

## **TOYS SHOULD NOT BE BROUGHT TO SCHOOL.**

Treats may be brought to school as long as there is enough to share with the class. Breakfast and lunch are provided for all-day children and there are snacks in the afternoon, all in compliance with USDA standards. Weekly menus are posted on the bulletin board and the only exceptions allowed will be for children with allergies or special needs.

**THE CENTER WILL PROVIDE** crib sheets and blankets to be used by the children. Parents of children who sleep on cots will need to provide pillows, covers and blankets. These will be sent home each Friday for laundering and will need to be returned on Monday.

**PARENT OF CHILDREN IN DIAPERS** must bring diapers for use in the center. If cloth diapers are used, parents must bring a closed container for soiled diapers. A container is provided for disposable diapers.

**THE CENTER MUST HAVE** a written formula and feeding plan for each child which will be updated every three months, or as different foods are introduced. Feeding plans must specify when food is to be introduced, amount to be fed and method of feeding. Formula and food must be provided by the parents until table food and whole milk are introduced. Baby bottles (not caps) must be marked with the child's full name and the date. The center is NOT allowed to mix powdered formula. Parents must bring pre-made bottles for each day. Left over formula will be discarded after each feeding and the bottles must be taken home at the end of the day. Pacifiers may be used but may not be attached to a child by string or pin.

**THE CENTER DOES NOT PROVIDE** any type of transportation to and from school, dance, swim lessons or other activities, except during Spring Break and Summer Camps. Our Camps are for children ages 4 - 12. The Center must have a vehicle registration form on file for each child riding in our vehicle and must have a permission slip for each field trip signed by a parent or guardian.

**ANY SUSPECTED INCIDENT OF CHILD ABUSE, NEGLECT OR DEPRIVATION WILL BE REPORTED TO THE DEPT. OF FAMILY & CHILDREN SERVICES.**

## **RATES:**

**Payments are due on Monday before services are rendered!**

Weekly Fee - \$110.00

Part Time Fee - \$75.00

**After Tuesday a late fee of \$10.00 will be added to your weekly payment.**

### **Daily Rates**

Part Time (8:00 a.m. to 12:00 p.m.)

Part Time Daily - \$15.00

Daily Fee - \$22.00

### **Registration Fees**

Six Weeks to Pre-Kindergarten - \$50.00

Kindergarten - \$60.00

(After six months of enrollment a supply fee equal to the registration fee will be due.)

Summer Camp - \$30.00

**Vacation Rate** - \$60.00

(One week per year, full time ONLY)

Service charges for returned checks - \$30.00

Late charges for children not picked up by 6 p.m.:  
\$1.00 per minute per child for every minute your child is here after 6:00 p.m. At 6:30 p.m., we will have no other choice but to notify the Richmond County Sheriff's Department and the Department of Family and Children Services.

If you fall behind on your payments by more than \$100.00, we will give you one notice which will state that you have three days to pay your balance due. If this process does not work, we will terminate your child's care, which will jeopardize any future placement. Accounts that are delinquent for more than four weeks will be sent to a collection agency

# Policies and Procedures

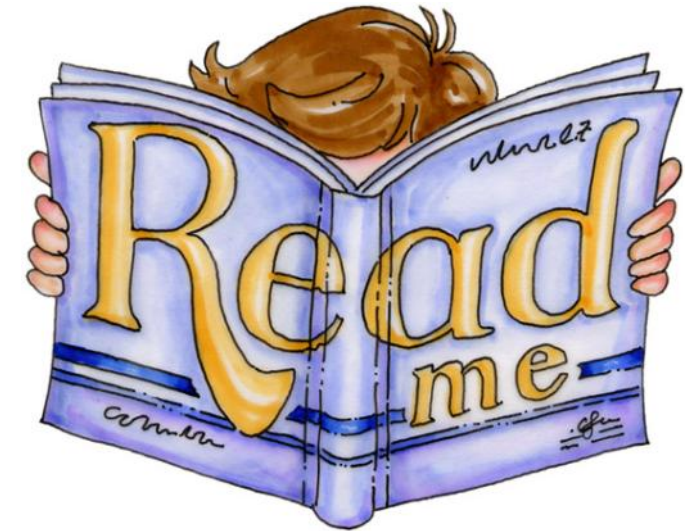
Burns Memorial  
United Methodist Church  
Pre-School Day Care Center

2372 Lumpkin Road  
Augusta, GA 30906

Telephone: 706-798-9843

Fax: 706-793-5044

E-mail: [burnspreschool@comcast.net](mailto:burnspreschool@comcast.net)



Burns Memorial United Methodist Church Pre-School and Day Care accepts children with no discrimination on the basis of race, religion, color or national origin

**BURNS MEMORIAL UNITED METHODIST CHURCH PRE-SCHOOL AND DAY CARE CENTER** is operated by the local church committee for the Pre-School and Day Care Center under the supervision of the Staff Parish Relations Committee and the Administrative Council of Burns Memorial United Methodist Church and The Book Of Discipline of the United Methodist Church. By their signatures on the Registration Application, parents indicate their willingness to cooperate with the Christian emphasis of the school, to attend parent-teacher conferences and to participate in activities in order to bring about better understanding between teachers, parents and children.

