



CHILD ENRICHMENT CENTER

PARENT HANDBOOK August 2025 - July 2026

**Hazel Green United Methodist Church
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WELCOME!

We are pleased that you have chosen the HGUMC Child Enrichment Center for your childcare and preschool needs! We are thankful for the opportunity to serve your family. We believe children are a special gift from God, and we look forward to being part of your child's academic and emotional development.

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“Train a child in the way he should go, and when he is old will not turn from it.”

Proverbs 22:6



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MADISON COUNTY SCHOOL CALENDAR 2025-2026

August 4 (Monday)	FIRST DAY OF SCHOOL
September 1 (Monday – Labor Day)	CEC Closed
October 6-10 (Fall Break)	Daycare Only
Nov 11 (Tuesday – Veteran’s Day)	Daycare Only
November 24 - 25 (Thanksgiving M-T)	Daycare Only
November 26 - 28 (Thanksgiving W-F)	CEC Closed
December 22 – Jan 2 (Christmas Break)	CEC Closed
January 5 (Monday)	Students Return to School
January 19 (Mon - MLK Day)	Daycare Only
February 16 (M - President’s Day)	Daycare Only
March 16 – 20 (M-F Spring Break)	Daycare Only
April 3 (Good Friday)	CEC Closed
May 20	Last Day of Class
May 25 (Monday – Memorial Day)	CEC Closed
May 26	First Day of Summer Care for all students
July 4 (Independence Day)	CEC Closed
July 23-24 (CEC Prof. Develop. TENT)	CEC Closed

Tuition will be invoiced during closures unless otherwise notified.

STATEMENT OF PURPOSE

The Hazel Green UMC Child Enrichment Center (CEC) exists to offer programs of educational activities and quality childcare that contribute to the positive mental, spiritual, emotional, and physical development of each child. Our program is staffed and operated by competent caregivers in an atmosphere of love and concern for each child as an individual. Your children are precious to us, but to God they are most precious of all. Jesus said, ***“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” Mark 10:14***

ENROLLMENT

We begin enrolling children as young as 6 weeks old in our infant program. Children must be 3 years old by September 1st and potty-trained to be enrolled in the CEC preschool program.

The CEC follows the same term schedule as the Madison County Schools. Therefore, two terms are offered: the school term and the summer term. School term runs from the first day of school and ends the last day of school. **Separate registration fees are required.**

Registration forms should be accompanied by the appropriate registration fee to confirm enrollment. **This fee is nonrefundable.**

Your child's placement is determined by his/her age on September 1 of the current school year. This follows the Madison County cut-off date.

ALL CHILDREN ENROLLED IN THE CEC PRESCHOOL WILL NEED A NOTARIZED AFFIDAVIT, COMPLETED MEDICAL FORM, AND A PHYSICIAN-SIGNED ALABAMA IMMUNIZATION CARD BY THE FIRST DAY OF SCHOOL OR YOUR CHILD CANNOT ENTER THE PROGRAM (the immunization card from the Madison County Health Department or your child's doctor). An affidavit will be given to you each year when you register and must be notarized per the Department of Human Resources.

PROGRAMS OFFERED - HOURS OF OPERATION

Infants/Toddler

The CEC offers an Infant, Toddler, and Two's program. Our experienced staff provide a loving environment in which each child receives individualized developmentally appropriate activities based on their needs.

Our Infant program starts at age 6 weeks. We offer various classrooms based on age & development from 6 weeks - Pre-K.

Preschool

The CEC offers full-day Preschool (6 am - 6 pm). Our experienced staff and educational programs provide developmentally and age-appropriate activities for your child. Classes follow the Madison County school calendar. During most school breaks, we will offer daycare services for all of our full-time children.

Before and After School Care

Students from Hazel Green Elementary may take advantage of our Before School Program.

Before school children may be dropped off after 6:00 a.m. These children will be transported via county school bus at the appropriate time to their appropriate schools.

