

MUMS
The Kitty Hupman
Weekday School

PARENT
HANDBOOK

MUMS The Kitty Hupman Weekday School

A Mission
of
Mebane United Methodist Church
Mission Statement

The mission statement of MUMS- The Kitty Hupman Weekday School is to provide quality preschool care and training to children of all races, genders, and abilities from toddler age (15 months) to entering kindergarten, school age children (up to 12 years old) ending 5th grade.

We serve children and families of the church and community by attempting to meet the wide range of physical, emotional, social, intellectual, and spiritual needs of each child in a manner reflecting God's love.

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MEBANE UNITED METHODIST CHURCH WEEKDAY SCHOOL

OPERATIONAL POLICIES

Child Care Provided:

January through December

Monday through Friday

Elementary Before School: 6:30 a.m. – 7:30 a.m.

 After School: 2:30 p.m. – 5:45 p.m.

 Preschool: 8:30 a.m. – 12:30 p.m.

Elementary Summer Camp: 6:30 a.m. - 5:45 p.m.

Program closes for major holidays; weather; or emergency conditions.

Serving children (15 months) to entering kindergarten and school age children (up to 12 years old) ending 5th grade. (12 yr. olds will not be able to participate in summer camp.)

During Alamance-Burlington school session, the after school program will start at **2:30 p.m.** and end at **5:45 p.m.** We are open for teacher workdays. A schedule will be given to you concerning these dates.

During the summer, the school-age program is **open 6:30 a.m. until 5:45 p.m.,** Monday – Friday. **Please have your child here by 8:45a.m.**

Late Fees Begin at 6:01pm

PURPOSE AND GOALS

MUMS attempts to meet the wide range of spiritual, physical, emotional, social and intellectual needs of each child within the framework of a warm, accepting climate in which an educational thread links all the program's components. Our program strives to provide:

- ◆ A bright, stimulating environment designed to accommodate a variety of activities, and a well planned curriculum.
- ◆ A wide range of interesting equipment, toys and materials geared to specific developmental stages and needs of all children served
- ◆ A wide range of supportive services meeting the spiritual, medical, psychological and nutritional needs of growing children and their families. An experienced, competent staff trained in child development and assigned in such a manner, which encourages continuing child/adult interaction.

PURPOSE AND GOALS CONTINUED.....

Our program hopes to enable a child to learn to trust adults, to feel comfortable and secure, and to have self-confidence as a beginning learner. Our teachers strive to serve as behavior models that provide learning experiences. The goal of our program is to enable the children to grow in the following ways:

- ◆ To help children enhance their self-image
- ◆ To foster children's trust in and enjoyment of other people and to teach them respect for the rights of other people
- ◆ To develop children's abilities to solve problems and make decisions
- ◆ To provide ample opportunities for children to develop their spiritual, intellectual, physical, and social skills
- ◆ To encourage expression of ideas and feelings through the effective use of language
- ◆ To provide a variety of materials that encourage creative play and learning in activities that challenge children without frustrating them
- ◆ To support families by developing communication between the center and the family concerning the child's progress, problems, and concern

AGE GROUPS REQUIREMENTS

- Children must be 15 month's old by August 31 of the current year to enter the toddler room.
- To be in the two year old room, children must be two years old the day they enter the class but no later than August 31 of the current year.
- All other children must reach their room age by August 31 to continue to public school on schedule.
- Children must be fully potty trained by August 31 before moving up to the three or four year room. MUM'S reserves the right to retain or advance children based on child's maturity, classroom conflict, or group size. MUM'S reserves the right to reduce the room size of any class, and refuse an increase of requested days.

ADMISSION REQUIREMENTS

Please see the following SAMPLE for the required forms for admission

REGISTRATION

MUMS Parent Policy Updated –August 19, 2021 Y:

Prior to admission, the following must be completed and deemed acceptable by the director:

1. Pre-enrollment visit with your child. Parents may sit and interact with children while visiting.
2. Application completed with parents' signatures, agreeing to uphold the policies of our center
3. Medical form completed by physician. The medical form must include an updated immunization record and returned to MUM'S **before** the child can start our program. We must receive updated shot records according to immunization schedule.
4. Signature on statement providing for medical emergency treatment, field trips, medications, pick-up authorization and financial agreement
5. Interview of parents and child with Director or Asst. Director
6. Discipline policy signed and dated by parents
7. Registration fee must be paid on each child in the program
8. Application, shot records, medication, and field trip forms will need to be updated every 6 months.

