Handbook

2023-2024

Katie Autry, Director

Bonnie Ethridge, Assistant Director

3937 Poplar Springs Drive - Meridian, MS 39305
(601) 485-5591, Opt. 2 Fax: (601)-207-7678

katie.psdumc@gmail.com

Meet the Staff

Director	Katie Autry
Assistant Director	Bonnie Ethridge*
Cook/Caregiver	Tricia Hester
Infant/Lambs	Pattie Hearn Tricia Hester
Monkeys (1's)	Christin Robbins Abby Culpepper
Tigers (2's)	CeCe Dean Danette Robbins
Bears (3's)	Diane Griffin Brenda Bolden
Giraffes (4's)	Maegan Litchfield Sonja Knighten
Teacher's Assistant	Donna Harrison*

**Director Designees*

KEEP THIS HANDBOOK

This is your guide to the United Methodist Day School policies and procedures.

This book is a valuable reference for you and should answer many of your questions.

If you cannot find an answer to a question, please call the Director, Carolyn Boles.
After hours she can be reached at 601-917-8636.

A director designee, Bonnie Ethridge, also can be reached at 601-938-2608.

CENTER NOTICES

Notices from the Day School will be placed either in the foyer next to sign in books, in your child's cubby, or daily report.

Parents of separate households need to keep each other informed of your child's activities. It is the parent's responsibility to pick up the daily report form, check your child's cubby.

Weather Notices: See WTOK for announcements of delayed openings/early dismissals, or closings due to weather, if possible, a group text may be sent but **RELY** on WTOK and their website

Communication is the key!

Remember to talk to Carolyn or your child's teacher.

They cannot help you if they don't know you have a concern!

Parents!! Please read and FOLLOW this handbook.

Many problems and concerns can be avoided if all policies are followed.

Many items in the handbook are STATE REGULATIONS and must be followed.

Philosophy Statement

The United Methodist Day School is a unique ministry of the church designed to provide creative education and recreational opportunities for young children in a Christian environment as well as to minister to the needs of their parents.

Currently Poplar Springs Drive United Methodist Church offers the unique opportunity for young persons to seamlessly transition from infancy thru completion of 8th grade thru our Day School, After School, and Summer Care programs.

License

We operate in compliance with regulations set forth by the Mississippi State Department of Health. Our license is posted on the parent bulletin board and the state regulations can be shown to you by the director of the center. We also have a Food Service Permit displayed on the parent bulletin board.

Enrollment Guidelines

Placement is made on a first come first serve basis, with priority considerations for members, staff and families that are already enrolled in the program. The United Methodist Day School does not discriminate based on race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

Withdrawal Guidelines

A two week written notice must be given to the director when a child is to be withdrawn from the Day School. You are responsible for payment until the withdrawal date.

Holidays

“Teacher Appreciation” is the first week in May!

The Day School will be closed for the following holidays:

Labor Day	Monday, September 4, 2023
Fall Break	Monday, October 9, 2023
Thanksgiving	Wednesday-Friday, November 22-24, 2023
Christmas/New Years	Thursday, December 21st - Friday, December 29, 2023 (reopen Tuesday, January 2 nd) (NO tuition due week of 25th)
MLK	Monday, January 15, 2024
Easter	Friday, March 29, 2024 & Monday, Monday, April 1, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Fourth of July	Thursday & Friday, July 4 th & 5 th , 2024

Tuition Policy

Tuition is DUE EACH MONDAY!!! PLEASE INCLUDE \$20 WITH YOUR PAYMENT IF PAYING AFTER TUESDAY AT 5:30 PM. *In other words, if you drop off tuition on Wednesday morning or later, it should include the \$20 late fee, prior to that time no late fee is necessary!!! Tuesday is the grace period.* Thank you for being responsible in this area.

Regular violation of this policy will not be tolerated, potentially resulting in forfeiture of your child's spot. Compliance is truly appreciated. Please keep these policies in mind. Decision regarding violations of this policy will be handled on an individual basis, at the discretion of the director/financial committee.

Tuition Rates

Weekly Tuition is currently \$150 in the Infant Room, all other classes are \$125 per week.

Fee Policy

Listed below are the normal fees for UMDS:

1. **\$150** non-refundable enrollment fee and **\$125** supply fee due at registration.
2. **\$125 re-enrollment fee** due each Aug.1st for students enrolled for more than three months.
3. **\$125 Second Semester** Supply Fee due in February.

There are a few fees that are only for violation of policies.

1. Late tuition fee of \$20
2. Return Check fee of \$35 (after three returned checks, all future payments must be in cash)
3. Late Pick-Up fee of \$4 per minute after 5:30.**
4. Violation of 10 Hour Rule (1st violation-written reminder, then financial consequences apply) **

Policies for violation of #3 and #4 above are posted in each classroom as well as listed in the addendums.

Thank you for being considerate when it comes to the guidelines above. Doing so helps our center run smoothly and efficiently!

Required Information

Enrollment forms (must be updated on the original form whenever anything changes throughout the year)
These forms MUST include at least two emergency and two pick-up people OTHER than parents.

(Required Information Cont'd)

121 Immunization form (must be kept up to date, your child CANNOT stay past date on form! The Director will send you a reminder when this is due)

Tuition and registration fee (see above for amounts)

No child will be allowed to attend the Day School without these forms.

It is the responsibility of the parents to supply and maintain accurate required record information in the office. We should be able to contact you at any time your child is present at the center.

Please let us know if you will be out of contact for the day and inform us of the preferred emergency number (s).

Ages and Hours of Care

The Day School cares for children 6 weeks to 5 years old. The center opens at 6:30 a.m. and will close at 5:30 p.m. If you are late, a fee of \$4.00 per minute will be charged for every minute after 5:30. **Day school policy does not allow a child to stay at the center for more than 10 hours daily. Habitual violations may result in additional consequences for late fee charges or a 10-hour rule. Those consequences are posted in each classroom and in the back of this handbook as Attachment C**

Drop Off & Pick Up Procedures

Children will be dropped off and picked up in the lower lobby of the church. Please reserve the area under our awning for those with an infant and for inclement weather. Parking spaces are clearly marked, please use only the marked spaces.

State regulations require a full signature when you sign your child in or out. NO INITIALS!

PLEASE LIMIT THE TIME YOU SPEND AT ARRIVAL AND DEPARTURE TIMES. Please do not use cell phones during drop off or pickup. Older siblings are not allowed in the infant through 2's classrooms and will need to wait outside the room at drop off and pick up times. Children will only be released to adults listed on their enrollment form. If someone else must pick up your child, we would appreciate a note to the teacher stating who will pick up. If the person picking up is not known to the teacher, a driver's license will be required. Names on notes or enrollment forms **must** match names on the driver's license. If you pick up your child and are planning on bringing them back, please write them out at the bottom of the sign-in/out sheet and the same way when they return.

Parents and visitors are always welcome at our Day School. Please check in with the director upon arrival. If you need to have a conference with your child's teacher, please contact the director and make an appointment.

Vacation Policy

After attending for one year, each child is entitled to one-week free tuition which can be used between August 1st and July 31st of any school year. A "Vacation Form" must be submitted no later than the Friday before vacation starts! You will not be able to get your vacation credit after the fact, your account will already be charged. Ask your child's teacher for this form and turn them in to Mrs. Carolyn's office. The child cannot attend during this week. Vacation week is Monday - Friday.

Summer Policy

If you wish to withdraw your child for the summer and then return in the Fall, a \$400.00 fee (\$200 for June - due by May 15th and \$200 for July - due by June 15th) will reserve your child a place. A "Summer Registration" form will be required from all children. During the summer months, teachers follow no set curriculum, but will have fun summer activities.

Curriculum

Our teachers utilize countless resources specifically designed to provide well-balanced learning opportunities for their students. **Ideally, students in the Bear and Giraffe classes will arrive by 8:45 am to avoid missing important morning learning opportunities.** We strive to prepare our students for school, tardiness and inconsistency hinder such goals. Additionally, children must be able to perform age-appropriate self-help skills independently to be a contributing member of a classroom.

Outdoor Play

Outdoor play is a state regulation. Children should be prepared to play outside some part of everyday. **If you do not want your child to play outside for any reason, you will need to keep your child at home. Children too sick to go outside should not be at school.** (State Regulation) Bring jackets EVERYDAY during cold weather season so we can play outside and for emergency purposes such as an evacuation. Jackets will be placed on hooks outside classrooms. Also, please remember to bring or swap extra clothing, to ensure your child is dressed appropriately for each season.

