

MIDDLETOWN UNITED METHODIST CHILD DEVELOPMENT CENTER

PARENT HANDBOOK 2025-26

Updated 5/19/25



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MIDDLETOWN UNITED METHODIST

CHILD DEVELOPMENT CENTER CALENDAR

AUGUST 4, 2025- JULY 31, 2026

| | |
|-----------------|--|
| August 4 | New school year begins |
| September 1 | No School - Labor Day Holiday |
| September 11 | Vision Screening |
| September 24-25 | Picture Days |
| October 31 | Trick or Treat! - Classroom Parties |
| November 26 | CDC CLOSED – Teacher In-Service |
| November 27-28 | CDC CLOSED - Thanksgiving Holiday |
| December 4 | Christmas Program 4:00pm – 3s & PreK |
| December 5 | Classroom Christmas Parties |
| December 22-26 | CDC CLOSED - Christmas Break (No tuition collected this week) |
| December 29-31 | CDC CLOSED – Facility Maintenance and Teacher In-Service |
| January 1 | CDC CLOSED – New Year’s Day |
| January 2 | First Day back |
| January 19 | CDC CLOSED – Martin Luther King, Jr. Day |
| February 13 | Valentine’s Classroom Parties |
| March 17 | St. Patrick’s Day - Classroom Parties |
| April 2 | Easter Classroom Parties |
| April 3 | CDC CLOSED – Teacher In-Service |
| May 14 | PreK Graduation – for those children moving on to Kindergarten |
| May 25 | CDC CLOSED – Memorial Day Holiday |
| July 2 | CDC CLOSED – Teacher In-Service |
| July 3 | CDC CLOSED – 4 th of July Holiday |
| July 31 | Last day of the 2025-26 School year |

*Please note the dates above are subject to change. Sometimes circumstances are out of our control.
We will let you know of any date changes when/if they occur.

MIDDLETOWN UNITED METHODIST CHILD DEVELOPMENT CENTER (CDC)



Welcome to Middletown United Methodist Child Development Center (CDC). We are in our 33rd year of serving families and children as one of the ministries offered by Middletown United Methodist Church. The CDC is licensed by the state of Kentucky and therefore we must follow the Child Care Regulations put into place by the Department of Regulated Child Care. We offer childcare for children aged six weeks through pre-kindergarten. As a Christian childcare center, we provide a nurturing and loving environment. Our goal is to help each child develop spiritually, socially, emotionally, and academically.

Our curriculum is based on unit activities which are developmentally age-appropriate and allow for hands-on learning. We believe that play is children's "work." Children play to learn, to grow, and to experience the world around them. Provisions are made for developing large and small muscle motor skills, and many opportunities are provided for stimulating language and building social skills. Learning to listen and learning to follow directions are essential to successful participation in the program.

Non-Discrimination - Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Hours of Operation: The CDC is open Monday-Friday from 7:30am-5:30pm. Our school calendar is listed at the beginning of this handbook.

Communication with Our Parents: We use the Brightwheel App for all communications with parents. You will also use this App to check your child in each day and check them out. Our Parent Handbook, monthly newsletter, class calendars, and other important forms can be found on the App. We do also use Constant Contact to send mass emails to families. Please do not unsubscribe from this email address or you will miss important communication from the school. We do send a hard copy class calendar home in your child's folder each month.



Registration: Registration for the CDC begins in March. The school year runs from August 4th-July 31st. Our program and tuition rates are based on the age of your child on August 1st, 2025. We do our best to keep children with their peer group. Children will not move to the next class when they have a birthday. They will remain in the same class until August of the next school year. There are times when children move to a different classroom based on need and availability.

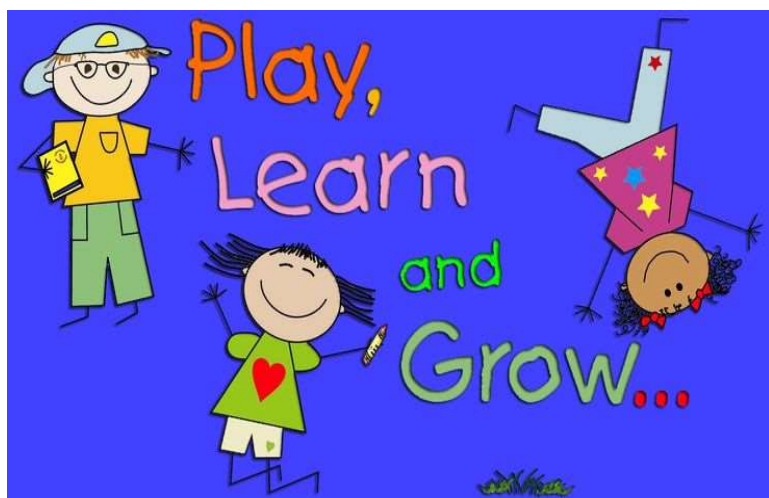
There are Transition Plans that need to be signed and returned if your child turns from 1 year-old to 2 years-old or if they turn from 2 years-old to 3 years-old during the school year.