REGISTRATION FEE/INSURANCE/ SUMMER HOLDING FEE

A **once-a-year** non-refundable registration fee of **\$75.00** is due by enrollment interview. This applies to both preschool and school age children. This fee helps to buy supplies for the year and School Accident Insurance, which is mandatory for all children attending MUM'S. You have the option of taking your child out for the summer months or leaving them in at a reduced schedule. If you take your child out for the summer from preschool or afterschool program, you will have to pay a summer holding fee of \$50.00 due by the last day of May.

TUITION: BASIC FEES

MUM'S is a non-profit organization and tuition is our primary source of income. The basic fees for the preschool programs are as follows:

Preschool Fees: **\$12.00** per day (or)
\$60.00 per week for a 5 day a week student
\$2.00 per day early morning care
Late Pick-up Fees: **\$1.00** for every *minute* you are late
\$100.00 Summer Holding Fee

Our expenses are the same whether your child is absent or not. Therefore, we are obligated to charge the full fee that is reflected on your contract whether your child attends or not.

The basic tuition fees for the **school-age** program are as follows:

<u>\$45.00</u>	After-school program
<u>\$100.00</u>	Full-day summer program per week
<u>\$25.00</u>	Full Day Part-time without Activity Fee
<u>\$12.50</u>	Half-day summer program fee (5 ½ hours)
<u>\$100.00</u>	Summer Holding Fee

A once-a year non-refundable Summer Activity fee of **\$100.00** is due the first week of summer camp. This is to pay for all entry fees to our field trips.

- ◆ Before school care fee will be **\$2.00** per day or **\$10.00** per week.
- ◆ Teacher workdays and snow days will be **\$11.00** extra for each teacher workday or snow day your child attends MUMS

RETURN CHECKS

We reserve the right to refuse your check after two returned checks. There will be a check charge of **\$25.00** for each returned check.

RECEIPTS

Your daycare fee receipts will be placed in your child's file. At the end of the year (December 31), your receipts will be returned to you upon request along with your yearly total for your tax purposes.

ATTENDANCE

1. Please contact the school by 9:00 a.m. if your child is going to be absent.
2. Our phone number is **919-563-5600**.
3. There will be **no reduction in the tuition** due to illness, vacation, holidays or snow days. Read your contract.

Fees are due at the beginning of each week. Please post the dates for which you are paying for on the bottom of your check along with the child's name. Our accountant does not know you or your child. Therefore he may credit the wrong account, especially if several children in the center bare the same last name.

WITHDRAWALS

Withdrawals should be discussed with the Director. Parents are expected to give a written 5-working day notice before the child is withdrawn.

MUMS Parent Policy Updated –August 19, 2021 Y:

OPERATIONAL PROCEDURES

STUDENT ARRIVAL AND DEPARTURE

Students will be dismissed only to their parents or guardians unless the parent has given written permission to the teacher that someone else will pick up their child. Anyone not known by the staff will be asked for identification. **All Parents must sign their child in to MUM'S with their initials and correct time and out with their initials and correct time daily. Staff will sign afterschool children in after arriving to MUMS from school during the school year.**

PROVIDED BY THE CENTER

MUMS will provide wipes, tissues, (spare diapers if a child runs out) hand soap, paper products, art supplies, notebook paper for homework, pencils, crayons, markers, rulers, dictionaries, construction paper an etc.

SERVICES PROVIDED BY THE CENTER

- ◆ Daily snacks
- ◆ Daily art activities
- ◆ Structured outdoor play
- ◆ Seasonal parties as well as birthday celebrations
- ◆ Parent workshops
- ◆ Space for therapist to class
- ◆ Field Trips

SNACK

A nutritious snack will be provided each day (juice, or fruit with some type of bread product such as cookies, rolls, or cereal). On all-day schedules, your child will need to bring a bag lunch. PLEASE SEND NUTRITIONAL FOODS.. **Special treats may be sent for everyone to share at any time. Birthday parties are welcomed.** If your child has allergies to food, we will do our best to accommodate food for your child. If your child is on a special diet, we ask that you provide the food. MUMS provides a mid-morning (10:00-10:45) snack and a mid-afternoon snack (2:45-3:20) each day. **Please see attached USDA Nutrition Tables.**

FIELD TRIPS

When the opportunity arises, the children will take riding and walking field trips. A certified driver will take the church van to its destination. Preschoolers will be required to ride with their parents. You will be asked to sign a permission slip before going. These may be spontaneous. We will post appropriate signs accordingly. All library trips will be posted in the child's classroom.