Students from Hazel Green Elementary may also take advantage of our After School program. Children will be transported to the center via county school bus from their school. All children should be picked up by 6:00 p.m.

Parents are responsible for calling the center if their child will be absent that afternoon. For the safety of the children, it is our policy to call and locate any child that we have not been previously told will not be attending that afternoon

CEC Observed Holidays

The CEC will be closed on the following holidays: Labor Day, Wednesday through Friday at Thanksgiving, Christmas break, New Years' Eve and New Year's Day, Good Friday, Memorial Day, and Independence Day.

Madison County School Holidays

The Madison County school program observes several holidays that are not observed by the CEC, such as Martin Luther King's Birthday, President's Day, Veteran's Day, Fall Break, Spring Break, etc. On these certain days, you have the opportunity to sign up for daycare, which will be available at the regular CEC hours of operation. In order for us to properly plan staff for these days, a sign-up will be posted 1-2 weeks prior to the holiday.

Part-time and Before/After School Care children will have an additional charge for these days. We ask that all children sign up for these days (typically through SignUpGenius or Google Forms), regardless of enrollment status. This helps us to gauge attendance, and staff appropriately.

TUITION AND FEES

Monthly tuition is due the first day of each month, and is considered past-due after the 10th.

Full-time daycare tuition paid weekly is due on Monday of each week, and considered late after 6pm on Wednesday.

Past due accounts will receive a notice that a balance is due. Any account with an unpaid balance by the end of the month will receive a written notice advising that if payment is not received, childcare will not be extended beyond that month. Your balance must be paid in full and maintained as such in order to ensure your continuation in our childcare program. In cases of special hardship, please consult with the CEC Director.

If your check is returned for “insufficient funds” by your bank, the returned check cost is to be paid by the parent. Currently, the cost to the church is \$5 but this fee is subject to change.

Discounts

We offer a 5% discount for a lump sum payment made by the first day of school for the school session tuition. Please contact the director for amount.

We also offer a 5% discount for all *active* HGUMC families.

Reimbursements & Make up days

In order to adequately staff our CEC at all times and maintain the proper state teacher/student ratio, no reimbursement or make-up days can be made due to sickness, inclement weather, school holidays, professional development days, or vacations (except as noted below).

Vacation Credit Week

Year-round, full-time children enrolled for *one calendar year* may take 5 consecutive days off anytime during the year. **CEC must be notified 2 weeks in advance to take advantage of the “vacation credit” week.**

Please make checks payable to CEC. Put your child’s name on memo portion of check.

Tuition Rates

Registration Fees (non-refundable)

Infants, Toddler & Two's/Preschool/Pre-K	\$125 new / \$100 returning
Before/Afterschool & Summer Care	\$25

Full-Time Tuition

Infants & Waddlers	\$195/week or \$780/month
Toddlers & Twos	\$190/week or \$760/month
Non Potty-Trained Preschool	\$190/week or \$760/month
Preschool & Pre-K	\$160/week or \$640/month

Part-Time Tuition (3 days)

Infants & Waddlers- Not offered

Toddlers & Twos	\$150/week or \$600/month
Non potty-trained Preschool	\$150/week or \$600/month
Preschool & Pre-K	\$120/week or \$480/month

After 6:00 pm: \$10 late fee starting at 6:01; \$1/minute until child is signed out

Before / after school care

Before only	\$30/week
After only	\$50/week
Before and after school	\$55/week

Holidays

Any child not enrolled full-time will be charged \$35/day or the weekly tuition rate during school holidays when CEC is open.

ARRIVAL AND DEPARTURE PROCEDURES

Our arrival and departure procedures may appear detailed at first. However, CEC puts your child's welfare first, and these procedures are necessary to assure the safety and well-being of the children. Please drive slowly when entering or exiting the parking lot. Parents/guardians are responsible for ensuring each child is properly secured in **a child restraint seat/booster seat as required by Alabama state law.**

ALL children MUST be signed in/out by their parent/guardian through the Procure app!

