

## TLC (The Little Church) & SDO (Summer Day Out)

The Little Church is a Mother's Day Out program that offers a preschool (TLC), that operates Tuesdays, Thursdays and Fridays from August through May and provides a Summer Day Out (SDO) that operates on Tuesdays and Thursdays in June and July. This program is sponsored by The First United Methodist Church as a service for parents of children ages six months to pre-kindergarten, and provides active learning for the children, alternating quiet time with art, music, circle, center, and outdoor play. **If space is available during Summer Day Out, rooms for Public School age children may be offered.**

Registration for SDO and the TLC 2020 school year will be held on Thursday, April 2, 2020 from 8:30 am to 10:30 am in the Narthex. Priority is given to FUMC members and children already enrolled in the program. We will place children new to the program on a first come, first serve basis so try to be here early to ensure you get a spot.

This pre-registration packet is designed so that you have all required forms completed **PRIOR** to Registration Day.

**If your child plans to attend SDO, please fill out the green registration form.**

- *A non-refundable registration and supply fee of \$25.00 is required to attend SDO.*

**If your child plans to attend TLC, please fill out the yellow registration form.**

- *A non-refundable registration fee of \$50.00 is required to attend TLC.*

*\*\*\*Registration fees may be combined in one check if you are registering more than one child and/or registering for more than one session.*

**Regardless of which session or sessions your child is attending, please fill out the Data Sheet front and back, and Discipline Policy.**

The cost of the program is **\$25.00** per child per day. **This calculates to only \$4.17 per hour!**

Please bring this completed packet, the registration fees, and a copy of your **current immunization record** with you unless you have one on file.

Special requests for certain rooms or teachers will be considered but cannot be guaranteed.

Please share this information with your friends and neighbors! TLC is looking forward to another exciting and successful year serving in this Children's Ministry.

If you have any questions please call the TLC office at 968-2143.

# **RUSSELLVILLE FIRST UNITED METHODIST CHURCH**

## **THE LITTLE CHURCH (TLC) POLICIES**

**PURPOSE:** The Little Church is a non-profit state licensed ministry of First United Methodist Church that reflects the church's concern for the religious education of children 6 months through 5 years of age. During the first six years of life children form their basic patterns for coping with life. Our goal is to provide an educational program that nourishes the needs of the child and emphasizes growth in all areas – physical, mental, emotional, and spiritual – as a continuous, interrelated process.

Summer Day Out may include classes for children over the age of 5 years if space is available and will also operate in accordance with state licensing requirements.

**ADMISSION:** First United Methodist Church members are given priority admission to TLC. However, we welcome participation from the community until we reach state-imposed limits in each room. At that time, a waiting list will be established and vacancies filled from it. TLC admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies or scholarship programs.

**PLACEMENT:** Children are placed in classes based on their age on August 1<sup>st</sup> of the current school year. This is consistent with the public school placement regulations. Infants must be six months by Aug. 1<sup>st</sup> of the present year for the fall session or six months by June 1<sup>st</sup> of the present year for the summer session. Some exceptions may apply. In this case, an application will need to be approved by the TLC Board. State Licensing Requirements will still be maintained. Placement of children in a particular class will be left to the discretion of the Director.

**HOURS OF OPERATION:** TLC operates from 8:45 a.m. to 2:45 p.m. on Tuesdays, Thursdays, and Fridays, August through May. We will close for Thanksgiving, Christmas and Spring Break, Good Friday, and training days. In the event of inclement weather, TLC will follow the Russellville Public School closure policy. If TLC should dismiss before 12:30, a half day credit will be applied to your account. For dismissal after 12:30, no credits will be given. A school calendar of events and closures will be provided.

Summer Day Out (SDO) operates from 8:45 a.m. to 2:45 p.m. on Tuesdays and Thursdays in June and July with a one week break for FUMC's Vacation Bible School. Children four years and older are invited to attend VBS during that week.

**REGULAR PICK-UP TIME IS BETWEEN 2:30 AND 2:45. CHILDREN NOT PICKED UP BEFORE 2:45 WILL BE SENT TO THE LATE ROOM. A \$5.00 LATE FEE PER CHILD WILL BE ASSESSED ON YOUR NEXT BILLING PERIOD. AFTER FIVE MINUTES ANOTHER FEE OF \$5.00 WILL APPLY AND WILL CONTINUE UNTIL THE CHILD IS PICKED UP. PLEASE SET YOUR WATCH BY OUR ATOMIC CLOCK LOCATED ABOVE THE BULLETIN BOARD INSIDE THE DOUBLE DOORS. IF YOU HAVE AN EMERGENCY, PLEASE CALL THE TLC OFFICE.**

Your children must be signed in and out each day on the **Daily Sign-In Sheet** outside the child's classroom. As no child will be released to an unauthorized person, please notify the TLC director or your child's teacher in **writing** if anyone other than a parent or authorized person is to pick up your child. A **photo ID** may be required of this pick-up person. We ensure the accessibility of your child at any time during the hours of operation.

**FEES:** There is a **non-refundable registration fee** due for each child who enrolls in TLC. Drop-ins will be allowed on a space available basis for children currently enrolled in the program. The drop-in fee is \$1.00 more per day.