OPPORTUNITIES FOR PARENT PARTICIPATION

- ◆ Birthday Parties
- ◆ Halloween Parties
- ◆ Thanksgiving Feast
- ◆ Christmas Program
- ◆ End of Year Celebration/Graduation
- ◆ Parent Conference
- ◆ Volunteer in Classroom (Must have state paperwork)
- ◆ Parents have the opportunity to meet with classroom staff and/or Director about matters of concern

ITEMS TO BE PROVIDED BY PARENTS

- ◆ Diapers needed for your child on a daily basis
- ◆ Complete change of clothes in **every classroom**
- ◆ LABELED book bags for each child

Parent / Teacher Conferences

MUMS teachers will schedule fall and spring parent teacher conferences in order to make a plan of achievement for your child. Conferences can also be called for at any time a parent or teacher feels any concern about a child.

Therapeutic

MUMS will help and guide each family to the appropriate agency for the care and evaluation of children with needs such as speech, hearing, behavioral, physical and mental. MUMS uses the surrounding county school systems for children age 3 years and older for referrals and evaluations. For children younger than 3 years old we will refer them to the CDSA in Greensboro, NC.

MUMS Parent Policy Updated –August 19, 2021 Y:

CLEANING SCHEDULE

MUMS employs a professional cleaning service to come into the school three times a week for major cleaning of classrooms, halls and bathrooms. Teachers maintain their rooms on a daily basis, replace paper products in the bathrooms when needed, sweep & mop their floors on Tue. & Thur. Staff will provide laundry service for soiled items such as dress-up clothes and towels. Carpets and floors are cleaned and/or waxed 2 times a year. Teacher will clean their class window sills, shelving, chairs, housekeeping and other large equipment monthly. All classrooms need to spray all toys at the end of each day with disinfectant.

HEALTH AND MEDICATION

HEALTH POLICY

Staff is required to wash hands prior to starting to work in a classroom; After wiping any noses; before snack; after using the bathroom or diapering and toileting a child. Parents are required to take their child to use the bathroom and wash their child's hands upon entering the facility. Any soiled clothes will be promptly changed, doubled bagged and placed in the child's school bag to go home. Clothes soiled with feces will not be dumped according to the NC Sanitations Rules guarding staff from E-Coli and Hepatitis. Clothes will be doubled bagged with feces and placed in the child's school bag. Any clothes left overnight will be thrown away. All materials that are handled by the children are sanitized on a regular basis. A bottle of Clorox solution is supplied to each classroom daily for cleaning and sanitizing purposes.

A medical exam form must be completed by a physician on each child and staff member prior to admission or employment and annually thereafter. Staff are required a Negative TB test before starting employment and children are required a complete immunization record with up to date shots. Children who do not have the completed medical forms will be suspended until forms are complete. We do have the rights to shut down a room or the center when if necessary due to medical, environmental or structural occurrences.

SICK CHILD POLICY/FEVERS

IF YOUR CHILD REACHES A FEVER OF 100 DEGREES WHILE IN OUR CARE, A PARENT WILL BE CALLED AND THEY WILL HAVE 1 HOUR TO HAVE THEIR CHILD PICKED UP FROM MUM'S.

CHILDREN SENT HOME FROM MUM'S OR PUBLIC SCHOOL WITH A FEVER, WILL NOT BE PERMITTED BACK IN MUM'S UNTIL THEY ARE FEVER FREE FOR 24 HOURS.

NO CHILD SHOULD BE BROUGHT TO SCHOOL WHEN THERE ARE SIGNS OF A CONTAGIOUS DISEASE OR A VERY BAD COUGH OR COLD WITH GREEN RUNNY MUCUS.

If a **communicable disease** such as **Strep Throat, Pink Eye, Chicken Pox, Hand/Foot/ and Mouth, Ringworm, Impetigo, Mononucleosis, Scabies, Roseola, Measles, Mumps, Shingles or HEAD LICE** is diagnosed, parents, staff and volunteers should notify the school immediately. School staff will alert other parents as deemed appropriate. **A note from the doctor will be required for your child's re-entry to school stating that your child is no longer contagious. This is for your child's protection as well as our staff and other classmates.**

MEDICATION POLICY

We will administer prescription medication with written permission from the parent out of the child's prescribed labeled bottle. No non-prescription medication (Tylenol, cough medicine, vitamins, etc.) will be given without written permission from the parent. The State Day Care Licensure Regulations won't allow us to keep these medications on hand for emergencies. Parents cannot leave over the counter or prescription medications in their child's bag/diaper bag for any reason. This includes diaper rash cream. We prefer any medications that have to be given to preschoolers to be done at home. School age children need to request 12 hour acting medications if possible. Medication permissions must be updated every 6 months. Asthma medication permissions can be updated yearly.

HEAD LICE AND OTHER COMMUNICABLE PARASITES

Any discovery of head lice, body lice, scabies or any other communicable parasites in a student of MUM'S, the child will be removed from the room and the parents called immediately. MUM's stands by a **No Nit Policy**. Children sent home with the diseases such as (head lice), cannot return to MUM'S until the parent brings in an excuse from their county's Health Department. All cases will be reported to the Alamance County Health Dept.