The CEC staff cannot deny pick-up to a natural parent, listed on enrollment paperwork, unless a legal custody document is on file in our office. However, we will not release a child to any person who is visibly impaired due to alcohol, drugs, or other like substances.

Arrival

Upon arrival (6-8 am), parents should escort children to the Christian Life Center gym lobby on the North side of the building. **Children must be signed in by the parent/guardian through the Procure app!**

Parents, please do not enter the gym area or lobby bathrooms without first checking with a staff member. This is for the safety of all children at CEC. We cannot allow any unauthorized adults around the children.

Preschool

Preschool begins promptly at 8:00 am. **Please have your child here no later than 7:45 am.**

Children should be dropped off by 8:00 am each day, unless the child has an appointment preventing them from being on time.

For safety reasons, all doors will be locked during the day. Anyone wishing to enter the building after 8:00 am should use Door #4 (CEC Office hall).

Those first few minutes of class time are among the most important—Bible story and prayer, pledge to the flag, and begin at the class' appointed start time. **It can be disruptive to a class when latecomers arrive.** In addition, we need to be teaching our children good habits concerning attendance and promptness. Therefore, we ask that you make every effort to have your child on time for class. **If tardiness becomes a consistent problem, you may be asked to make other arrangements for your child. There will be NO drop offs allowed after 12:00 pm.**

We participate in Chapel on Mondays & Fridays at 10 am. **There is no drop-off during this time.** Please plan your arrival accordingly.

DEPARTURE

Generally, CEC holds afternoon care in the gym or on the playground (weather permitting). Occasionally, we must occupy other church areas due to special church or community events. We will post signs on the Gym door indicating the location of children and staff whenever the gym or playground is not used.

Children who are participating in our Extended Afternoon or Daycare programs **must be signed for and picked up by 6:00 pm.** Beginning at 6:01 pm, there is an additional \$10.00 charge. After 6:01 pm, there will be a \$1.00 per minute charge until the child is signed out of daycare by an authorized person.

Fifteen minutes after scheduled pick-up time, we call persons designated on the authorized pick up list to pick up the child. We call the Alabama Department of Human Resources after 30 minutes, as required by law.

Chronic repeated tardiness could result in dismissal of your child from the CEC.

Infant Carseats - As a courtesy, our staff will buckle your child into their infant car seat at pickup time to help streamline the process. However, it is the parent or guardian's responsibility to ensure that the child is properly and securely fastened before leaving the facility. Please take a moment to double-check all straps and harnesses before driving away. Your child's safety is our top priority, and we appreciate your cooperation.

SAFETY

We cannot overemphasize the necessity of being able to reach parents at all times. Make sure we have updated cell phone numbers and work phone numbers for both parents as well as grandparents if they often pick up at school. Please make sure you are on Procure! This is how we communicate important messages about closures, delayed openings, etc.

Doors to the building are to be locked at all times. If you arrive at school after 8:00 am and/or pick up before 2:30 pm, please come to the CEC office door (door #4) for entrance.

Remember, parents and other family members may be asked to show identification at any entrance to the school if the CEC staff member is unfamiliar with them or they are unable to sign out via Procure.

Emergency Evacuation:

Procedures for evacuation will be posted in each classroom. Each teacher will be trained during orientation time on how to follow the evacuation route.

Each classroom has a list of children enrolled in the class with their emergency contact info. In case of evacuation, teachers must bring their info to the designated location. During evacuation, the following procedure will apply:

- Infants & Toddlers will be placed in the evacuation cribs and a teacher will roll them out of the building.
- Preschoolers will walk to designated location in a line.
- Each teacher will take a head count when they arrive to the designated location. Our designated outdoor location is the covered pavilion, located on the soccer fields on the west side of the building.
- The Director will do one last walk through to make sure no one has been left behind.