Fees are due and payable in the TLC office the first day of the month. Payment will be considered past due on the 10<sup>th</sup> of each month. A late fee of \$10.00 per month, per child, will be assessed after that time if the account is not paid in full. If fees become more than one month past due your child will not be allowed to return to TLC and will be dropped from the class roll unless arrangements have been made to bring the account to a current status and the agreement is upheld. After a child is dropped from the class roll for non-payment of fees, if space is available, your child will be allowed to return if the account is paid in full and a new non-refundable re-registration fee is submitted. **Returned checks will be assessed a \$25.00 penalty.**

**ABSENCES:** When your child must miss TLC, **please call the TLC office** to let the teachers/director know not to expect him/her. **Check in time is between 8:45 and 9:15. If your child must be tardy due to an emergency or doctor and dentist appointments, etc., please contact the TLC Office. If your child is not in class and we have not heard from you by 9:15, we will assume they are absent and we will contact those children that are on a waiting/drop-in list. You will need to check in at the office if you arrive after 9:15 to see if your child's spot is still available.** There are no credits or refunds given for absences except for closed days and scheduled school holidays. We do not permit anyone to trade days with other children enrolled in the program. Occasionally swapping your day for another day during the week is also **not permitted**.

**Written notice of two weeks is required for dropping the program. Your tuition fee for these weeks is also required.**

**HEALTH AND MEDICATIONS:** The state requires that all health and emergency forms be completed prior to attending TLC. **Immunization and personal records are maintained in the TLC office and must be updated as necessary throughout the year.** As per the State of Arkansas Licensing Requirements for Daycare Centers, no child shall be admitted who has a contagious or infectious illness. Parents shall be notified to pick up child if the child exhibits any signs of the symptoms listed below. Please do not bring your child to TLC if he/she has:

- **Fever - Must be fever-free for 24 hours without the aid of fever reducer.**
- **Severe Coughing Episodes**, which may lead to repeated gagging, vomiting, or difficulty breathing.
- **Sore Throat – Strep Throat - May return 24 hours of beginning antibiotics treatment.**
- **Vomiting** in the last 24 hours.
- **Diarrhea** in the last 24 hours.
- **Rash** – not obviously related with diapering, heat or allergic reactions to medications.
- **Hand/Foot/Mouth Disease** – may return 10 days after onset or until blisters and mouth sores are gone - Has to be checked in office upon return to TLC.
- **Mouth sores with drooling** unless health care provider determines condition to be non-contagious.
- **Thrush** – children under the age of 2 years or if child still puts toys in his/her mouth **will not be allowed back at TLC until all signs of thrush are clear.**
- **Discharge from the eye that returns after cleansing.**
- **Pink eye** – pink or red eye(s) which may be swollen with white or yellow discharge. **May return 24 hours of beginning antibiotics treatment.**
- **Scabies, head lice or the presence of nits** – **Has to be checked in office upon return to TLC.**
- **Ring Worm**
- **Impetigo** – **May return 24 hours after treatment is initiated**
- **RSV** – **May return to TLC after 8 days from onset plus no fever in last 24 hours**
- **FLU** – **May return to TLC when child is symptom-free plus no fever for 24 hours.**
- **CROUP** – **May return to TLC after 3 days from onset plus no fever in last 24 hours**
- **WHOOPING COUGH** – **May return to TLC after 5 days from onset plus no fever in last 24 hours**

**PLEASE DO NOT SEND YOUR CHILD TO TLC WHEN HE/SHE IS NOT WELL ENOUGH TO PARTICIPATE IN CLASSROOM AND OUTDOOR ACTIVITIES, OR IF HE/SHE HAS VISIBLE SYMPTOMS OF THE ABOVE LISTED CONTAGIOUS OR INFECTIOUS ILLNESSES.** If your child should become ill at TLC with symptoms listed above, we will make every effort to contact the parent or guardian for pickup. If necessary, we will make the contacts you have provided on your enrollment form. **Final decision of dismissal or returning of ill children will be left to the discretion of the Director.** If there is an emergency situation, we will use the contacts you have provided on your enrollment form to inform you. If necessary, we will utilize the emergency medical release you have provided. **Medication is not to be brought to the center in back packs or diaper bags.**

**DAILY ROUTINE:** Your child's day will include time in the classroom in learning centers (if applicable), group time, snack, outdoor/gym play, story and music sessions, lunch and rest time.

**Each child must bring a nutritious lunch.** Milk is provided. Lunches should not require refrigeration. **DO NOT SEND GUM or HARD CANDY.** Please send age appropriate food. Hot dogs, grapes and other round shaped choking hazards need to be cut in quarters. **Children under 2 years of age shall not be fed foods that may cause choking, such as, but not limited to hot dogs (not even cut), raw carrots, nuts, seeds, and popcorn.** Only infants in the Joeys Room will be spoon fed until finger foods are introduced. Be sure your child can handle any soup, yogurt or applesauce, etc. that you send. **If a peanut allergy is present in your child's room, you may be asked not to bring products that contain peanuts.**

**Each child must bring a light blanket** (please label with the child's name) to cover him or her at naptime. A light blanket will be provided for infants using cribs. Sanitized mats and freshly laundered mat covers are furnished.

**PERSONAL/MISCELLANEOUS:** Please label EVERYTHING your child brings with his name. Clothing should be comfortable, washable, play-in type clothes. They should be designed so that your child can "do it myself". **Each child should have a complete change of clothing, including underwear and socks.** Hair bows and clips need to be large enough to not be considered a choking hazard. We will not be held responsible for lost bows or accessories that your child may not leave on. We will play outside whenever possible. Please bring a jacket to school and always wear **appropriate** shoes.

As a general rule, bringing individual toys is discouraged. However, there are exceptions. Please consult the teachers before allowing your child to bring a toy.

Birthdays are special days at TLC. