

STATEMENT OF PURPOSE

The purpose of UCUMC Extended Day is to support the mission and vision of UCUMC and the Weekday School. It is an option for parents who wish for their child to be in a church-based preschool setting but need after-school care. Our Extended Day program is a non-academic program that provides care for children after our morning school hours. You must be enrolled in our morning program to attend Extended Day. Extended Day is only in operation when the Weekday School is open. We do not provide care over breaks, or on days that the Weekday School is closed.

Typical day:

- Wash hands, potty, and settle down for nap/quiet time
- Snack provided
- Play outside or in rainy day room until parents pick up
- Latest pick up time is 5:15 pm

Each child is expected to rest in Extended Day. If a child is overly disruptive during nap/quiet time, to the point that it prevents the other children from resting, the parent will be called to pick the child up early. If the disruptive behavior continues, the child will be removed from the program. Teachers cannot take children out of the classroom for extended periods, or rock and hold a child during the entire rest time. Children must stay on their cot, in a quiet and respectful manner.

ARRIVAL AND PICKUP TIME

Extended Day hours are 1:15 pm – 5:15 pm

Pick-up – Children must be picked up and signed out by 5:15 pm. Please send a message via the Extended Day Brightwheel app should you be unable to pick up your child on time. When arriving after 5:15 to pick up your child, you will be asked to sign a late pick-up form. After three late pick-ups, the teacher will turn the sign-in sheet to the office. The office will send a warning notice home. After the warning, bills for late pick up will be sent via brightwheel. Should you receive such a notification, your child will not be allowed to return to school unless the fee has been paid within one week of receiving notice.

Please do not be on your phone at pick-up.

MESSAGES

Please send all messages in writing/via brightwheel. We cannot accept verbal statements of children concerning changes in carpool. If your child is going home with another child to visit, please notify the teacher in writing.

Any person picking up your child will have to be listed on the your child's brightwheel profile.

THINGS FROM HOME

Extended Day Supplies:

- A crib sheet and blanket for rest time
- Change of clothes
- Diapers/wipes (if needed)
- Water bottle

HEALTH AND SAFETY

Insurance

UCUMC Extended Day does not offer insurance coverage for students enrolled in the program. Parents are required to provide individual coverage for their children.

Health Issues

A health certificate signed by your physician is required for every child before school starts. This signed certificate is a state requirement. No child may attend school until a current health form is on file in the office.

Parents are asked to cooperate with the school in keeping as healthy a surrounding as possible for the children. We ask that you keep your child at home if he or she is sick during the night or in the early morning with vomiting, diarrhea, or a rash. We also ask that your child be symptom-free for 24 hours before returning to the classroom. For the safety of your child and your child's classmates, please err on the side of caution when sending your child back to school after an illness.

If a child is sent to school sick with these symptoms or becomes ill during the day, we will contact a parent immediately. Please be certain that emergency numbers are correct and up to date on your child's enrollment form. Any child sent home from school because of an illness may not return to school the following calendar day. This will affect five-day, four-day, and TTHF classes particularly.

Please notify the teacher of a child's exposure to, or symptoms of, a contagious disease. We will notify each class that is affected if a contagious disease is a possibility.

Administering medication while at school will not be a common practice. We realize that under some conditions, we would be able to administer some medications. This will be decided after a conference with the teacher, parent, and director.

As part of our policy of good health care, we will take the children outdoors as often as the weather permits. Fresh air and exercise are important to each child's health. Please be sure that your child is properly dressed to play outside based on the weather.

Medication

The Extended Day will not regularly administer medications at school. Should it be necessary to store medications at school for emergency use, the following steps will be followed:

1. A signed form from the parents or guardians giving permission for the medication to be administered by a UCUMC Extended Day staff member.
2. Parents are to talk to their child's teachers to ensure that they are aware of the condition and understand when and how to administer the medication.
3. There is to be a log filled out when the medication is administered, indicating symptoms presented, time administered, and signature of the staff person administering the medication and when and how the parents were contacted.
4. Copies of these forms will be kept in the child's classroom file, on file in the office, and with the medication itself.
5. Medications will be stored in a bag with the child's name in a container in the classroom that is clearly marked with a first aid symbol. The container should be easily accessible but is to be out of the reach of children and in a locked cabinet outside of school hours.

Food Allergies

Please contact the Extended Day office if your child has a food allergy or dietary restrictions that we should be aware of (peanut, gluten, latex, etc.) All snacks purchased by the Extended Day program are nut-free and not processed in a facility that also processes nuts. If your child needs gluten-free, dairy-free, etc snacks, you will need to send those snacks in with your child each day.

TUITION PAYMENT POLICIES

Registration/Tuition Payments/Withdrawal

There will be nine (9) monthly tuition payments. We collect one month of prepaid tuition in May. Your May 2025 tuition payment will be collected in May 2024. The tuition payment schedule will be month to month beginning in August and ending in March for the current school year. Extended Day tuition is due by the 15th of each month. If during the school year you must withdraw your child, we require a 30 day written withdrawal notice. Extended Day tuition payments must be paid through the Brightwheel app.