FOOD ALLERGIES

Children with food allergies must submit a written explanation from their doctor about their food allergy. Parents must provide their child's snack each day when

the menu does not suit the child's needs. Parents with religious or personal preference must also submit a request for their child to not eat certain foods, and supply their child with snack on the day our menu does not suit the child. NC SANITATION RULES STATE THAT ALL SNACKS BROUGHT FROM HOME FOR THE INTENT OF DISTRIBUTING TO A GROUP MUST BE COMMERCIALY BOUGHT AND PREFERREDLY INDIVIDUALLY PACKAGED. Allergy information will be posted in the classroom as well as the menu. PLEASE SEE YOUR CHILD'S TEACHER ABOUT BIRTHDAY PARTIES.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers. We, the staff of, MUMS The Kitty Hupman Weekday School, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families. SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

WEATHER AND EMERGENCY PROCEDURES

INCLEMENT WEATHER

MUM'S follows the Alamance Burlington School System as our guide for closings. Parents need to look on WFMY TV 2's website of TV, and WRAL TV's website and TV for **MUM'S** closing announcements. Please make sure you have joined the APP REMIND and you have gotten a code number for our account so you may get emergency phone messages. If conditions are obvious, we will call into the TV stations the closing announcement the previous evening. We will also place a message on our answering machine by 7:00 A.M. updating our status. In the event of public schools closing early, preschool parents will need to pick up their preschoolers as soon as possible. Our staff members will be needed to pick up the area school-agers, therefore, they need to be relieved of their duties with the preschoolers as soon as possible.

In the event that MUM'S closes early, the staff will attempt to notify all Preschool parents and School Age parents by phone, or text. Please make sure that we have NUMEROUS working phone numbers on file for your child.

School Age Parents: We will expect you to make arrangements for your child to be picked up from MUM'S no later than (1) hour from the time the Alamance-Burlington Schools make their closing announcement.

However we do reserve the right to open no later than 10:00 am for school age and close no earlier than 5:00pm so parents and staff can make an effort to get to and from work safely. Preschool delays will be announced accordingly. We must maintain state ratio in attendance. **All fees will remain the same.**

EMERGENCY EVACUATION PLAN

IF YOU FEEL ANY WEATHER CONDITION IS NOT SAFE FOR YOU TO TAKE YOUR CHILD OUT IN THE ELEMENTS, PLEASE STAY HOME, OR PICK YOUR CHILD UP.

The safety of the students and staff at MUMS is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff of MUM'S to insure the safety of its student and staff in the event of an emergency. In the event of an emergency MUM'S director will be notified as soon as possible regarding the situation and the response on it. In the event of an emergency MUM'S director or assistant may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

WATER LOSS

According to the NC Sanitation Rules, if our center has a water loss, we have 45 minutes to evacuate children. Parents will be called if such an event occurs.

TORNADO

All children will be brought to the main hallway out side of the toddler room in front of the water fountain during the threat of a Tornado. All doors will be shut in case of glass breakage.

TRAIN WRECKS AND HAZARDOUS MATERIALS

Parents would receive an immediate call from the center, and a message would be placed on our answering machine letting you know our safe destination South to Mebane Arts, 919-304-3378. We would rely on the Mebane Fire Department, CCOM (911) and Police for guidance in a safe evacuation in the MUM'S vans.

FIRE

Procedures for evacuating the building are posted in each classroom as well as in other areas of building. Practice fire drills are held monthly as well as security and tornado drills occur periodically. We will meet in the large field located next to the Kingsdown parking lot on Holt Street. Procedures for other crises have been developed and all staff informed. All procedures are posted in the classrooms for easy reference.

SAFETY AND CLOTHING

Children must wear safe, secure comfortable clothing. Please make sure children in potty training wearing wear loose fitting clothes, and provide several changes. Please send children ready to play in play clothes. Children and teachers do have accidents while participating in activities. **NO FLIP FLOPS FOR ANY AGE CHILD PLEASE.** Flip-flops are not safe in daily activities. **Tennis shoes or sandals with heel straps should be worn. School age field trips: School age children must wear tennis shoes and socks on field trips.**

Mandatory Outside Time

Daily outside play is a part of your child's school program. We will go outside everyday unless there is active precipitation, a weather advisory or public announcement relating to unsafe health conditions by the local news or **National Weather Service.** If you wish for your child to not go outside, please make arrangements to have your child picked up before the group goes outside to play.

Reporting Child Abuse and Neglect

The state of North Carolina mandates that MUM'S must report suspected child abuse and neglect. When this situation arises, the caregiver will tell the Director. The Director will notify the Protective Services Unit of the Alamance Co. Social Services, which will be responsible for the investigation of a reported situation. When feasible, the Director will talk with the parent or guardian prior to Protective Services' contact with the parent.

