

## Just Playing

When I'm building in the block room,  
Please don't say I'm "Just playing."  
For, you see, I'm learning as I play,  
About balance, I may be an architect  
someday.

When I'm getting all dressed up,  
Setting the table, caring for the babies,  
don't get the idea I'm "Just Playing."  
I may be a mother or a father someday.

When you see me up to my elbows in paint,  
Or standing at an easel, or molding and  
shaping clay,  
Please don't let me hear you say, "He is Just  
Playing."  
For, you see, I'm learning as I play.  
I just might be a teacher someday.

When you see me engrossed in a puzzle or  
some "playing" at my school,  
Please don't feel the time is wasted in  
"play."  
For you see, I'm learning as I play.  
I'm learning to solve problems and  
concentrate.  
I may be in business someday.

When you see me cooking or tasting foods,  
Please don't think that because I enjoy it, it  
is "Just Play."  
I'm learning to follow directions and see the  
differences.  
I may be a cook someday.

When you see me learning to skip, hop, run,  
and move my body,  
Please don't say I'm "Just Playing."  
For, you see, I'm learning as I play.

I'm learning how my body works. I may  
be a doctor, nurse, or athlete someday.

When you ask me what I've done at school  
today,  
And I say, "I just played."  
Please don't misunderstand me.  
For, you see, I'm learning as I play.  
I'm learning to enjoy and be successful in  
my work.  
I'm preparing for tomorrow.  
Today, I am a child and my work is play.



**WELCOME TO  
CENTRAL METHODIST  
CHILD CENTER**

**HISTORY**

The late Dr. Charles Sykes, Sr. saw the need for a safe and loving environment for the children of working mothers. He approached the administrative board of Central United Methodist Church with his vision, and in 1961 CMCC was established.

**LICENSING**

CMCC is a state licensed childcare facility, subject to all requirements established by the state legislature. The Division of Child Development, Mt. Airy Fire Department, and Surry County Sanitation Department inspect the center regularly. The center participates in the Child and Adult Care Food Program, this government-funded program monitors meals served to the children.

**PURPOSE**

CMCC strives to provide quality childcare and a positive early educational experience in a safe, enjoyable, child-oriented environment.

**OUR GOALS ARE:**

- (1) Promoting self-esteem, responsibility, cooperation, respect, and success in a group setting.
- (2) Meeting the varied needs and learning styles of children.
- (3) Developing Pre-K skills through play. As well as providing opportunities for fine motor skill development and large motor play.

**HOURS OF OPERATION**

CMCC is open from 7:15 until 5:30 (effective 8-1-99) Monday through Friday. REMINDER – the center locks the door at 5:30, you will be charged for late pickup (late fees are posted on a chart on a bulletin board in the office).

**BIBLE STORY TIME**

Classes will meet periodically for a Bible story time. Discussions will be non-denominational and center on basic Christian principles.

**CARE OPTIONS**

**FULL TIME CARE:** The center is open for full time care every day except Labor Day, Day before Thanksgiving, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas, New Year's Day, Good Friday, Memorial Day, the 4<sup>th</sup> of July, and two in service training days.

**MORNING PRESCHOOL:** Preschool sessions run from the middle of August through May. Three year olds may enroll for 5 mornings, 3 mornings (M-W-F), or 2 mornings (T-TH). Four year olds may enroll for 3 mornings: (M-W-F) or 5 mornings per week.

During the school year (August-May), the morning portion of the day (8:15-11:30) is considered PRESCHOOL. During this time ALL children are grouped into 3,4, or 5 year old classes. After 11:30, full time children are cared for in the downstairs rooms. Downstairs rooms have daily schedules posted that reflect a full day's schedule, while upstairs room post ½ day schedules.

A child entering into our 3 year old full time care will remain in his assigned room for the entire day; staffing for each room includes a full time teacher and a part time afternoon teacher. A child entering into our 4-year-old full time care will have three teachers in all-one morning preschool, two afternoon teachers. If a four-year-old child is continuing with us from the three-year-old full time care, he will be assigned to the same downstairs

room for afternoon care. We have found this to help the transition.