There is a non-refundable registration fee of \$250 for the first child and \$125 for each additional child that is required along with filling out the registration packet (one packet per child). If you are an active Middletown United Methodist Church member, the registration fee is waived for the first child and is \$125.00 for each child thereafter.

Registration is ongoing if there are still openings in a class. The number of children enrolled in the CDC is determined by the Department of Regulated Child Care and is listed on our state license.

“Holding a Spot” Policy: If you are on the wait list for a spot in a classroom, please note the following scenarios:

- Scenario 1: For children ages 1 year -5 years. If you are on the wait list and receive a call that a spot is available, you have 24 hours to decide if you want to accept that spot. If you accept the spot, then you would start your child within 2 weeks of the notification and begin payment. If you do not accept the open spot, we will move to the next family on the wait list.
- Scenario 2: For Infant classes (6 weeks-12 months). If you are expecting a child and are on the wait list; when the spot becomes available, you will need to decide if you will accept that spot. If your child is not yet 6 weeks old, you will be responsible to pay \$100 per week until your child is 6 weeks old and able to start care. If you choose not to start your child when they are 6 weeks old, but still want that spot, you will be responsible to pay the full weekly tuition rate for that spot to “hold” the spot until your child starts care.



Classes Offered (starting August 4, 2025): Our program and tuition rates are based on the age of your child on August 1st, 2025.

Part-time - the days you choose will remain the same each week for the entire school year. Daily rates are higher for part-time because we cannot always “fill in” for part-time.

If your child is currently enrolled as Part-Time for the 2024-25 year, you will need to check the same

days for the 2025-26 school year since your child may share a spot with another child. Any requests for changes will need to be cleared up by the office.

Business hours are 7:30am-5:30pm.

| Classes Offered Please circle the class your child will attend | Weekly Tuition Rates For Full Time (4-5 Days) | Weekly Tuition Rates For Part Time (2-3 Days) | For Part-time - put an X by the days your child will attend. It can be any 2 or 3 days. |
|---|--|--|--|
| Infant Classroom (6 weeks-12 months) | ___ \$335.00 | NOT AVAILABLE FOR INFANTS | NOT AVAILABLE FOR INFANTS |
| Cruisers/Toddlers Classroom (12-24 months) | ___ \$310.00 | ___ \$265.00 for 3 days ___ \$175.00 for 2 days | ___Monday ___Thursday ___Tuesday ___Friday ___Wednesday |
| Two Year-Olds Classroom | ___ \$300.00 | ___ \$250.00 for 3 days ___ \$160.00 for 2 days | ___Monday ___Thursday ___Tuesday ___Friday ___Wednesday |
| Three Year-Olds Classroom | ___ \$295.00 | ___ \$245.00 for 3 days ___ \$155.00 for 2 days | ___Monday ___Thursday ___Tuesday ___Friday ___Wednesday |
| Four Year-Olds Classroom | ___ \$290.00 | ___ \$240.00 for 3 days ___ \$150.00 for 2 days | ___Monday ___Thursday ___Tuesday ___Friday ___Wednesday |

Payment Enrollment Contract:

1. I am responsible to pay a non-refundable Registration fee of \$250.00 for the first child and \$125.00 for each added child. The fee is due with my registration form and is non-refundable – NO EXCEPTIONS.
2. If you are an active Middletown United Methodist Church member, the registration fee is waived for the first child and is \$125.00 for each child thereafter.
3. I am responsible to pay 51 weeks of tuition. I will not pay or be charged tuition for the week of December 22nd -26th.
4. Childcare tuition is due on Monday each week. Payments received after 12:00noon on Tuesday will be considered late and will be charged a \$5.00 late fee per day until tuition is received.
5. The full weekly tuition is due each week, including those weeks with holidays or the day(s) the child is absent. All fees paid are non-refundable.
6. If an account remains delinquent for more than 10 days, this will result in a suspension of service until the account is made current, including any late fees accrued during this time. A child's place in the CDC is not guaranteed beyond those 10 days.
7. There are no deductions of tuition if my child misses school for illness, quarantines, school closures, vacations, holidays, or for days missed due to inclement weather. All fees paid are non-refundable.
8. Late pick-up fees – if your child is not picked up by 5:30pm, you will be charged at the rate of \$2.00 per minute. Beginning at 5:45pm, you will be charged \$5.00 per minute.
9. Any returned checks that do not clear due to insufficient funds or for any other reason will incur a \$25.00 fee, as well as any other bank fees associated with that transaction. There will also be a \$5.00 fee charged per day until the payment is made good.
10. I will receive two key cards that will allow me access into the CDC.
 - If I need additional key cards, I will need to pay \$10.00 per card.
 - If I lose my key card, I must let the CDC know asap so it can be deactivated. There is a \$10.00 fee to get a new key card.
11. A two-week written notice of withdrawal from the CDC is required. I am required to pay tuition for those two weeks.