Sexual Abuse and Misconduct Policy

MUMS prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. MUMS provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those are reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately discipline, up to

and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or sexual content.

WEAPON POLICY

With the exception of badged officers, No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions.

A zero tolerance policy on dangerous weapons (real or toy) is in effect; i.e., gun, pistols, slingshots, toy guns, toy grenades, hunting knives, pocket knives and other similar items knives, mace, Taser guns an etc. Violation may result in a student suspension/expulsion.

DISCIPLINE

Our procedure emphasizes the use of positive discipline techniques in dealing with discipline problems. Children will not be treated in punitive manner nor be denied snacks as discipline measures.

It is our purpose to guide the children to learn re-direction, self-control and language skills needed in order for the child to resolve problems independently. Guidance is consistently given in how to express feelings in solving problems.

When a child forgets a rule or cannot adjust to the class situation, time-out is used. Time-out begins when the child sits quietly and it lasts for one minute for every year of the child's age (five minutes for a five year old, six minutes for a six year old, etc.) The quiet time provides the child with an opportunity to get calm and gain control of his/her feelings. If this does not work then the parents will be called immediately and may be asked to have a conference and or pick up their child for the day. Suggestion of professional help can be given as well as helpful books and DVD's on discipline.

Parents will be called if their child deliberately causes injury to another child or destroys property. Repeated offenses may result in dismissal of the child from MUM'S program. Children who purposely break or damage equipment will be

expected to pay for this equipment's repair or replacement. The director can also make recommendations of private counselors as well as family counseling

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

WE

- ◆ DO praise, reward and encourage the children
- ◆ DO reason with and set limits for the children
- ◆ DO model appropriate behavior for the children
- ◆ DO modify the classroom environment to attempt to prevent problems before they occur
- ◆ DO listen to the children
- ◆ DO provide alternative for inappropriate behavior to the children
- ◆ DO provide the children with natural and logical consequences of their behaviors
- ◆ DO treat the children as people and respect their needs, desires, and feelings
- ◆ DO ignore minor misbehaviors
- ◆ DO explain things to the children on their levels
- ◆ DO use short supervised periods of "time-out" (Time-out is described under the DISCIPLINE POLICY.)
- ◆ Do stay consistent in our behavior management policy

WE

- ◆ DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children
- ◆ DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children
- ◆ DO NOT shame or punish the children when bathroom accidents occur
- ◆ DO NOT deny food or rest as punishment
- ◆ DO NOT relate discipline to eating, resting, or sleeping
- ◆ DO NOT leave the children alone, unattended, or without supervision
- ◆ DO NOT place the children in locked rooms, closets, or boxes as punishment
- ◆ DO NOT allow discipline of children by children
- ◆ DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups

PARENT COPY – DO NOT REMOVE FROM HANDBOOK

I, the undersigned parent or guardian of _____

_____ (Child's full name) do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's Director/Coordinator (of other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me

Date of Child's Enrollment: _____
Signature of Parent or Guardian: _____
Date of Signature: _____

SAMPLE
School-age/Summer Camp
3-Strike Policy
Warning Documentation

3 Strike Warnings: We are endorsing a "3-strike" policy at MUM'S for school-agers. Your child will be given 3 warnings and the parents will have the warnings in writing about the inappropriate behavior at MUM'S. After 3 strikes we will ask you to leave our program. We have basic rules:

- No hitting
- kicking
- biting
- inappropriate sexual behavior
- racial conflicts
- destruction of MUM'S property
- inappropriate language
- stealing
- threats of physical harm to a teacher, child or parent.

Parents will be asked to sign the warning. A copy will be made available to the parent. Originals will be placed in the child's file for further legal reference.

MUMS Parent Policy Updated –August 19, 2021 Y:

**MUMS PRESCHOOL PROGRAM
INFORMATION
(919) 563-5600**

HOURS

The school opens **8:30 a.m. – 12:30 p.m.**, Monday through Friday, January through December. Please have your child here by 9:00 a.m. late arrivals disrupt the group's routine.

REGISTRATION FEE/INSURANCE

A *once-a-year* non-refundable registration fee of **\$75.00** is due by enrollment interview. This fee helps to buy supplies for the year and School Accident Insurance, which is mandatory for all children attending MUM'S.

TUITION: BASIC FEES

MUM'S is a non-profit organization and tuition is our primary source of income.