DURING TEACHER WORKDAYS, HOLIDAY WEEKS AND SUMMER CARE, FULL TIME CHILDREN SPEND ALL DAY IN THEIR DOWNSTAIRS ROOMS, (AGES 3-5 GROUPED TOGETHER).

Four-year-old full time care parents should keep in mind that communication from morning preschool teachers may mostly be by messages (REMIND) Morning preschool teachers are usually scheduled to work from 8:15 until 12:30. If you need to speak with your child's morning teacher, please try to call or schedule visits from 11:30 to 12:30 or message them.

**ADMISSIONS**

CMCC accepts children between the ages of three and five. A child may enter the center after turning three (**children enrolling for fall session must be 3 by 10/31 to apply, but must pay to hold their position from the first day of the fall term until their third birthday**). A child entering the center must be **toilet trained**. CMCC accepts children of any race, color, sex, ability, religion and national origin. Children are grouped with other children that would later be in their public school grade.

**CMCC ENROLLMENT POLICY**

Children currently enrolled will register for summer and or the next fall term from February 1<sup>st</sup> through February 28<sup>th</sup>. Registration fee will be paid at this time. (\$75.00)

Church members' children will register for summer and or next fall term from February 1<sup>st</sup> through February 28<sup>th</sup>. Registration fee will be paid at this time.

Siblings of children currently enrolled will register for summer and or next fall term from February 1<sup>st</sup> through February 28<sup>th</sup>. Registration will be paid at this time.

Any remaining positions will be filled by the following procedure:

Applications will be taken from March 1<sup>st</sup> through March 31<sup>st</sup>. A random drawing will take place on the first Friday in April to fill the remaining positions.

After filling all remaining positions, the remaining applications will be drawn and children will be placed on the waiting list in the order in which they were drawn. Parents will be notified of status (position or waiting list) in writing within 5 business days. We will continue to take applications as spots are available.

Parents must pay registration fee and pick up required paperwork by May 1<sup>st</sup> in order to hold position.

**TUITION AND FEES**

A current fee schedule will be given to each parent. Fees charged are as follows:

**TUITION:**

Full time tuition is due on Monday of the current week. Payment is due for each day the center is open. We accept full time tuition weekly/biweekly/monthly. Morning preschool tuition is due the first business day of each month, (A total of 9 equal payments will be made).

**LATE TUITION FEE:**

Weekly tuition which is one week past due, or monthly tuition received after the 10<sup>th</sup>, will result in a late fee charge.

30 DAYS PAST DUE ACCOUNTS CAN RESULT IN DISMISSAL. DELINQUENT ACCOUNTS BEYOND 30 DAYS WILL BE SUBMITTED FOR COLLECTION.

ANNUAL NON-REFUNDABLE REGISTRATION FEE OF \$75.00

**EARLY ARRIVAL FEE:**

There will be a \$3.00 charge for morning preschool children arriving before 8:15. Ask for a flat fee if you need this every day.

### **LATE PICK UP FEE:**

There will be a charge if a morning preschool child is picked up after 11:40 or a full time child is picked up after 5:30. Amount depends on how late child is picked up.

IF YOU ARE CHARGED A LATE PICK UP FEE, PAYMENT SHALL BE MADE TO THE TEACHERS WORKING AT THAT TIME IN CASH.

### **TUITION:**

Payments will be set up automated through bank draft (free) or credit card draft (\$3.00 fee) We use Tuition Express sponsored by Procure. Families will receive a statement of total tuition payments for tax purposes, by request.

### **RETURNED BANKING FEES:**

Bank charges are \$25.00

**VACATION DAYS:** Children attending full time are eligible for vacation time, only after completing one full year. Families will receive a vacation voucher, which must be turned in to the office to receive credit.

### **TYPICAL DAY FOR YOUR CHILD:**

#### **ALL CHILDREN MUST BE SIGNED IN AND OUT DAILY.**

(Each classroom has daily Schedules posted)

7:15 Center opens for full time children. Children gather in Room A for play and stories.