Payment Options: You can pay your tuition weekly or monthly by check or by having your account debited.

Check which option you would like below.

_____ Weekly Check

_____ Monthly Check

_____ Weekly ACH (account debited)

_____ Monthly ACH (account debited)

*Weekly tuition will be taken out every Monday starting August 4, 2025- July 27, 2026.

**Monthly tuition will be taken out the following dates: August 4th (for 4 weeks), September 2nd (for 5 weeks), October 6th (for 4 weeks), November 3rd (for 4 weeks), December 1st (for 4 weeks - you are not charged the week of December 22nd -26th), January 5th (for 4 weeks), February 2nd (for 4 weeks), March 2nd (for 5 weeks), April 6th (for 4 weeks), May 4th (for 4 weeks), June 1st (for 5 weeks), and July 6th (for 4 weeks).



ChildHealth

Health Forms: State regulations require that a signed and up to date Kentucky Immunization Certificate must be on file for every child before they can attend the CDC. You can have your pediatrician fax a copy to 245-9547 - Attention: CDC.

Kentucky Immunization Certificates do expire. A notice will be emailed to remind the parents that the certificate is about to expire. You have 15 days from the date it expires to send in an updated form. If you do not submit an updated form by the end of the 15 days, your child may not return to the CDC until we have an up to date form on file.

Your child's health is a matter of major importance to us. You will need to inform us of any changes in your child's health. **We accept only children who are well, and we depend on you to adhere to this policy; this is to protect the health of your child, the other children your child will encounter, as well as our staff. We do have the right to refuse a child who appears ill, or who we believe will compromise the health of the other children or staff.**

Symptoms of Illness: If you notice your child displaying any of the symptoms below, but not limited to, please do not send them to school. Also, no child should come to school unless they have been fever-free without medication for 24 hours.

- Temperature of 100 degrees or higher
- Acute cold symptoms
- Chronic Cough
- Continuous sneezing
- Runny nose with colored discharge
- Sore throat
- Earache
- Swollen glands
- Severe diaper rash
- Red, crusty, discharging eyes (pink eye)
- Skin eruptions or rashes
- Nausea/Vomiting
- Diarrhea – 2 episodes of diarrhea and we will call you to come pick-up your child
- Sign of listlessness, weakness, drowsiness, flushed skin, chills, headache, or if your child is not himself/herself
- If they develop any vaccine preventable disease
- Fever or symptoms from vaccinations received

Should a child develop any symptoms of illness during the day, we will contact you or an emergency contact to pick up your child. **THE CHILD MUST BE PICKED UP WITHIN 45 MINUTES OF NOTIFICATION** as we do not have a place to keep sick children long-term. Make sure that you always have your cell phone charged and turned on and that your emergency contacts are available to pick up if needed within our 45 minute time frame.

YOUR CHILD WILL NOT BE ALLOWED TO COME BACK TO THE CDC UNTIL THEY ARE FREE OF ALL SYMPTOMS FOR A FULL 24-48 HOURS DEPENDING ON THE ILLNESS.

Please notify the CDC if your child develops a communicable disease (for example: measles, chicken pox, head lice, etc.) The CDC will then notify the parents/guardians of all children suspected of having been exposed to that child.



Accidents/Injuries/First Aid Procedures

If a child is hurt while at the CDC, the teacher will fill out an Accident/Incident Form; this includes scrapes, bumps, bruises, etc. CDC staff is allowed to clean scrapes and cuts with mild soap and water. A band-aid may be applied if needed. The Accident/Incident Form will be sent home to the parent/guardian to sign and return. If the injury involves the child hitting their head, biting, or hitting, parents will be notified immediately. In the case of a severe accidental injury, we will make an immediate attempt to contact a parent or guardian. If warranted, we will call 911. **IT**

IS YOUR RESPONSIBILITY TO INFORM THE CDC OFFICE OF ANY CHANGES IN YOUR PHONE NUMBERS OR THE NAMES AND PHONE NUMBERS OF THE EMERGENCY CONTACTS LISTED ON YOUR CHILD'S FORM.

Medications: If your child requires us to have medication here at school, you will need to fill out our medication packet. We also require a signed note from your child's doctor. The medication must be in the original container with the doctor's orders listed on the outside of the medication along with the expiration date of the medication. All medications along with the completed medication packet are to be given to the CDC office. This also includes diaper creams. **No medications will be given without completing the CDC's medication form and obtaining a doctor's written permission.**

Children will not be allowed to attend the CDC if their life-saving medications have expired or are not present at the CDC. It is the parent's responsibility to give medications to the CDC and to keep all medications up to date.