Extended Day Monthly Tuition Rates:

- 1 afternoon a week: \$125 a month
- 2 afternoons a week: \$230 a month
- 3 afternoons a week: \$285 a month
- 4 afternoons a week: \$320 a month
- 5 afternoons a week: \$370 a month

Tuition/Delinquent Payments

Tuition payments are due the 15th day of each month and are considered late after the 20th.. Payments received after this date will be considered late.

Statements will be mailed only in the case of delinquent payments. Such accounts will not be carried after 30 days unless arrangements are made with the office.

Chronic late payments (three late payments over the course of a year) may be a cause of dismissal. The school operates solely on the funds generated by tuition and fundraisers. Therefore, prompt payment is necessary to meet the payroll, buy snacks, art supplies, and equipment. A service charge of \$25 may be charged for any returned check.

DISCIPLINE POLICY

It is the policy of UCUMC that corporal punishment will never be used for any reason in the preschool classroom, or anywhere on the church premises.

The Extended Day staff is trained to set appropriate limits and boundaries to provide for the safety and well-being of each child in their care. Positive discipline measures will be used to redirect and guide a child's behavior.

Techniques of behavior management in use at UCUMC Extended Day include the following:

1. Positive reinforcement
2. Ignoring unproductive behavior that is not destructive to people or property
3. Redirecting children to other areas of the room or to new activities
4. Withdrawal of privileges
5. Time out

By using these techniques, boys and girls learn to redirect their energy into constructive outlets and learn to take responsibility for their own actions.

The school reserves the right to dismiss a child whose behavior consistently disrupts the physical and learning needs of others. Every effort is made to work with each child's individual needs, and the Director and classroom teachers will effectively communicate with parents if there is a potential problem situation. Aggressive physical behavior toward staff and other children is unacceptable. The school reserves the right to dismiss a child whose behavior consistently disrupts the physical and learning needs of others. Every effort is made to work with each child's individual needs. The Director and classroom teachers will effectively communicate with parents if there is a potential problem situation. If a child displays persistent, serious, and challenging behavior, staff members will work as a team with the parents to develop and implement an individualized plan that supports the child's inclusion and success. If after an individualized plan is

implemented, and the behavior does not improve, the Director reserves the right to dismiss that child from the program.

SCHOOL CLOSING POLICIES

UCUMC Extended Day closely follows the Charlotte-Mecklenburg School calendar for vacation and teacher workdays with a few exceptions. Please see the school calendar for exact dates.

In the event of hazardous road conditions due to snow or ice or extremely cold conditions, UCUMC Extended Day will follow the CMS school closings.

In case of inclement weather beginning after school has started, please listen to the radio. If Charlotte-Mecklenburg Schools close early, please pick up your child as soon as you hear of the closing. We will also send out notices through the Brightwheel app.

***If the Weekday School is closed, so is the Extended Day program.

BITING POLICY

Biting is unfortunately not an unexpected behavior for toddlers and two-year-olds. At this age, frustration can be communicated through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. We understand that biting can, unfortunately, be a part of a preschool setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

When Biting Does Occur

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An "I Got a Boo Boo Today" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child “NO! DO NOT BITE!”
2. The child will be placed in time out for no longer than the child’s age (one-year-old, one minute).
3. The parents are notified.
4. Incident Form is filled out documenting the incident.

When Biting Continues

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive

1. If a child inflicts 3 bites in one school week in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in one school week in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked not to return for 2 school days.
3. If a child once again inflicts 3 bites in one school week in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a two-week break from school so they can mature and hopefully reenter the classroom smoothly.

If a child, who has been through steps 1 and/or 2, goes 3 weeks without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from school for the remainder of the day.

GRIEVANCE POLICY

The Extended Day program wants to meet the needs of the children enrolled in the program. Knowing that parents may at times have concerns regarding various aspects of the program, the administration, the teaching staff, policies, or operating procedures, a system has been established to provide for this communication to take place.

If a parent has an individual teacher/class-related concern, he or she should seek resolution by contacting:

- First, the teacher
- Second, the Director
- Third, the chairperson of the Extended Day Board, should the director be unable to satisfactorily address the concern.

If a parent has a concern related to the Extended Day policies, the administration of the program, and/or the operating procedures, he or she should seek resolution by contacting:

- First, the Director
- Second, the chairperson of the Extended Day Board, should the Director be unable to satisfactorily address the concern.

Safe Sanctuaries Training

In an effort to keep our children safe, we require that staff, classroom volunteers, and substitutes complete the UCUMC Safe Sanctuaries Training and renew the training annually. We encourage all parents to attend the training. Training sessions will be available at the beginning of the school year and then periodically during the remainder of the year.