8:15 Children picked up by teachers. Center time begins. Morning preschool children arrive, (August through May). Center time continues, teachers may work individually or in small groups on take home projects.

9:30 Snack

10:00 Group time – songs, finger plays, stories and games related to weekly theme.

10:30 Outdoor play, when weather permits.

11:30 Morning preschool children leave. Full time children prepare for lunch.

11:40 Lunch

12:15 Quiet play, prepare for rest time.

1:00 Rest time on cots

3:00 Wake up

3:15 Snack time

3:30 Group time

3:45 Outdoor play and/or indoor Center time

5:15 Story time

5:30 Center Closes

### **ARRIVAL AND DISMISSAL**

Each parent will receive a map of our traffic pattern. For safety reasons, always follow the pattern when dropping off or picking up your child, **REGARDLESS OF THE TIME OF DAY.**

If someone other than yourself will be transporting your child please tell them of the plan and have them follow the directions as well. Please enter from the Country Club Road or Inman Circle, exit onto Main Street.

Parking along the sidewalk of the church is not allowed this is a no parking zone and parking is not permitted at any time. This area is for **CARLINE ONLY**. All cars must be parked in the parking lot and turned off. **NEVER LEAVE YOUR CAR RUNNING AS YOU COME INTO THE CENTER-AND NEVER LEAVE A CHILD IN YOUR CAR UNATTENDED.**

Adults must walk children all the way into their classrooms or use carline and let the teacher know that your child has arrived so they can be signed in correctly. Always make sure that your child knows that you are leaving.

Full time children arriving before 8:15 will gather in a classroom downstairs (Room C) after storing personal belongings in their downstairs cubbies.

Morning classes begin at 8:15. In an emergency or with special prior arrangements, preschool morning children may arrive before 8:15 an early fee will be charged.

**PLEASE NOTIFY THE CENTER IF YOUR CHILD IS NOT COMING OR WILL BE ARRIVING AFTER 9:00.**

A consistent predictable schedule is so important to children; late arrivals can confuse them (especially when arriving after center time is over, “But I didn’t get to play!”)

Morning preschool children are to be picked up from car line.

Full time care children will always be picked up in their classroom/playground/fellowship hall. Please make sure the teacher knows you have your child so we can sign them out daily.

Each parent will fill out transportation release form, letting us know who may pick up your child. If someone other than those listed will be coming for your child, we will need a message on remind or note in folder.

## **WORK DAYS**

Teacher workdays are scheduled during the preschool year. The center will be open for full time children ONLY on these days.

## **INCLEMENT WEATHER**

The center is open for full time care unless extreme conditions exist or there is no power at the center. The director may decide to open the center late or close early depending on the weather. Morning preschool classes will not meet if the city schools close before 8:00 am.

Please check Facebook and Remind for any weather updates/delays/closings.

Morning preschool classes missed due to inclement weather will be made up if more than three days have been missed.

## **ROOM ASSIGNMENTS**

Sometimes we find that certain combinations of children do not function well together. If necessary, we might move a child to another room so that each child has a positive year.

## **CLASSROOM VISITS**

Parents are always welcome to visit their child's classroom at any time. We encourage parents to be involved with your child's preschool experience. We urge you to volunteer for parties, special events, etc. CMCC Parent Team is very active and does volunteer opportunities monthly. Please join this group on REMIND @cmccparent

## **SEPARATION FROM PARENTS**

Sometimes a child has difficulty leaving his parents when entering the center. Be assured that we will do all we can to help your child feel comfortable. Past experiences have shown us that it helps to have a good-bye routine – help your child settle into the room, find something he/she like to play with, tell him/her good-bye and you'll be back. If your child cries, the teacher will hold and comfort him/her, and we will call you if your child is having a very difficult time. Carline is also a wonderful opportunity to help your child adjust quickly. We have seen this help many children.

## **CURRICULUM**

Preschoolers are active learners, learning through play, exploration, and hands-on-activities. Our classrooms and planned activities are designed to encourage the love of learning.