Inclement Weather

The CEC will follow the same schedule as the Madison County schools during inclement weather; i.e., if schools are closed, we will be closed. Further, if the schools open late or close early, we will also.

1-hour delay/8:15	we will open at 8:00
2-hour delay/9:15	we will open at 9:00
3-hour delay/10:15	we will open at 10:00

Closing early - we will close at the same time as the schools but we will give parents a 15 minute grace period to arrive.

Parents & guardians should remain alert when severe weather watches/warnings are issued and announced by TV/radio stations, email or text alerts for our location. CEC staff will contact parents via Remind App for closures, early closures & delayed openings. Also, check our Facebook page for info.

The Director determines when the CEC opens should inclement weather occur after normal county school dismissal or Daycare Only days. Parents & guardians should listen to local TV/radio stations, check the CEC Facebook page, Procure, or call the CEC Office for details. ***CEC staff will not risk lives when local law enforcement announce that public roads are unsafe for travel.***

Severe Weather Procedures:

CEC staff and children regularly practice severe weather drills. Children and staff seek shelter in designated areas. Anyone arriving during severe weather should remain in the "safe room area" until ALL danger has passed. *Our policy requiring authorized persons to sign-out children remains intact even during severe weather.* This is to ensure our ability to account for every child in our custody. **REMINDER:** CEC and Church phones are not accessible when children/staff seek shelter in safe rooms.

HEALTH & SAFETY

We are a “well childcare facility”. At no time can we provide care for any child with a contagious illness, fever or feeling too ill to participate in daily activities. Any child with a fever greater than 100.4 degrees will be sent home and excluded the following day. **The child may not return to school for 24 hours AFTER condition has returned to normal.**

The Health & Safety policies may change at the Director’s discretion, to protect the health, safety, and well-being of the staff and the children.

ALL children must have a signed Medical Acknowledgement Policy on file.

Sickness

CEC staff contact parents/guardians when a child exhibits symptoms of fever, nausea, rash, pain, or communicable disease. Parents / guardians must arrange for pick-up of a sick child within 45 minutes after receiving a staff request. We are unable to isolate one child due to teacher/child ratios. If a child is not picked up within 45 minutes of receiving a request, you may be charged a late pick up fee. We are not able to administer fever-reducing medications at the CEC.

Children may not attend or remain at CEC if they exhibit any of the following at home or have been sent home from the CEC for:

- **A fever of 100.4° or higher (when not taking fever-reducing medication). May not attend the next day.**
- **Rash - unexplained**
- **Vomiting or diarrhea (2 or more loose or watery stools within 4 hours) or other signs of intestinal upset. May not attend the next day.**
- **Colored discharge from eyes or nose.**
- **Lice/Nits (we have a no nit policy)**
- **ANY contagious illness– flu, chicken-pox, Covid-19, ringworm**
- **Unusual behavior indicating illness (unusual sleepiness or crankiness)**

You will receive a notification if someone in your child's class tests positive for a communicable disease.

Certain illnesses (other than the common cold) are highly contagious and require special procedures to prevent spreading throughout the CEC.

These may include, but are not limited to- pink eye, head lice, strep throat, chicken pox, HFMD, and pneumonia.

If your child contracts a communicable illness, please notify the CEC as soon as possible, so that other parents can be informed their child may have been exposed.

Following are the procedures for returning to school:

- CHILDREN MUST BE SYMPTOM-FREE WITHOUT AID OF FEVER REDUCING MEDICATION, FOR 24 HOURS BEFORE RETURNING TO SCHOOL.
- If a child is absent or sent home from school with a fever one day they are automatically excluded from attendance the next day.
- In cases of vomiting or diarrhea a child must not attend the next day or until symptoms have been gone for a full 24 hours, has normal bowel movement and eating all regular, solid food.
- Children with chicken pox may return to school when all blisters have scabbed over, and no new ones have erupted in the past 24 hours, usually about a week.
- Children with pink eye or conjunctivitis must be on medication at least 24 hours before returning to school. A child may return to school when redness and discharge are gone or with written permission from a licensed medical physician.
- Children with head lice may return with proof of a treatment.