- Preschool Fees: **\$12.00** per day (*or*)
- Preschool Fees: **\$60.00** per week for 5 day a week student
- Early morn. care: **\$2.00**
- Late Pick-up Fees: **\$1.00** for every *minute* you are late
- \$100.00** Summer Holding Fee

Our expenses are the same whether your child is absent or not. Therefore, we are obligated to charge the full fee when a child is absent.

RETURN CHECKS

We reserve the right to refuse your check after two returned checks. A check charge of **\$25.00** will be charged for every check returned.

ITEMS TO BE PROVIDED BY PARENTS

- ◆ Diapers needed for your child on a daily basis
- ◆ Complete change of clothes for toddlers

MUMS SCHOOL-AGE PROGRAM
INFORMATION
(919) 563-5600

HOURS

During the summer, the school-age program is **open 6:30 a.m. until 5:45 p.m.**, Monday – Friday. Please have your child here by 9:00 a.m. During Alamance-Burlington school session, the after school program will start at **2:30 p.m.** and end at **5:45 p.m.** We are open for teacher workdays. A schedule will be given to you concerning these dates.

Late Fees Begin At 6:01pm.

AGES

The after-school program is open to students in Grades K – 5th grade.

REGISTRATION FEE/INSURANCE

A once a year non-refundable registration fee of **\$75.00** is due by the enrollment interview. This fee will help buy supplies for the year and School Accident Insurance, which is mandatory for all children attending MUM'S. A once a year non-refundable **summer activity fee** of **\$100.00** is due the first week of summer camp. This is to pay for all entry fees for our field trips.

TUITION: BASIC FEES

MUM'S is a non-profit organization and tuition is our primary source of income.

◆ After school Care fee will be a flat rate of:	<u>\$50.00</u>
◆ Full-day summer care fee will be a flat rate of:	<u>\$25.00</u>
◆ Half-day (5 ½ hrs.) summer care fee will be a flat rate of:	<u>\$12.50</u>
◆ Full Part-time days without activity fee	<u>\$28.00</u>
◆ Before school care fee <u>\$2.00</u> per day or <u>\$10.00</u> per wk	
◆ Teacher workdays/snow days, for weekly child	<u>\$15.00</u>
◆ Late Pick-up Fees: <u>\$1.00</u> for every <i>minute</i> you are late	
◆ Summer Holding Fee	<u>\$100.00</u>

Aquatic Policy

Rule Reference: 10A NCAC 09 .1403 AQUATIC ACTIVITIES
This policy applies to staff and children that participate in aquatic activities.

- Aquatic activities are defined as activities that take place in, on, or around a body of water such as swimming, swimming instruction, wading, and visiting water parks.
- For every 25 children in care participating in aquatic activities, there shall be at least one person who has a life guard training certificate issued by the Red Cross or other training determined by the Division to be equivalent to the Red Cross training, appropriate for both the type of body of water and type of aquatic activities. These lifeguards shall not be counted in the required staff-child ratios.
- A staff ratio of 1:13 must be met for children 5 years or older
- No staff or children may enter the water without a lifeguard on duty and seated in his/her station.
- Notwithstanding the staff-child ratios, at no time shall there be fewer than two staff members supervising the aquatic activity.
- Children shall be adequately supervised by center staff at all times while participating in aquatic activities. Adequate supervision means that half of the center staff needed to meet the staff-child ratios is in the water and the other half is out of the water. If an uneven number of staff is needed to meet the required staff-child ratios, the majority shall be in the pool.
- Staff shall be stationed in pre-assigned areas that will enable them at all times to hear, see, and respond quickly to the children who are in the water and children who are out of the water. Staff should stand from time to time in their assigned area in order to see the bottom of the pool.
- Children shall not enter the water before center staff is stationed in their pre-assigned areas. **Center staff shall devote their full attention to supervising the children in their pre-assigned areas of coverage and shall communicate with one another about children moving from one area to another.**
- Staff must be dressed appropriately for this activity.
- **Staff must escort children to and from the restroom at all times**
- **Cell phone calls are not allowed during aquatic activities except for emergency situations concerning the aquatic activity.**
- Pool rules must be reviewed with children prior to entering the water.