The CDC will not administer the following medications to your child during the day:

- Over the counter cold and cough medications
- Eye drops
- Breathing treatments
- Nasal aspirators or nasal sprays
- Tylenol and or Motrin for teething or for any other reason
- Cough drops
- Lip balm



Arrival & Departure: The CDC opens at 7:30am and closes at 5:30pm. Children cannot be dropped off until 7:30am. Parents/guardians **must** walk their child to their classroom every day and check their child in at drop-off and check them out at pick-up using the Brightwheel App on your cell phone or using the tablet at our check-in/check-out kiosk. When you are dropping off your child, only your child enters the classroom. Parents will remain outside of the classroom in the hallway. When parents go into the classroom, it takes the teacher's attention away

from the other children. This is the same for pick-up. Parents will wait in the hallway and the teacher will bring your child to you. Please do not allow your child to run in the hallways, climb on the windows in the hallway, or run into other classrooms. This is dangerous and a disruption to the other classrooms.

If someone other than the parent/guardian will be picking up your child, written notification must be provided to the office. Picture identification will be required from that person for pick-up so be sure to let them know they will need to show their ID. This is for the safety of your child.

The CDC closes at 5:30pm. Parents are asked to plan sufficient time to collect their child and their belongings and speak to a staff member (if necessary) and leave the center by 5:30pm. You are responsible for making sure that you arrive on time to pick up your child or you need to make other plans to ensure he/she is picked up on time and out of the center by 5:30pm.

If the parent/guardian is aware that they are going to be late, they must call the CDC to advise staff of this and of their plan to pick up their child/ren. When a child is not picked up by 5:30pm, two staff will remain at the CDC until the situation is resolved. Due to operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged. Late pick-up fees – if your child is not picked up by 5:30pm, you will be charged at the rate of \$2.00 per minute. Beginning at 5:45pm, you will be charged \$5.00 per minute. Late fees for a late pick-up are expected to be paid to the CDC office the next day. It can be paid by check or cash (exact amount as we do not have change). If we continue to see a pattern of late pick-ups, this could lead to the dismissal of your child from the program.

Attendance: *Every child must be dropped off in the CDC by 9:30am.* If your child has a scheduled doctor's appointment and will arrive after 9:30am, you will need to bring a doctor's note with you.

- If your child is absent from the CDC, please message your child's teacher on Brightwheel to let us know. If your child is absent from the center for two consecutive weeks without notification, your child will be removed from the program.
- There are no deductions of tuition if your child misses school for illness, quarantines, school closures, vacations, holidays, or for days missed due to inclement weather. Fees are not refundable.
- We do not offer a vacation week. Instead, parents will not be charged tuition the week of December 22nd - 26th.



POTTY TRAINING POLICY

Two-Year-Olds

Two-year-olds do not need to be daytime toilet trained. We will assist with potty training when your child is two years old or in the two-year-old classroom. You must be actively working on this at home for us to work with your child at school. Please let the teacher know where your child is in the potty training process. This is a partnership between home and school and communication is especially important.

If your child is actively potty training, you must send your child to school in pull-ups that have Velcro on the sides for easy changing (we do not allow for underwear to be worn under the child's pull-up.) Children will not be allowed to wear underwear to school until they have successfully gone two weeks at home without a potty accident. *Remember that potty training at school is different and may take a bit longer than at home.*

Three Year-Olds and Four-Year-Olds

Children enrolled in a 3 year-old or 4 year-old (PreK) class must be daytime potty trained and able to care for their own bathroom needs which includes knowing when they need to go potty, stopping what they are doing to go use the bathroom, being able to pull their pants up and down on their own, getting on and off the potty unassisted, wiping themselves, and washing hands.

We know that children hit milestones at different times. For 3 year-olds, we will allow four weeks from their first day in the classroom for your child to demonstrate they can accomplish this goal. If your child has not accomplished this by the end of the four weeks, you will be charged an added fee of \$25 per week to cover the cost of added staff to help with pull-up changes and potty accidents. The fee will remain in effect until your child is independently daytime potty trained as deemed by the school. When a teacher must leave the group/classroom to change a child's soiled clothing, and to clean the soiled area, it takes away from the learning time for the other children. It also takes one teacher away from direct supervision of the rest of the class and can affect our child to staff ratios.

All 4 year-olds and older must be daytime toilet trained and able to take care of their bathroom needs which includes knowing when they need to go potty, stopping what they are doing to go use the bathroom, being able to pull their pants up and down on their own, getting on and off the potty unassisted, wiping themselves, and washing hands.

This policy will apply to children who are in a two-year-old classroom once they are potty trained and come to school in underwear.



Discipline: The staff at the CDC uses positive guidance techniques and redirection. No physical discipline or methods which are emotionally shaming or hurtful are used. Discipline issues are used as opportunities to teach children in a proactive way. There are times that we will use “time out” for a child. “Time out” is determined by one minute for each year in age of the child.

We will work together in partnership with parents to address any behaviors that cannot be managed at school.