Medication

All students must have an Over the Counter medication form on file. This form is for teething medicine, ointments, diaper cream, sunscreen or bug spray.

ALL medication MUST be signed in with CEC staff. Do not leave medicine in a child's backpack.

We cannot dispense medication unless accompanied by a completed CEC medical form.

ALL medication (prescription and non-prescription) must be in the original container and clearly labeled with the child's name, the drug name, AND physician's written instructions. The CEC staff cannot give a child medicine that says "Consult Doctor". We do not administer medications that will mask symptoms that we would otherwise send a child home for.

Parents/guardians are responsible for ensuring CEC staff receives complete written and verbal instructions on administering/ implementing medical devices/equipment.

Please provide a medicine spoon for dispensing.

These medical policies will be strictly enforced, for the health, well-being and safety of all concerned.

Injuries/Accidents

If your child has a minor accident, we will administer tender, loving care, ice packs, and bandages. We will create an injury report in Procare. If your child becomes sick or if their injury is more serious we will call you.

We require parental/guardian written authorization granting CEC staff permission to seek emergency medical treatment (medical consent form in registration packet). CEC staff immediately calls 911 in the event of an accident/illness that may require emergency medical attention by licensed medical personnel.

CEC Staff cannot transport a child to the hospital in our personal or church vehicles.

Allergies

CEC policy requires written notification of a child's diagnosed allergies (food/drink, medication, environmental). We also require a written emergency plan for children with severe allergies.

We strive to protect our children from accidental exposure to any materials that could result in allergic reactions. Food and drink ingredients are generally marked to indicate those containing known allergens. **Parents or guardians may be required to provide special dietary food/drink items.**

PERSONAL ITEMS

Please label ALL coats, sweaters, sleeping buddies, and any other items brought from home.

Clothing:

Children should wear comfortable and washable clothing. They should be able to manage clothing easily themselves and which allow them to participate freely in all of our activities. Please dress for bathroom success!

Please, no overalls with buckles, belts, cowboy boots, slip on sandals, flip-flops or crocs.

For playing outside, **tennis shoes are required**. Tennis shoes must cover the foot entirely and must be worn with socks.

Girls wearing a skirt or dress are required to wear a pair of shorts underneath.

All children should bring jackets (labeled with name on the tag) for cooler weather. We go outside every day the weather/dry ground permits.

Jewelry, money, candy, gum, toys, hard doll and other personal items should remain at home.

Pacifiers are ONLY allowed in the Infants, Toddler & Two's classes.

*** Please send an extra change of clothing for your child in a labeled gallon zip-lock bag ***

Sleeping buddy

Children may bring ONE small soft animal OR blanket to sleep with at naptime. **Please keep stuffed animal to less than 12 inches, and place in the child's backpack.**

MEALS AND SNACKS

Children are required to bring a nutritious lunch from home to enjoy at the Child Enrichment Center. Due to allergy concerns, some classes may be deemed an "allergy-free" classroom. Your teacher will communicate any food items that should be avoided.

We provide breakfast and two snacks to all children as part of tuition. All children will be served a morning snack. Meals/snacks are nutritious and follow preschool serving sizes. We offer 100% fruit juice for fruitless morning snacks and 2% milk for breakfast, and whole milk to our Toddlers & Two's.

We encourage children to try different foods but we will not force a child to eat.

Schedule for Snacks and Meals

Breakfast	6:00–7:00 am
Morning snack	9:15 am
Toddlers & Twos lunch	11:00 am
Preschool lunch	11:30 am
Afternoon snack	2:45 pm

Lunches must include a serving of protein and contain only small desserts/treats. If lunches are not nutritious, the CEC may opt to provide the child a separate lunch for the day.