Nap/Rest Time

Supervised rest times are provided for all children. The Day School provides a blanket for each child. These will be washed once a week. Each child will need to bring a **red/blue** vinyl nap mat. (See attached supply list.) **Do not bring infants or toddlers during scheduled nap/rest times.**

Photograph Policy

Photographs of the children will be taken at the Day School with permission of the parents given on the enrollment forms. Parents must check with the director prior to taking any pictures or videos of the children.

Breakfast Policy

No breakfast will be served at the Day School or brought into the Day School. Your child needs to finish their breakfast before entering the building. NO sippy cups or outside food is to be brought into the Day School!

Snack Policy

Snacks will be provided by the Day School every day. A snack schedule will be posted in each classroom.

Lunch Policy

NOTE: PLEASE CALL AND LET US KNOW BY 9:30 AM IF YOUR CHILD WILL BE COMING LATE OR WILL BE ABSENT. They will be marked –out– and NOT COUNTED for lunch if we have not heard from you. We must know how to plan for our classroom time and for an accurate lunch count, so we will not waste food. A lunch menu will be posted. If a child is not present at their designated lunch times, no lunch will be provided.

Approximate lunch times are listed below:

Infants	10:30	Threes	11:00
Ones	10:30	Fours	11:30
Twos	10:30		

Infant Info

Parents will provide baby food for the infants until they start on table food, which will be provided by the Day School. Juice and or milk will be brought by the parents until they move to the 1-year-old room. As a safety measure, when infants start pulling up, they **must** wear proper fitting, rubber soled tennis shoes with support and with socks. We prefer tennis shoes that tie. At this time, infants cannot go without shoes. Small diaper bags only! Also, if infants will arrive between 6:30 - 7:30, please bring a seat until they are able to sit up in the infant table seats safely. Infants are not to be dropped off during nap times: 8:45-10:30 am and 1:00 – 2:30 pm. They may be picked up anytime; please notify the teacher and director if picking up early (text or call)

Food Allergies

Children with specific food allergies must have a physician’s written note. Parents will need to provide substitutes.

Birthdays and Special Occasions

If you would like to provide a “special snack” for your child’s birthday, please discuss plans in advance with your child’s teacher. **No gifts or balloons are allowed!** There will be numerous special occasion parties throughout the year. Your child’s teacher may ask you to help provide refreshments. No one dressed in character costumes will be allowed unless they are invited and screened by UMDS.

Extra Activities Policy

Extra activities such as swimming lessons, VBS, dance or gymnastics will not be the responsibility of the Day School. No “pickups” will be allowed from any of the dance schools. Please schedule these activities for when a parent can take the child.

Field Trips

The four-year-olds will have opportunities to take field trips. See Attachment “A” in the back of handbook.

Dress Code

****SOCKS & TENNIS SHOES ONLY. NO OTHER SHOES ALLOWED!!!** Any tennis shoes that look like dress shoes, boots etc... are not allowed. The tennis shoe should fully cover the top of the foot. (Ex. Patent leather) **NO CHILD, 1 YR AND ABOVE, CAN BE LEFT AT THE DAY SCHOOL WITHOUT SHOES!!!**

Clothing should be “play clothes”. Remember we play outside and get messy in the rooms. Potty trainers and up should not wear overalls, onesies, or outfits they cannot work themselves. No overalls, jumpsuits, or rompers unless they snap in the stride. For diapering reasons, infants - 2 yr. old should wear outfits that do not have to be completely removed to change a diaper. Shorts or bloomers must be worn under dresses or skirts. Extra sets of clothing must be provided in case of “accidents”. If we have no extra clothes when we need them, you will be called to bring your child something to wear. Also, children are not allowed to wear costumes unless there is a special request made for them to do so, such as a special class event. We rarely do this, however.

Security

We have a security system in place for the protection of your child. The door will be armed daily, and a code will be provided to the parents, or you can be “buzzed” in. Please be aware of new codes when issued and do not tell others or your child these codes. **DO NOT LET THE CHILDREN PUNCH IN THE CODE. Adults only! It is important for YOUR child's safety, that YOU learn the code and use it properly. Also, please don't allow children to push/hit the green door open button on the wall.**

On occasion, additional church staff monitor the door and may not recognize you. Church staff members are in another part of our building and your entry may be delayed while your identity is verified. Anyone authorized to pick up MUST have the code as well.