A themed-based, age-appropriate curriculum, drawn from numerous sources, is developed by our teachers. Parents are informed of themes through monthly newsletters and posted weekly activities plans.

Social skills, such as getting along with other children in a group setting, learning to share, and respecting others, are the most important aspects of a three years olds early preschool experience. Colors, shapes, nursery rhymes and fairy tales are introduced as a part of weekly themes, along with most holiday themes. Pre-K gross and fine motor skills will be developed through play activities such as cutting, coloring, molding play dough, painting and outdoor play. Appropriate skills are one of the most important indications of kindergarten readiness (local teachers have affirmed this).

Four year olds will continue to develop their social skills through play. Children are continuously exposed to colors, shapes, counting, and letters through daily activities. They will be encouraged to write their names and learn their addresses and phone umbers.

## **DISCIPLINE**

A detailed discipline policy will be given to each parent. We believe that positive reinforcement directs behavior. But time out will be used when a child needs time away from the group.

Each parent receives a copy of our Suspension and Dismissal Policy upon enrollment. This explains steps taken by the center in case of extraordinary behaviors and violations of center policy.

## **OUTDOOR PLAY**

ALL children will participate in daily outdoor play, weather permitting. Please dress your child appropriately, sending hats and gloves as needed.

## **CLOTHING**

Please dress your child appropriately for the weather and comfortably for play. Cowboy boots, fancy dress shoes, cleats, and flip-flops are not safe for outdoor play, running and climbing, therefore we request that your child not wear these to our center. Each child **MUST** have a complete extra change of clothing incase of accidents, spills, etc. PLEASE LABEL ALL ITEMS.

## **REST PERIOD**

All full time children will rest on a cot after lunch. We provide a sheet to cover his/her cot. If your child would like to bring a small pillow, a blanket and ONE soft toy for rest time, you may send these. Please send the items you child will be using at rest time on Monday and take them home each Friday to launder. PLEASE LABEL ALL ITEMS.

## **TOYS/VIDEOS**

No toys should be brought to the center except for ONE soft rest toy for the full time children. Please do not send videos we have a variety here at the center.

## **PACIFICERS**

By the time a child enter the center a pacifier should no longer be necessary while he/she is here.

## **VALUABLES**

Jewelry, watches, and money are easily lost at the center. Please leave these items at home.

## **POTTY TRAINING**

All children must be fully potty trained. That includes having no more than 1 accident per week, able to change clothes independently, pull pants up and down, and wipe. All children must be in underwear, we do not allowed diapers of any kind.

## **MESSAGES**

Please send messages on REMIND to your child's teacher or the director. Verbal messages can be easily forgotten during a busy day. An answering machine is available for any messages you may need to leave when the center is not open or message the director on REMIND if it is after hours.

## **BIRTHDAYS/HOLIDAY PARTIES**

Birthdays are always a special time for children. You are welcome to send special refreshments for your child's class, but please inform your child's teacher the week of the occasion. We do have guidelines due to sanitation and food service requirements. Juice **MUST** be 100% juice. Any baked items must come from a kitchen, which is inspected for sanitation (such as a grocery store or bakery) or be packaged items. Each classroom will have a party list posted for parent volunteers.

## **PARENT/TEACHER CONFERENCES**

Conferences may be scheduled upon the request of the parent or teacher. Please keep in touch with your child's teacher concerning his/her development. An exit conference for four year olds will not be held unless requested by parent and or teacher. Conferences may be scheduled throughout the year by contacting the office.

## **REFERRALS**

Both Mount Airy City and Surry County Schools offer early intervention services for preschool age children. If your child is in need of speech therapy or, developmental intervention, please discuss this with your child's teacher or the director. We will also inform you if we feel the need for referral. There is no charge for these services.

## **CHILDREN'S FILES**

Each child will receive a packet of necessary paperwork. Parents will complete and return packet by the child's enrollment date.