Please send foods in child-manageable containers, which do not require a microwave oven or refrigeration. Please do not send any foods/drinks with high sugar content for lunch. Water bottles should be filled with **WATER**.

Infant Bottles and Feeding Policy

For the safety and well-being of all infants in our care, we ask that parents follow the guidelines below for bottles and food:

- All bottles must be pre-made and clearly labeled with your child's first and last name and the current date.
- Alternatively, parents may send bottles pre-filled with water along with pre-measured formula in a separate, labeled dispenser for staff to mix as needed.
- We are not permitted to add anything to bottles (including medications, cereal, or supplements) without a written instruction or prescription from a licensed physician.
- Once your child's pediatrician approves the introduction of solid foods, parents are welcome to send snacks and infant-safe foods from home. We also provide a small selection of infant-safe snacks in the classroom.

These policies help us ensure that each infant receives appropriate, individualized care while maintaining a safe and healthy environment.

PARTIES AND SPECIAL DAYS

Parties

Party times will vary throughout the school year. **All parents, grandparents and guardians are always invited.** More information will be sent home regarding special days.

ALL parents, grandparents and guardians MUST sign-in before entering the school for parties. As with sign-out procedures, if the staff is not familiar with you, you may be required to show ID before entering the party area.

Sign-up sheets for foods/snacks will be available two weeks before party dates. CEC serves only **sealed purchased treats with LISTED ingredients.** This requirement is to protect those with potential life threatening allergies.

Parents/grandparents/guardians must sign-out prior to leaving with a child at the party's conclusion.

Birthdays

Parents/guardians may arrange with the class teacher to bring a suitable class snack to celebrate a child's birthday. **Mini size treats work best!**

CEC staff will distribute birthday party invitations for parties held after CEC hours *ONLY* when the entire class is invited.

Special Dates

Halloween Party/Trail of Treats	October 31
Grinch Day (wear green)	December 5
Elf Day (dress like an elf) Christmas Program	December 12
Pajama Day	December 19
100 th Day (More info to come)	January 5
Dr. Seuss Week (More info to come)	January TBD
Easter Egg Hunt	March 2-6
Mother's Day Lunch	April 2
End of the Year Program	May 8
	May 15

At the Child Enrichment Center, we love creating special moments for children and their families. Throughout the year, our teachers plan occasional activities—such as crafts, snacks, or themed events—that invite parents or guardians to join their child at school.

These events are meant to be joyful, low-pressure opportunities to share in your child's early learning experience—not to add stress to your busy schedule. If a parent is unable to attend, we warmly welcome grandparents, aunts, uncles, or other loved ones in their place.

While we hope everyone can participate when possible, we completely understand that not all families can attend every event. If no one is able to join, please let your child's teacher know in advance so we can plan accordingly and make sure your child still feels supported and celebrated.

SUPPLIES & Personal Belongings

PLEASE MARK ALL ITEMS with your CHILD'S NAME.

A list of classroom supplies will be provided to you.

- Children should bring an extra set of clothes in a labeled gallon size Ziploc bag in case of accidents
- Children will need a labeled backpack for carrying personal belongings home. Backpacks should be large enough to carry papers unfolded. Parents should check for notes or other information that might be sent home.
- Children staying for nap are required to bring a nap mat (small sleep mat with pillow and blanket attached) nap mat. **Please NO sleeping bags or pillows that are not attached to their mat.** These will be sent home each week to be laundered.
- Children may bring ONE small, soft, stuffed animal (non-noise making) OR a sleep blanket for nap. Please not both.
- Infants, Toddlers & Two's are required to provide all diapers and a sippy cup/bottles with his/her name clearly labeled on it. Infant bottles should have the child's name and date.
- We ask that children refrain from bringing toys and electronics from home.

DISCIPLINE

Each child must have a signed Discipline Policy on file.