Transportation Safety Policy

- All children who swim in water depths of 5 ½ feet or more must pass a swim test. All children must have a new swim test each year. During a swim test, one staff member must accompany the lifeguard while conducting the swim test. Participants of the swim test must have their name and date of test recorded, indicating a pass or fail performance.
- Staff must check attendance by name to face recognition every 25 minutes throughout the aquatic activity.
- **SAFETY: The following rules apply to all children in the centers care.** Any child warned or stopped by a life guard for a broken rule shall be placed in time-out for 1 minute for each year of life. After the second warning the child will be removed from the activity for 20 minutes; if the action continues, child will be removed for the rest of the swim period. All staff need to be proactive in discipline and prevent situations before they happen:
- Children shall be counted by using name to face recognition upon entering the van, upon exiting the van, before entering the water, after entering the water, every 20 minutes, and at every pool break. At the end of pool time children will be counted by using name to face recognition after exiting the pool, upon entering the van, and upon arriving back at the center.
 1. Children are not allowed to run or push one another on the pool deck and other wet surfaces.
 2. No diving off the side of the pool other than in the designated area.
 3. No horseplay or riding on another child's back.
 4. No dunking another child's head under water.
- Children's emergency contact names and phone numbers; and First Aid Kit must accompany staff on all pool outings
- **Transportation- All rules set forth in the Transportation Policy shall be followed during off-premise aquatic activities. In addition, the following shall apply:**
 1. Proper seating of children: children will be assigned a numbered van with corresponding number placed on each child's hand. Children will ride in the same van and the same seat to and from the pool.
 2. REPEAT: Children shall be counted by using name to face recognition upon entering the van, upon exiting the van, before entering the water, after entering the water, every 20 minutes, and at every pool break. At the end of pool time children will be counted by using name to face recognition after exiting the pool, upon entering the van, and upon arriving back at the center.

Transportation Safety is our top priority when transporting children to and from **MUMS-The Kitty Hupman Weekday School**. This policy is in force anytime children are transported by MUMS-The Kitty Hupman Weekday School. Staff/parents will adhere to all requirements. Staff will adhere to the policy guidelines even if no children are present when using a vehicle owned by MUMS-The Kitty Hupman Weekday School.

- a. **Parent Responsibilities: Permission to Transport Consent Form** must be signed and dated by a parent/guardian before a child will be transported by MUMS-The Kitty Hupman Weekday School.

Center/Driver Responsibilities:

- Drivers must be 26 years of age, will be legally-licensed & have a safe driving record. Drivers will meet all required staff qualifications including a criminal background history check.
- Drivers are required to be CPR & First Aid Certified.
- Only insured, licensed, well-maintained vehicles will be used to transport children.
- Drivers will obey all traffic regulations.
- Drivers will NOT be under the influence of any chemical substance that may alter their ability to drive safely.
- The number of passengers will not exceed the manufacturer's stated capacity for the vehicle with a ratio of 1:13.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving the facility, after loading the vehicle, after unloading the vehicle.
- All travel routes will be planned in advance & driver will be familiar with the planned route ahead of time.
- To prevent distractions the driver is not permitted to talk on the phone or play loud music.
- Doors will be locked at all times when vehicle is in motion.

- A cell phone will be available to drivers in case of an emergency.
- A first aid kit, fire extinguishers & list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- Children will be transported properly in a seat belt, car seat, or booster according to North Carolina Regulations. Drivers/staff will ensure that all children are properly restrained before moving the vehicle.
- In the event of a break down, a back-up vehicle will be accessible to drivers.

In the event of an accident when children are in the vehicle all parents will be informed by the director of the accident. Directors will notify the parents by phone when notified of the incident as well as The DCDEE at the DHHS.

Addendum

Policy: For every 25 children in aquatic activities, there will be at least one person who has a current life guard training certificate. Lifeguards cannot be counted in the staff-child ratio. Three yr. olds may not participate in aquatic activities. Children shall not enter the water until before staff are at their stations. The following staff-child ratios must be maintained during aquatic activities: **5 years or older 1 teacher to 13 children.**

A minimum of two staff members must supervise aquatic activities. Half the staff needed to meet staff-child ratios must be in the water and half out of the water. If there should be an uneven amount of staff needed to meet the required staff-ratio, then the majority of staff shall be in the water. Staff must be positioned in areas that will allow them at all times to hear, see, and respond quickly to children. Updated October 1, 2010

Parents must sign their child in and out of MUM'S with their initials and correct time daily. Added 1-1-11

Diaper Changing: Due to health and sanitation rules with diaper changing and soiled clothes, in order to move a child from the 2 year old class to the 3 year old class, the child must be completely potty trained by August. Otherwise the child will have to find another facility, or remain in the 3 year room if space allows for another year. **September 1, 1998**

Head Lice: Current receipts and a note from the Alamance or Orange County Health Dept. must be presented upon return of a child suffering with head lice and nits. March 17, 2004

~~**Summer Preschool Enrollment:** All children of non-working parents are asked to remove their children from the program for the summer to enable our staff to operate the summer camp program. Parents have the right to have their space back for the fall without incurring charges for the summer. Those who remain for the summer will need to take~~

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~~their children out 2 weeks prior to August 25 to give them a transitional break. June 5th 2004;~~ **See: Summer Holding Fee June 1 2017**

Addendum continued....