Graduation

Graduation at UMDS is for students who are eligible to enroll in 5-year kindergarten in the fall based on the public-school guidelines of age five before August 31st. Children who may be repeating the Giraffe Class due to their late birthdays will be allowed to participate in graduation the May before going into 5 year kindergarten. Children who will leave UMDS to attend and will exit another Pre-K4 program to 5 year kindergarten are not candidates for graduation at UMDS. At the Day School's discretion, it will be determined if the graduation recognition ceremony will be in the form of a formal graduation or a more casual recognition of achievement. Parents will be notified as soon as those plans are finalized.

Day School graduates who are five years old and in need of summer care following spring graduation will spend that summer in the Day School. They cannot attend summer care upstairs even if they are age 5 per Day School and Summer Care policies. UMDS graduates will be eligible to participate upstairs in the PSDUMCAfterschool and Summer Programs once they are attending five-year-old kindergarten. They will have a priority spot in the ASC and Summer Programs thru completion of their 8th grade year once they have enrolled and paid applicable deposit and fees. Enrollment for Afterschool care is open for Day School graduates in March prior to their UMDS graduation in May. **It is important to sign up early even if your child is a UMDS graduate as the spots fill up quickly and are filled on a first come first serve basis!**

Emergency Policy

The Day School has practiced plans for emergency situations such as fire or tornadoes. If the Day School should close, have a delayed start or early dismissal due to weather it will be announced on the TV station WTOK. If circumstances allow, a group text may be sent. However, WTOK is our “go-to” source for weather closing information. We follow the city/county school’s plan. If an evacuation is necessary, we will relocate to the Highland Baptist Church. Emergency vehicles will transport the children. See Attachment “B” in the back of handbook, as well as Attachment “E”.

Insurance

The Day School carries liability insurance.

Transportation Policy

No transportation is provided by the Day School.

Other Notes

No backpacks are to be brought to the Day School. Overnight cases should be stored in the designated area. (state regulations do not allow bags or jackets to touch when hanging on hooks)

No caps, hats, belts, or costumes are allowed in the building except for special days.

No toys are to be brought to the Day School. (This includes jewelry, watches, money, sunglasses, gum, toy weapons etc...)

Keep your child’s fingernails cut.

Evacuation routes, menus and schedules will be posted in each room.

Smoking, use of tobacco products, alcohol and illegal drugs are prohibited within the physical confines of the Day School and all outdoor play areas.

No pacifiers are allowed within the Day School building, except for the infants. The one-year-olds may **BRING** one for nap time only, if necessary.

Check your child's cubby or daily report every day for important information as well as your child's work.

Money collected in the classroom for special events such as field trips, parties, etc.... will have to be cash only to your child's teacher. Do not include in your tuition payment.

Discipline

Corporal punishment will not be used. Disciplinary practices shall:

- Be directed toward teaching the child to understand and practice acceptable behavior.
- Help in building the child's self-esteem.
- Be consistent and individualized for each child.
- Be appropriate to the child's level of understanding.
- Never be humiliating, frightening or physically harmful to the child.

The consequences for misbehaving will be as follows:

- Verbal discussions and warnings
- Redirecting the child.
- Behavioral report sent home
- Conference with director
- Parent called
- Parent called to remove the child from the Day School

Behaviors which are disrespectful to other children, teachers, staff, or director are unacceptable and will not be tolerated. The director has the authority to remove the child from the Day School, at her discretion, if there is no improvement in the child's behavior or cooperation from the parents. Enrollment at UMDS does not represent a contract and as such termination may be made at the will of UMDS if it is determined doing so will be for the overall benefit and or positive atmosphere of the school.

All questions, concerns or issues need to be discussed through the director or director designee. Please do not discuss in classroom in front of the children or with other teachers.

Donations

Donations are always welcome, such as...

Paper lunch bags	Washcloths
Paper plates, large or small	Baby wipes
Ziplock bags	Reinforcement circles
Used computer paper	Stickers
Kleenex	Clorox wipes etc....
Sharpie markers	

Also keep us in mind when your child grows out of their toys. They will need to be in good shape and cleaned, for safety reasons.