**THE PURPOSE OF THE CENTER** is to create an environment in which children explore and become aware of their physical, emotional, intellectual and spiritual being in the light of the Christian view of man. They are not only discovering the wonder and uniqueness of themselves, but also acquire a beginning awareness of the wonder and uniqueness of other people.

**A RELIGIOUS INTERPRETATION** is used in program activities as situations occur, such as an appreciation for God and His goodness, His world, all living things, thankfulness, etc. Bible verses and stories will be used. The ABEKA curriculum will be used to teach children in the preschool program. ABEKA is a nondenominational curriculum that teaches morals and character essentials.

**THE CENTER WILL SERVE** three groups of children: 1) The All Day Program for children from six weeks to Kindergarten age (5) who need all-day care five days a week, 12 months a year, 6:00 a.m. to 6:00 p.m. 2) The Morning Program for children three years to five years, from 8:00 a.m. to 12:00 p.m., where they are taught the ABEKA curriculum during the school year. 3) Our Spring Break and Summer Camp Programs for children ages four years to twelve years, and includes many activities during the day and several field trips during the sessions.

**YOUR CHILD IS CONSIDERED TO BE ENROLLED** in the center until a one week notice of termination is given by either the parent or the center. If the parent does not give a one week notice then the account will be charged for one week and you will be responsible for payment.

**HOLIDAYS THAT THE CENTER WILL BE CLOSED ARE:** New Year's Day, MLK Day, Good Friday, July 4th, Memorial Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. These days will be counted as days present when computing charges. These are paid holidays for our teachers. The center will not close for staff vacations.

**THE CENTER MAY BE CLOSED** in case of extreme weather conditions. If closing is necessary, an announcement will be made on local radio and television stations. The days missed due to weather will be counted as days present in computing charges. Any other environmental hazards that may develop will be addressed according to their unique situations (such as flooding, fire damage, non functioning water, electric, etc.).

**IN THE EVENT OF SEVERE WEATHER** (Tornadoes, thunderstorms, etc.) the children will be evacuated to the basement of the main building, where a portable light and radio are on hand. In case of fire, children will be evacuated to the playground, then to the Family Life Center. If there is a power failure, Georgia Power will be contacted immediately. The building is equipped with emergency hall and classroom lights. Each room has sufficient daylight for safety. Windows can be opened for ventilation. In case of failure of the water supply, Richmond County Water Works will be contacted and there will be an emergency supply of water on hand. In case of a death or loss of a child, parents and local authorities will be contacted immediately. Emergences of any kind will be reported to the Department of Human Resources within 24 hours.

**CHILDREN WITH SPECIAL NEEDS** will be accepted and served in accordance with our facilities and staff training.

**IN ORDER TO BE A LICENSED CENTER** there are certain rules and regulations which we must follow. A copy of the regulations are available in the center office at all times.

**ALL TEACHERS HAVE HAD SPECIAL COURSES** in Early Childhood Education. They attend state and local workshops on the preschool level annually and are required to take 10 additional hours of training every year to include first aid, CPR, child abuse, nutrition, safety and sanitation.

**ONE OF OUR GOALS** is to prepare children to be independent. Most children need to adjust to less individual attention and learn independence in personal care, dressing and eating, as well as with decisions concerning work, play and behavior.

**PARENT OR AUTHORIZED PERSONS** must not allow children to enter or exit the center without being escorted. The center will not permit children to enter or exit the center without an authorized adult escort. All children must be signed in and signed out by a parent or guardian.

**WE MUST MAINTAIN DISCIPLINE** in order to ensure a happy workable atmosphere. If serious problems arise, we have access to professional assistance from several sources. Staff members are not allowed to spank children; food cannot be withheld as punishment, abusive language is forbidden. When disciplinary measures are needed, simple methods such as "time out" chairs or withholding small privileges are employed. In extreme situations, parents will be contacted.

**AN ENROLLMENT FORM** on each child must be completed by the parent and an current immunization record, signed by a physician or public health official must be provided within two weeks of enrollment. **WE MUST HAVE** the name and telephone number of a person other than parents to call in emergencies. Any changes in address, telephone number or employment of parents must be given to the center office.

**CHILDREN WHO BECOME ILL** or have a temperature of 101 or higher are not to remain in the center. No medication will be administered without written authorization from the parent, including the physician name, name and prescription number of medication, directions for administering and any known adverse reactions. We cannot dispense medication to any child for more than two consecutive weeks. If medication is on-going, we must have a copy of a physician's note on file. Parent will be notified of illness or adverse reactions immediately.

**PARENTS ARE REQUESTED** to notify the center of a communicable disease or other health reason for child's absence from the center. Parents or guardians of all children enrolled and local health officials will be notified within 24 hours when a communicable disease has been introduced into the center. These illnesses are defined and posted on the bulletin board in the center.

**IN CASE OF EMERGENCY** and parents cannot be reached, the child will be transported by staff car or ambulance to the medical facility that was indicated on the medical form completed at the time of enrollment.

**CLOTHING SHOULD BE SIMPLE**, practical, comfortable, washable and easy to manage when going to the restroom. Outer clothing suitable to the weather should be worn as children play outside daily except in inclement weather. Children's shoes should be suitable for play. Please no flip-flops or strapless shoes for safety reasons. Children should not wear cowboy boots or dress shoes to school. Children must have a change of clothes at the center in case of accidents. Please mark the children's clothes.