The CDC staff works with the children every day using their manners. It is expected that the children will be respectful to the teachers. We do not allow the children to hit, kick, or bite their friends nor do we allow them to hit, kick, or bite their teachers. We are counting on you parents to reinforce these expectations at home.

Aggressive behavior: Is defined as intentionally repeated hurtful acts (physical harm), words (emotional harm), or other inappropriate behaviors that result in safety concerns for the other children or for staff. Children who exhibit aggressive behavior will be worked with on a case by case basis.

Steps taken for aggressive behaviors:

1. For the first incident of aggressive behavior, teachers will document what happened. If a child is injured due to an intentional act by another child, an Incident Report will be filled out for the injured child. Both children’s parents will be notified. Teachers will talk to the child who acted on the aggressive behavior and ask why it happened and reinforce that type of behavior is not acceptable.
 - There may be times that parents will be called to pick up their child depending on the situation and if any harm was done to the other child.
 - Incident Reports are always kept confidential. We are not allowed to tell you what child(ren) were involved in the incident.
2. Teachers will keep a log of aggressive behaviors to see if there is a pattern, what could be triggering the behavior, and what happened before the behavior occurred. If they do see a pattern of aggressive behaviors from the same child, teachers will reach out to the parents.
3. If the aggressive behavior continues meaning 2 or more incidents in a day or 3 or more incidents in a week, the child will be put on a behavior plan. Parents will be notified and included in this plan.
 - There may be times that parents will be called to pick up their child depending on the situation and if any harm was done to the other child.
4. If the aggressive behavior does not change, parents will be notified and will be asked to meet with the teacher and Director to discuss the behaviors and how to correct the behaviors.
5. After meeting with the parents and the aggressive behavior continues, the Director will determine if the child will be suspended (anywhere from 3-5 days) from attending the program or if the child will be dismissed from the program. The decision will be made by the Director, taking into consideration the safety of the children and staff in the classroom.

Biting Policy: Biting is a typical behavior often seen in infants, toddlers, and two-year-olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. Biting can be an upsetting and potentially harmful behavior. It can be frustrating for both the parents of the child that bites and the parents of the child who gets bitten.

We do not allow the children to bite their friends, nor do we allow them to bite their teachers. We are counting on you parents to reinforce these expectations at home.

We do know that children bite for many different reasons:

- Relieve pain from teething.
- Explore cause and effect (“What happens when I bite?”).
- Experience the sensation of biting.
- Satisfy a need for oral-motor stimulation.
- To feel strong and in control.
- Get attention.
- Act in self-defense.
- Communicate needs and desires, such as hunger or fatigue.
- Communicate or express difficult feelings, such as frustration, anger, confusion, or fear

If a child bites:

1. The bite will be cleaned with soap and water and ice applied if needed.
2. The child that bit will be removed from the group to take a break – one minute for each year of their age.
3. To the child that bites, teachers will use the words “No bite. We do not bite our friends. Biting hurts our friends.”
4. The teacher will notify the office and both parents of the children involved, explaining the circumstances and an Incident Report will be filled out and given to both parents.
 - a. Incident Reports are always kept confidential. We are not allowed to tell you what child(ren) were involved in the incident.
5. Teachers will keep a log of biting incidents to see if there is a pattern, what could be triggering the biting behavior, and what happened before the bite occurred.
 - a. If they do see a pattern of biting from the same child, teachers will come up with a plan of action to help deter the biting. This plan will be shared with the parents.
6. If a child bites two times in one day, their parents will be called, and they must be picked up within 45 minutes of notification.
 - a. If a bite breaks the skin, parents will be called to pick up the child due to the severity of the bite. The child must be picked up within 45 minutes of notification.
7. If the biting continues after the child has been sent home for the day, a conference will be set up with the teachers, Director, and parents to discuss a corrective action plan to stop the biting.
8. After meeting with the parents and the biting continues, the Director will determine if the child will be suspended (anywhere from 3-5 days) from attending the program or if the child will be dismissed from the program. This decision will be made by the Director, taking into consideration the safety of the children and staff in the classroom.

Dismissal of a Child: The CDC reserves the right to terminate enrollment for:

- Failing to honor the obligation listed in any manuals or policies provided by the CDC.
- A delinquent account.
- A student it believes has been misplaced. Misplacement is understood to include but not limited to a variety of situations among which are: behaviors inconsistent with and disruptive to the CDC environment and/or other children, the child does not adjust to the program in a timely manner, or special educational needs of the child that cannot be met appropriately by the CDC and the staff. Determination of misplacement will be made on a case by case basis, keeping in mind the welfare of the child, the student body, and the staff.



Door Safety: DO NOT let anyone in the building if you do not know who they are. You will need to tell them to ring the doorbell to check in with the church office. **DO NOT** let anyone in the CDC area if you do not know who they are. Tell them they need to wait outside the CDC door in the lobby area while you come into the CDC to find a staff member to help them. The doors are locked for a reason. When you hold the door open for the person behind you and do not know who they are, you could be jeopardizing the safety of the children and staff. We have put these safety precautions in place and depend on you to follow them.