The Child Enrichment Center is committed to cooperating with parents to prevent and correct discipline problems in a loving manner, designed to develop self-control and assuming responsibility for their own behavior rather than punishment.

Staff members under NO CIRCUMSTANCES are allowed to use any form of physical punishment including spanking, hitting, slapping or shaking. They may not use harsh, demeaning or abusive language. Food will never be withheld from children as a means of punishment.

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. Minor child discipline problems will be dealt with as deemed appropriate by the teacher and/or the director.

Children must learn to obey each teacher and discipline will be handled consistently by our teachers. We stress two main patterns of behavior: respect for other people and respect for property. In helping to direct a child toward self-discipline, the following guidance techniques are used:

1. Positive statements are used when giving direction.
2. Redirection
3. Opportunities to make choices and solve problems.
4. Unacceptable behavior is clearly explained and the child is told what is acceptable.
5. Actions always have consequences – sometimes the consequences are good and sometimes they are bad.

Time-out is a technique that will be used sparingly and carefully.

1. It is used to allow the child to regain control of his/her actions and feelings.
2. It will be used primarily when children hurt or potentially hurt others or themselves.

3. Timeout will be used when behavior has been repeated more than twice and the teacher has already explained to the child that such behavior is not acceptable.
4. Time away from the group will not exceed the following schedule:
Toddlers: 1 to 2 minutes
Preschoolers: 3 to 5 minutes
School age: 5 to 10 minutes

The goal of discipline is to see a change in behavior. When the child returns to the group, the child will apologize to the teachers and to the student (if another student is involved).

If behavior continues, after 2 times-outs, the child will be sent to the Director's office for time-out. If the child is sent to the Director's office, parents will receive a note home about the behavior.

If behavior problems persist, the child continues in disobedience or defiance, or the child becomes a danger to himself or others, parents will be called to administer the necessary discipline. Parents must arrive within 45 minutes of being notified. We encourage parents to talk to your child, discipline your child and return the child to class. Taking the child home only encourages the continued negative behavior.

The Child Enrichment Center is a Conscious Discipline Center - This means we are working diligently to help your child identify their emotions and self-regulate. Safe spaces and activities will be offered as a way for your child to self-regulate their emotions.

Biting incidents that injure another child will require the child be picked up from school. Excessive biting will result in the dismissal from the CEC program.

Any CEC student who hits, bites, or runs away from a teacher will be sent home from school IMMEDIATELY that day.

Chronic disciplinary problems may result in dismissal.

Potty-Trained Policy

All children in the Preschool-3's and Pre-K classes are required to be fully potty-trained and accident free. They must also be independent in their bathroom habits (wiping, pulling clothes up and down, etc.). Please help your child by dressing him/her for bathroom success.

We recognize that preschool-age children will occasionally have accidents. Once every six to eight is an accident, daily or weekly is not. Please understand that if your child comes to the CEC not fully potty-trained, our only options are to place your child back into the Early Preschool classroom (space dependent), or ask you to keep your child home until he/she finishes potty training. The child's spot cannot be held unless you continue to pay for his/her spot while continuing to train at home. Once your child is 3 ½ years old, we are no longer able to provide care in our Early Preschool classroom.

Diaper Policy

It is the parent's responsibility to provide diapers and diaper cream for their child. Each child has his or her own clearly labeled bin to hold their change of clothes, diapers, and diaper cream. Diapers are checked frequently and changed every hour, or more if required. The diaper changing mat is covered with paper, then cleaned and disinfected between each diaper change. Hand washing of the childcare provider and the child is performed after each diaper change.

Potty-Training Policy

When you feel your child is ready for potty training, we ask that you begin introducing the process at home to help your child become familiar and comfortable. At this time, your child may begin wearing pull-ups here at daycare.

Children in the Early Preschool class must come in pull-ups (or underwear, once potty-trained). We will be working hard to get your child ready for Preschool – 3's, and potty training is a big part of the process! We appreciate your partnership.