Please remember to update address, phone numbers and emergency information as necessary

## **HANDWASHING**

Hand washing is one of the most effective ways to control germs. Each child MUST wash his/her hands upon entering the center. We also wash hands after toileting, before and after meals, and messy play and after outdoor play.

## **ILLNESS**

If your child becomes ill during the day, we will notify you and request that your child is picked up as quickly as possible. You will be called if your child has a temperature of 100 degrees or higher, has vomiting (1) and or diarrhea (2), persistent coughing/congestion, or if your child is obviously not feeling well. A sick child will be isolated from the other children in the child center office until a parent comes. **PLEASE DO NOT SEND YOUR CHILD BACK TO THE CENTER UNLESS HE OR SHE IS FEVER FREE FOR 48 HOURS WITHOUT THE AID**

## **OF MEDICATION AND WELL ENOUGH TO PARTICIPATE IN ALL ACTIVITIES INCLUDING OUTDOOR PLAY.**

We do not keep children inside while the rest of the class goes outside.

## **MEDICATIONS**

Medication permission forms are located in a binder in the office counter. Parents must complete forms and sign before **ANY** medication can be dispensed. **CHAPSTICK AND LOTIONS ARE CONSIDERED MEDICATION AND MUST HAVE FORMS FILLED OUT AND LOCKED IN THE CLASSROOM**

Prescription medicines will be dispensed according to the original container. All over the counter medications must have dosage listed on the label for your child's age. If the label does not have that dosage listed, we must have doctor's written orders in order to dispense. We provide disposable medicine cups. Your child's first dose of medication for the day **MUST** be given at home. All medications must be sent in the box they were bought in/with the prescription label on it.

Please keep in mind that lunchtime is the most convenient time for us to dispense medications. **CHILDREN ARE NOT ALLOWED TO CARRY MEDICATIONS INTO THE CENTER.**

## **EMERGENCY TREATMENT**

If emergency treatment is needed for your child, we will make every effort to contact you before going to the hospital.

## **WHEN TO KEEP YOUR CHILD HOME**

Listed below are some guidelines to follow for common childhood illnesses.

**CHICKENPOX-** A child should stay out of school for the first six days after the appearance of the first pox or until all the lesions have dried and crusted over.

**DIARRHEA** – If your child has a watery loose stools keep them at home. Once there is improvement in the stools, (a return to normal), then the child can return. If there are any signs of dehydration, the child should stay home until fluids are being taken well.

**FEVER-** A child may return to the center when fever free for 48 hours without medication.

**IMPETIGO** – No school until the child has been treated for 24 hours.

**INFESTION** – This includes head lice, scabies, etc. The child should not return until 24 hours after the treatment has begun.

**PINKEYE** – A child with a red or pink conjunctiva (covering of the eyeball and the inside of the eyelids) and discharge, usually white or yellow, with matting of the eyelids and difficulty opening the eyes should stay home until treatment has been started. The child can return after 24 hours of treatment.

**PINWORMS** – The child may return after treatment HAS OCCURRED. Treatment for pinworms now requires only one pill.

**RINGWORM** – This is a fungal infection, not a worm. 24 hours of treatment is needed before the child can return to school.

**STREP THROAT** – The child must have 24 hours on antibiotics **and** be without fever for 48 hours before returning to school.

**VOMITING** – A child who vomits 1 or more times in a 24 hour period or shows signs of dehydration should not be brought to school.

**COVID-**A child with covid must stay out of school for 5 isolation days and mask until day 10.

**FLU-**A child must stay out of school at least 48 hours from diagnosis and fever free without medication for 48 hours and symptoms are resolving.

**OTHER ILLNESSES** – There are no other specific rules for other childhood illnesses. Proper treatment should be initiated, and a child must be past the contagious phase of the illness before returning to school.

**SENDING CHILDREN BACK TO SCHOOL TOO EARLY PUTS THE SICK CHILD, HIS CLASSMATES, AND STAFF AT AN INCREASED RISK OF BECOMING ILL.**

**Thank you for allowing us to be a part of your child's early years.**