- You must have your key card with you at drop-off and pick-up to enter the building and to enter the CDC area. When you “forget” your key card it takes time away from the office to come and open the door. If we notice a pattern, we will discuss this with you.
- Each family will get two keys cards. If you need additional key cards, they are \$10.00 each and you will need to let the CDC office know.
- If you lose your key card, you need to let the CDC office know ASAP so we can deactivate it and issue you a new key card. The cost will be \$10.00 for each replacement card.

Backpacks: Every child will need to bring a child sized backpack with them every day. Infants, Cruisers, and Toddlers can bring a diaper bag.

Make sure to include:

- 2 complete changes of clothes (including socks, underwear, shorts/pants, and a shirt)
- diapers and wipes if needed
- a refillable water bottle to be used throughout the day
- a folder for your child’s artwork and for communication
- DO NOT attach hand sanitizer or toys to the backpack
- No toys (cars, action figures, dolls, etc.) are allowed to be brought to school in backpacks

*Remember to LABEL EVERYTHING. The CDC is not responsible for lost items.

Clothing: LABEL ALL JACKETS AND COATS.

- Please dress your child in comfortable, washable, everyday “play” clothes.
- For the safety of each child, they must wear tennis shoes/rubber-soled shoes that either velcro or tie. No flip-flops or slip on shoes with no backs. We want to make sure that the children are safely able to participate in all activities by wearing proper footwear.
- No belts on your child unless they can buckle and unbuckle it on their own.
- It is best if children have pants on that they can pull up and down on their own. Sometimes pants with zippers and buttons/snaps are hard for the children.
- Do not put a onesie on your child if they are potty training. They are not able to unsnap the onesie in

time to make it to the potty. Children that are potty training must be in clothes that they can pull up and down on their own. This is a big self-help skill for the children.

- Do not allow your child to bring in toys, money, or any items in their pockets.
- No jewelry (dangling earrings, bracelets, necklaces, rings) – stud earrings only
- The CDC is not responsible for lost items.

Hand Washing: Licensing requires that every child wash their hands when they arrive in the morning, before snack, after snack, before lunch, after lunch, after using the potty, after playing on the playground, after playing in the gym, and any other time deemed necessary by the teacher.

Music: The children will go to Music class once a week. They will also have music time in their classrooms.

Chapel: The children will go to the Chapel twice a month to hear a Bible story and lesson, have prayer time, and sing songs.

Special Areas: We do offer Amazing Athletes, Tippy Toes Dance, and Karate classes during the school day. Information for these programs can be found at the check-in kiosk before you enter the CDC.

Rest-Time: According to state licensing, rest time shall not exceed two (2) hours for a preschool-age child unless the child is attending the child-care center during nontraditional hours. A child who does not sleep shall be permitted to look at books/puzzles quietly during rest time. Children can bring a small blanket to help during rest time.

Visiting the CDC: Parents/guardians of enrolled children are welcome to visit the CDC at any time. Anyone interested in enrolling their child in the CDC and would like to tour the facility, will need to call, and schedule an appointment. We do not do walk-in tours.

Volunteer Policy: The CDC does have a relationship with the Summit School, which is a small private school for students with learning differences. It is located right down the road from the CDC. Since 2019, their students enrolled in the School to Work program have come to the CDC to observe our classrooms, take out trash, as well as help with other classroom tasks to assist the teachers. They have no supervisory/disciplinary control of the children and are never left alone with the children. A volunteer who takes part in planned activities, interacts with the children, and performs supervisory/disciplinary control of the children must comply with all the state regulations required of hired staff.

Fund Raisers: Fund raisers we have are spirit wear sales, individual/class pictures taken by LifeTouch, and Scholastic book orders. The CDC will receive a percentage of the profit from spirit wear sales and picture sales and will receive free books from Scholastics book orders.

Resource People: We are always looking for ways to make your child's time spent at our school even more enriching. If you have a musical background, play an instrument, speak another language, have a skill or talent - please share it with us. It is through parents "giving" that we continue to grow. Contact the office for more information.

Advertisements/Promotions/Information: To keep our parents informed of church programs, neighborhood happenings and elementary school information, materials will be distributed to the students. Distribution of promotional material for charitable causes and events will be managed on a case-by-case basis with relevance to preschool age children and their families being the primary criteria. These materials are to be provided by the promoter so that they may be distributed with the monthly newsletter. We do not specifically endorse any materials or programs and send them only as a convenience to you.

Visitor Policy: All visitors must report to the Child Development Center Office and sign the Visitor's Book upon arrival and departure. They will be provided with a visitor's badge upon signing in. This will provide identification to staff, parents, and children within the center. A staff member will always accompany visitors in the center while in the building; at no time will a visitor be left alone with a child.