Medical Emergency Policy

If an emergency occurs, parents will be called. If the emergency warrants, the child may be taken to a hospital emergency room. Teachers and staff are CPR and First Aid Certified. If a child cannot be moved, an ambulance will be called.

Health and Safety

No child should attend when visibly ill. Medication will not be given at the Day School. If a child becomes ill, the parent will be notified and asked to pick up the child ASAP.

Children will not be allowed to attend or return to the Day School with any of the following conditions:

1. Fever of 100.4 degrees and above.
2. Vomiting
3. Diarrhea - 3 or more in 1 day for infants, 1 or more in all other classes.

****If a child has one of the above 3 conditions and needs to be sent home, he or she CANNOT RETURN THE FOLLOWING DAY REGARDLESS OF A DOCTOR'S EXCUSE. This is a STATE REGULATION.**

To clarify, the child should be free of vomiting, diarrhea, and/or fever without the use of medication for a full 24 hours before returning to school. Additionally, if the 24 hours falls within the next school day, the child must skip the rest of that day and return the following day.

The same skip-the-next-school-day policy applies if the 24-hour illness-free period ends after midnight and prior to 6:30 a.m. of a scheduled school day. For example, if the fever-free 24-hour periods end at 1 a.m. on a Tuesday morning, the child may not attend school on Tuesday.

Also, if your child has any of the following symptoms at home, you abide by the same “24 hours and Skip the Day Rule.” This reduces the risk of your child passing on an illness or virus to the other children or to the Day School Staff.

1. Conjunctivitis/ Pink Eye (*allergy eyes can turn into pink eye and need to be treated as such*) Day School Policy is student cannot return the following day regardless of doctor excuse. Medicine must be started and administered for 24 hours prior to returning.
2. Draining rash or undiagnosed rash lasting over 24 hours
3. Open, oozing sores and scabies
4. Head Lice
5. Heavy nasal, eye or ear discharge, yellow or greenish in color
6. A severe cough
7. Extreme irritability/lethargy that hinders normal school activities.

If a child is given a prescription for any contagious condition, they cannot return to school until the medicine has been in their system for at least 24 hours. Also, please see attachment “E” for important Covid-19 information.

Accidents and Incidents

Teachers will complete report forms on all accidents or incidents that happen at the Day School. Parents will be given a copy to sign and have a copy to take home.

For the safety of the children, do not let your children run loose in the building, parking lot or walk on the red brick wall by the entrance. All children **MUST** be accompanied by an adult at all times!

Biting Policy

Any biting that occurs will be addressed according to age and/or severity. At the director/teacher’s discretion, up to five bites may result in the dismissal of your child. Parents will be notified of biting incidents.

United Methodist Day School Class Supply Lists

LAMB CLASS (Infants)

- *Small diaper bag (no large diaper bags please)
- *Disposable diaper
- *Wipes (flat box, not round preferably)
- *Formula (prepared in plastic bottles)
- *2 changes of clothes
- *Juice containers (plastic only)
- *1 week of baby food
- *Kleenex tissue
- *Clorox Wipes
- *Diaper cream
- *1 can Lysol disinfectant spray

MONKEY CLASS (Creepers)

- *Disposable diapers & wipes
- *Velcro Pull Ups (as needed - Potty Training)
- *2 changes of clothes
- *Thin red/ blue vinyl nap mat
- *Kleenex tissue
- *Clorox Wipes
- *Diaper Cream
- *Ziploc bags (quart and gallon)
- *1 can Lysol disinfectant spray

TIGER CLASS (Toddlers)

- *Velcro Pull Ups and Wipes
- *2 changes of clothes & underwear
- *Thin red/ blue vinyl nap mat
- *Kleenex Tissue
- *Ziplock Freezer bags (quart and gallon)
- *Clorox Wipes
- *Small box of crayons (reg. or lg)
- *1 can of Lysol disinfectant spray

BEARS (3'S) and GIRAFFES (4'S)