We will follow through and encourage your child while in our care. We need to work as a team to ensure your child's success. All participants must be 100% committed. We require that the child be at least 2 years of age, and must show signs of readiness (please read the Potty-Training Readiness Checklist provided). Once the child is ready for pull-ups, it is required that the parents provide pull-ups with Velcro sides ONLY.

The child **MUST** be kept in pull-ups at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. In a group, the child faces challenges that can delay their readiness; such as fear of missing out on something. This can cause a child to wait until the last second, and ultimately lead to accidents. It is not uncommon for a child to be completely potty-trained at home, but have no progress or limited success while at daycare.

Please send your child in clothing that is comfortable and easy for your child to remove independently. (No overalls, tights, restrictive clothing, or multiple buttons/zippers) Please send them in wearing elastic band type shorts or pants.

During potty training, parents should provide the daycare with:

- At least 2 complete changes of your child's clothing (including socks!)
- One extra pair of shoes

Under no circumstances will your child be allowed to potty-train in regular underwear. This is for sanitary reasons. Regular underwear cannot contain urine and/or feces to prevent the spread of germs in the school and to other children.

Cooperation is mandatory in order to maintain enrollment.

If within 2 weeks your child shows no signs or progress, we reserve the right to put your child back in diapers and try again at a later date (toddlers & twos program).

Wearing Underwear to Daycare Policy

We do not allow children to attend in underwear until they have been **COMPLETELY** accident-free **HERE** for three full weeks. Your child's teacher will track potty training progress and provide you updates daily through Procure. Please feel free to reach out to your child's teacher with any questions or concerns regarding potty-training.

SPECIAL NEEDS

The Child Enrichment Center is an outreach of Hazel Green United Methodist Church and is committed to providing a loving, nurturing preschool education to many children in the community.

Unfortunately, CEC has neither the trained personnel nor the funding to provide a one-on-one preschool education for children with special needs.

Our heart goes out to families with children with special needs and we do not presume to have all the answers for them. However, the CEC is not equipped to give them the help their children deserve. Our teachers have no training in the area of special education and, as a non-profit program, we cannot afford to hire extra aids for individual special needs students.

Communication

- **Monthly newsletters** contain important center and class information. These will be sent through Procare to your email on file.
- **Class notes** may be sent home by class teachers with information about CEC happenings/events.
- **Daily reports** will be sent via Procare. This includes incident/injury reports.
- **Email:** Parents/guardians who provide current email addresses may receive information via email through Procare or Quickbooks.
- **Procare:** This is our preferred method of communication to get you information quickly. This is how ALL important messages will be sent to parents. Please contact the office if you are having trouble communicating via Procare.

GRIEVANCE PROCEDURE

While we make every effort to prevent problems, situations may occur which require special attention. If you feel there is a problem, please talk to your child's teacher first. Most situations can be resolved with a parent/teacher conference. However, if appropriate, please feel free to discuss it with the CEC Director.

WITHDRAWALS

Parents are required to give **two weeks written notice** when withdrawing your child from the CEC program – tuition will be charged for those two weeks. The CEC may require that a child be withdrawn, when it is not in the best interest of all parties for the child to continue attending CEC. Under certain circumstances, this dismissal may be immediate. Any tuition that has been paid in advance will be refunded

Any child whose tuition is **more than 2 weeks overdue** may be required to withdraw from CEC unless special arrangements have been made with the Director.

ACKNOWLEDGEMENT

As the parent of _____, enrolled at the Child Enrichment Center, I hereby acknowledge by my signature that I have received, read, and agree to follow the rules, regulations, and policies set forth in this handbook.

Parent name (print)

Parent name (signature)

Date _____

After you have reviewed the handbook, please detach, sign, and return this page. Failure to abide by the policies outlined in this handbook may jeopardize your child's future participation in CEC.

We look forward to a wonderful year with your child and you!

2025-2026 Child Enrichment Center