*Parents/guardians can drop off and pick up children without being accompanied.



Peanut/Tree Nut Free Facility: The CDC is a “peanut/tree nut” free facility. This means food cannot be brought in or served if the label reads any of the following: contains peanuts or tree nut ingredients; may contain traces of peanut/tree nut; made on equipment used in manufacturing or processing nut products; made in a facility that manufactures or processes nuts. We are asking for parent cooperation in following these guidelines when sending lunch with your child.

***If your child is eating breakfast or any food items at drop-off, you must stay out in the lobby area and have your child finish their food before entering the CDC. No food is allowed to be brought in at drop-off.**

Lunch Policy: Parents will send in a lunch (in a lunch box or bento box) along with a filled water bottle every day. Teachers will refill your child’s water bottle throughout the day. We recommend using a thermos or ice pack as needed. We do not have the ability to refrigerate or heat up any food. All items in the lunch must be pre-cut (grapes and hot dogs MUST be cut long ways then in half to prevent choking.)

The lunch must include a: Milk; or 100% Juice; Protein; Bread; and Two (2) vegetables or two (2) fruits; or one (1) fruit and one (1) vegetable

Sample Lunch ideas for parents:

- Slice of turkey and cheese rolled in a tortilla, cup of applesauce (prepackaged cups count as 2 fruit servings), milk
- Soy butter (labeled) and jelly sandwich, ½ of a banana, ¼ cup of carrot sticks, milk
- Chicken nuggets (2-3), ¼ cup of apple slices, ¼ cup of grapes, milk
- 1 slice of cheese pizza, small box of raisins, milk
- ¾ ounce of cheese slices, crackers (3-5), ¼ cup of salad, ½ cup of strawberries, milk
- Lunchables are fine but you must check the dessert ingredients because most have peanuts in them or may be made in a facility with peanuts/tree nuts. You would need to remove the dessert.

****The CDC is not allowed to prepare food. If a lunch is forgotten, the CDC will contact the parent/guardian to bring one.***

Snack Policy: Parents will send in two snacks for their child each day. One snack will be served mid-morning, and the other snack will be served after rest time. Snack items must be peanut/tree nut free and not manufactured in a facility with peanuts or tree nuts. **The morning snacks and afternoon snacks must each include two components from the following groups: fruit, vegetables, dairy, and bread/grain.**

Sample Snack ideas for parents:

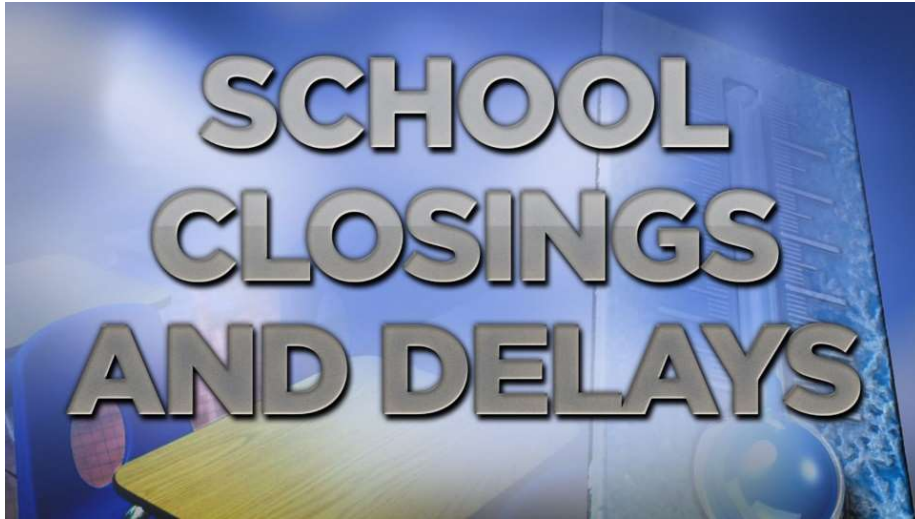
- Nutri Grain bar – this counts as two components for a snack (both a fruit and a grain)
- Goldfish and fruit snacks (Motts fruit snacks)
- Pretzels and string cheese
- Applesauce Pouch and Pirates Booty
- Honey Maid Graham Crackers and Craisins
- Apples slices and Teddy Grahams
- Cheerios and a Banana

*Check the Parent Board by the CDC entrance for additional suggestions about what to send in for lunch and snacks.

Birthday Snack Policy: All snacks must be store bought and in their original package/containers. We are a “peanut/tree nut” free facility. This means food cannot be served if the label reads any of the following: contains peanuts or tree nut ingredients; may contain traces of peanut/tree nut; made on equipment used in manufacturing or processing nut products; made in a facility that manufactures or processes nuts. For your child’s birthday snack, you may send in an item from the list below:

- Oreo Cookies
- Kellogg’s Rice Krispy Treats – Original flavor
- Fudge Striped Cookies

Parties/Holidays: We will celebrate different holidays with class parties and/or programs. Always check your child’s calendar for more specific information.