- *Washable Crayola markers
- *Crayola Crayons (regular or large size)
- *thin red/ blue vinyl nap mat
- *1 change of clothes (seasonal)
- *Kleenex
- *Clorox Wipes
- *1 pkg Baby wipes
- *Ziploc Freezer bags (quart and gallon)
- *a book or sheets of assorted stickers
- *Dessert-size white paper plates
- *Large face and hand wipes
- *1 can Lysol disinfectant spray
- *Glue sticks
- *1 roll of painters or masking tape

United Methodist Day School

Daily Schedule

6:30	Center opens. Directed free play.
7:30	All rooms open. Varied activities take place at this time.
8:30	Snack time - wash hands, potty, diaper changes, etc.
9:00	Toddler classes have outdoor or gym time. Preschoolers: Calendar, weather, flags, circle time, lessons, stories, centers
10:15	Toddler classes prepare for lunch (diapering, clean-up etc.) Preschoolers have outdoor or gym time.
10:30 - 12:00	Lunch served to various age groups.
11:30 - 2:30	Rest time for varied age groups
1:30 - 3:00	Snack time and Clean up for varied groups - wash hands, potty, diaper changes, etc.
3:00 - 4:30	Outdoor or gym time
4:30 - 5:30	Free play, centers, and story time
5:30	Center closes

Detailed schedules and daily plans are posted in each classroom.



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The **Regulations Governing Licensure of Child Care Facilities** require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings & Grounds
- Rights of Entry & Violations
- Health, Hygiene, Safety
- Facility Policies & Procedures
- Nutrition & Meals
- Personnel Requirements
- Discipline & Guidance
- Records
- Transportation
- Reports
- Diapering & Toileting
- Staff Requirements
- Swimming & Water Activities
- Program Activities
- Feeding of Infants & Toddlers
- Children with Special Needs
- Night Care
- School Age Care
- Summer Day Camp & School Age Programs
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions & Penalties
- Release of Information
- Rest Periods
- Equipment, Toys, Materials

APPENDICES

- | | |
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| Appendix A – Child Abuse & Neglect Reporting | Appendix B – Reportable Diseases |
| Appendix C – Nutritional Standards | Appendix D – Playground Safety Standards |
| Appendix E – Dishwashing Procedure | Appendix F – Hand washing Procedure |
| Appendix G – Diaper Changing Procedure | Appendix H – Cleaning & Disinfection Procedure |
| Appendix I – Communicable Disease/Conditions & Return of Child Care Guidelines | |

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthymms.com (from the left menu, select Licensure, then Child Care & Youth Camps.) You may direct your questions to your local licensing officials, or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact your local licensing official

Miski Brown

at 601-693-2451

5224 Valley Street • Post Office Box 4419 • Meridian, MS 39307
1-866-HLTHY4U • www.HealthyMS.com

Equal Opportunity in Employment/Service

Attachment "A"

United Methodist Day School

Field Trip Policy (Giraffe Class Only)

Parents will be notified of field trip. The date, location, group that will be on the field trip will be posted by the sign in/out sheet with a space for the parents to sign their name that they have been notified of the trip and also to give permission for the child to go on the field trip.

Staff supervising the children will have immediate access to emergency medical forms and emergency contact information for each child in the group. (A notebook with all information on children will be in the teacher's possession).

Staff will have first aid supplies available.

Staff supervising the field trip will have transportation or a plan for transportation at the field trip location in case of emergency.

The staff will ensure that each child rides in a seat belt. Only one person may use each seat belt. Drivers and adults must also use a seat belt.

Drivers must have a current appropriate driver's license.

The director will see that staff and volunteers receive written policy procedures to be used for the field trip. Staff will be sure volunteers comply.

The number of children will be counted upon departure and when leaving the field trip as well as along the way!

Attachment “B”

United Methodist Day School **Emergency Transportation Policy**

In the event of an emergency at or near the location of Poplar Springs Drive United Methodist Church, the Day School children will be relocated to: Highland Baptist Church at 3400 27th Street in Meridian, or to Pine Springs Baptist Church on Center Hill Martin Road in Collinsville.

Parents will be notified of such an event and location of children.

The children will be transported in the church vans and additional personal vehicles to the relocation site.
The staff will ensure that each child rides in a seat belt. Only one child may use a seat belt.

Drivers must have a current appropriate driver's license; vehicles will have current safety inspection stickers, licenses, and registrations and adequate insurance.