15A NCAC 18A .2831 ANIMAL AND VERMIN CONTROL

(a) Unrestrained animals, except those used in supervised activities or pet therapy programs, shall not be allowed in a child care center, including the outdoor learning environment. When animals are on the premises, copies of vaccination records required by North Carolina law and local ordinances shall be available for review. Any animals kept as pets shall be examined by a veterinarian to determine that they are free from vermin, such as mites, lice, fleas, and ticks, and pathogens that could adversely affect human health. Turtles, iguanas, frogs, salamanders, and other reptiles or amphibians are not allowed to be kept as pets on the premises. Animals shall not be allowed in or kept at the entrances to food preparation areas. Animal cages shall be kept clean and waste materials shall be bagged, sealed, and immediately disposed of in the exterior garbage area in a covered container. Animals belonging to child care owners, employees, volunteers, visitors, and children shall not be allowed in child care centers or on the premises unless the above requirements are met.

Upon Advisory From DCD of NC 10-1-10

Screen Time/ TV/Video Games: When screen time is used it must be a free choice activity, used to meet a developmental goal, and limited to no more than 2 ½ hours per week per child. Screen time includes, but is not limited to, television, videos, video games and computer usage. Screen time usage periods may be extended for special events, projects or occasions such as holidays or birthday celebrations. Screen time would be prohibited for children under the age of two years of age. (Rule .0510, .0511 and 02508) Added DCD of NC 10-1-10

School Age Involvement: School age children will now have input on school age related activities, field trips and activity centers. **Added DCD of NC 10-1-10**

Preschool Summer Placement: During the summer, preschool children can reduce or remove themselves from the center without losing their space as long as they have filled out and returned a current survey. Our toddler room will close for the summer. Children will have to be 2 years old to enter the 2 year old class for the summer. Otherwise they will have to stay out till fall. The last day for all children who will be going to kindergarten from MUM'S will be 2 weeks prior to the first day of public school. **5-30-95 OBSOLETE January 16, 2017**

Fee Increases: Summer Camp to \$80.00 per week/\$16.00 per day
After school to \$7.00 per day. 5-20-12

Late Arrivals: Due to new security measures, late arrivals will not be permitted to enter the church after 9:00am unless pre arranged. 8-19-12.

Fee Increases: February 18th, 2013 Summer Camp \$90.00 per week; preschool up to \$10.00 per day.

Weapons Policy: October 7th 2014

Inclement Weather/ Evacuation: Updated 2016

Fee Increase: April-2016 taking effect August 29th & September 5th, 2016 Preschool from \$10.00 a day to \$11.00 per day; School age from \$6.00 per day to \$7.00 per day.

Emergency Preparedness Procedure: Posted in each classroom and on the hallway information bulletin board. **June 30th, 2016**

New Preschool Summer Placement Rule: MUMS will no longer be holding a child's space open for free during the summer. We will now be charging a holding fee in order to hold a child's space open for the summer. This year, **Option 1:** the holding fee will be \$50 for the summer. **Option 2:** Your child will stay on a normal schedule through the summer; **Option 3:** Reduce your child's days to no less than 2 days per week and remain in MUMS for the summer. MUMS goal is to keep all preschool classes operating during the summer. **Updated: January 16, 2017**

Shaken Baby Syndrome Policy: Adopted January 17, 2017

New Children's Application: Amended January 16, 2017 to include checkbox option alerting caregiver that applicant has a "Medical Action Plan" that will be attached to the child application and in the classroom in case of an emergency.

Custody Battle And Child Pick Up: January 2018 If you are having a custody battle and are in FEAR that a parent, grandparent, aunt, uncle, sister or brother may try to come to MUM'S to take your child, then your child does not belong in school until the situation has been completely corrected. We will not allow our children or staff to be put in an unsafe situation especially in front of children. The safety of MUMS is our utmost priority!

REMIND APP: REMIND is an App that parents download so they may receive or send messages to MUMS. These messages may include weather announcements, closings, reminders of events, reminders to return updated paperwork and more. Please see the director or assistant director for REMIND APP Codes. September 20, 2018

Rate Increase: Effective September 2nd 2019:Preschool will increase rates from \$11.00 per day to \$12.00 per day (\$60 full time per week); **Effective August 26th 2019:** After School Care will increase from \$8.00 per day to \$9.00 per day (\$45.00 per week).

Effective August 26th 2019: Summer Camp will increase from \$90.00 per week to

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\$100.00 per week. **Effective August 26th 2019:** Summer Holding Fee will increase from \$50.00 per summer to \$100.00 per summer. **Updated/ March 2019**
After School Rate Increase: From \$45.00 per week to \$50.00 per week. A \$1.00 per day increase.

School age/Summer Camp fee increase August 19, 2021. A dollar a day increase.