Closing Due to Extreme Weather/Emergency Days: Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water, viral pandemic, severe illnesses, etc.) prevent us from opening on time or at all, families will be notified through the Brightwheel App and a mass email using constant contact.

- There may be times that the message sent out states we are on a 2 hour delay which means the CDC will open at 9:30am. This will allow us to evaluate/monitor the weather and road conditions. A second email will be sent out confirming if we will be open with the delayed time or if we will be closed.
- **ALWAYS CHECK YOUR EMAIL FOR UPDATES.**
- There are no deductions of tuition for closing due to extreme weather or emergency days. Fees paid are not refundable.

If it becomes necessary to close early, we will contact you and/or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.



This section updated 4/10/25 per licensing regulations.

EMERGENCY/DISASTER EVACUATION PLAN

The staff has been trained to manage emergencies in a calm and efficient manner. In the event of any emergency/disaster, there are five types of evacuations we will consider depending on the type of emergency:

1. Earthquake - sheltering in the classroom under tables or against the walls.
2. Lockdown – when there is danger on our premises all doors need to be locked, staff and children are hiding and quiet, no one enters or leaves the building (examples: intruder, active shooter).
3. Shelter-in-place – continue with our regular schedule but cannot go outside (examples: gas leak, suspicious activity in the area)
4. Tornado - relocate to the lower level (Sunday School Classroom area).
5. Fire Drill - relocate to outside of the building on the soccer field.

*Fire drills will be practiced monthly. Tornado drills, earthquake drills, lockdown drills, and shelter in place drills will be practiced quarterly.

****In the event of an emergency or disaster, we have the following accommodations in place:**

1. For our infants and toddlers – additional staff will assist from the Church and Preschool to make sure the children are safe.
2. Children with disabilities – these children would have a special aid assigned to them that is responsible for that child.
3. Children with chronic medical conditions – the child’s classroom teacher is responsible to take their emergency backpack that contains medical information needed for these children. Administrative staff and classroom teachers will make sure they have all medications needed for those children.

If we need to relocate off-site, we will follow our evacuation route to:

First Baptist Church
11721 Main St.
Middletown, KY (245-7889)

We will follow the procedure listed below:

1. Call 911 or the local authorities that we have worked together with in developing this plan to seek immediate assistance.
2. Make sure all children and staff are accounted for and safe
3. Director will decide proper area to evacuate, where to relocate and when to return
4. Take emergency files, kit, and equipment to serve this population
5. Director will notify parents by email, telephone, and/or TV/radio
6. Have sign-out forms for parents to complete for reunification.

7. Please remember not to call the preschool during this time. Our focus will be on maintaining the safety and security of the children and not answering the phones. This emergency evacuation plan will be updated every year and shared with staff, parents, and local authorities.

Security Cameras: To ensure the safety and security of all children, staff, parents, and visitors, Middletown United Methodist Church, Middletown United Methodist Preschool, and Middletown United Methodist Child Development Center are equipped with a 24-hour surveillance system.

Security cameras are installed in all classrooms in the children and youth wings, hallways, outdoor play areas, gymnasium, Connection Center, parking lot, as well as other public areas within the buildings, and may conduct video surveillance of any portion of its premises at any time. Video/security cameras are positioned in appropriate places within and around our facility to help promote the safety and security of people and property. No cameras are in areas such as bathrooms or dressing areas.

These cameras are for security purposes only. Footage will not be used for reasons other than investigative (did what was reported actually happen here), prosecutorial (positive identification of an offender), personal protection (proof that you did not do what you have been wrongly accused of), and deterrence (possible offender is aware of video surveillance and does not come in, or if already in does not act inappropriately).

The cameras in the classrooms can be monitored by the respective Directors and Children's Pastor. The footage from the classroom cameras is not recorded to the cloud, but a locally accessible hard drive to prevent hacking. These cameras are not available for parents to watch their children's classroom. Once again, they are for security purposes only.

Our main concern is always the daily safety and security of those here at Middletown United Methodist Church, Middletown United Methodist Preschool, and Middletown United Methodist Child Development Center.

Child Abuse: In Kentucky, ANY person who knows or has "reasonable cause" to believe that a child is a victim of child abuse or neglect has a duty to make a report to the Child Abuse Reporting Hotline (1-800-752-6200) of the Cabinet for Health and Family Services (CHFS), local law enforcement or Kentucky State Police, the County or Commonwealth Attorneys' Office. The report can be made by telephone or in writing. "Reasonable cause" means that the evidence available to that person, if presented to other individuals of similar background and training, would make those individuals think that the child was abused or neglected. If it appears a child may be a victim of child abuse or neglect, it is the responsibility of the CDC staff to make a report.