The parents will need to pick up the children at the relocation site.

Attachment “C”

**** Late Pick-up Fee**

As stated in UMDS Handbook, if you are late a fee of \$4.00 per minute will be charged for every minute after 5:30 pm. If you are late and charged that fee, it is due within 3 days. After two violations, the same consequences for breaking the 10-hour rule will apply. In other words, if you are late three times, on the third tardy you will be fined \$25 plus \$4 per minute. On the fourth tardy, you will be fined \$50 plus \$4 per minute and the fifth tardy \$100 fine plus late fee. After five late pickups, your child may no longer attend UMDS

***** 10 Hour rule**

As stated in UMDS Handbook, Day School Policy does not allow a child to stay at the center for more than 10 hours daily. Habitual violations may result in additional consequences for late fee charges on 10-hour rule.

Effective 2/14/18

1st Violation: Written Reminder

2nd Violation: \$25 Fine-due within 3 days of violation

3rd Violation: \$50 Fine-due within 3 days of violation

4th Violation: \$100 Fine-due within 3 days of violation

5th Violation: Child may no longer attend UMDS

Failing to pay within three days may result in your child being unable to return to school until fee is paid or you make arrangements with the director to pay. Out of courtesy, when you realize you will be late, please text or call your child’s teacher AND the center, leave message if necessary (601) 485-5598). Ideally, you will call someone else to pick up your child for you on time when you think you may be late!!

Attachment “D”

Special Needs

UMDS does not accept children with special needs. It is our desire to provide quality and appropriate childcare and education for each child in our center. Unfortunately, UMDS is not adequately staffed, nor its facilities designed to accommodate the unique needs of children with special needs.

Therefore, should conditions develop in which the Day School can no longer adequately meet the educational & behavioral needs of a child, we reserve the right to discontinue childcare services. Ideally, and if the situation allows, we will work with parents to provide not less than a two week notice of discontinuation of services. However, if a situation arises in which the child's needs or behaviors cause excessive strain or harm to the staff and or other children, a two-week notice may not be practical, and therefore, immediate termination of services could occur.

We will, as much as is practical and safe, work with parents to ensure a smooth transition to other childcare options.

Additionally, children enrolled at PSDUMC Day School must be able to perform age-appropriate self-help skills independently in order to be a contributing member of a classroom.

Classroom promotions are generally made by age groups usually the first week of August.

Individual promotions may be made throughout the year as a child's needs and/or skills necessitate.

Please note that children who are not fully potty trained cannot be promoted to the 3 yr. old/Bear class. Additionally, children who are significantly delayed in potty training, speech, social and or self-help skills may not be held back in the 2-year room beyond a reasonable time after their 3rd birthday. Generally, if a child turns 3.5 years old, and is experiencing delays mentioned above, the director will discuss the situation with the parents and make appropriate suggestions. It is possible that the Day School may ask families to seek alternate care and/or withdraw services in these unique circumstances.

Attachment “E”

Emergency Policy Addendum

If Day School closes, has a delayed start/early dismissal **due to weather**, **WTOK will be asked to run announcement and/or post it on their website list of closings**. If possible, a closed sign will be posted on glass entry doors and based on circumstances and cell service availability, parents may be contacted.

Day School follows weather closing and delay decisions of BOTH Meridian and Lauderdale County Schools.

If **EITHER** school system **closes or delays for weather**, **so will the Day School**. If **BOTH** close, we close; if one closes **OR** takes a virtual day due to weather, and the other remains open or delays, we close. If **both** delay start, one at 9 AM and the other at 10 AM, we would start at the later time - 10 AM.

Day School may or may not choose to follow the school’s example in NON-weather related closings.

Additionally, considerations such as pandemics, national, state, or local emergencies could impact the Day School’s ability to provide services as usual. **Should such emergency situations arise, and we require closing, please expect to make alternate childcare arrangements just as with weather-related closings**. Such closing decisions will be made circumstance by circumstance with consideration of the Mississippi State Department of Health’s recommendations as well as staffing availability and our ability to provide a safe and healthy school environment. These decisions are seriously contemplated with all alternatives and perspectives considered. Final decisions will be made according to what is safe and healthy for Poplar Springs Drive United Methodist Church, as well as the community of Day School Staff, children, and families.

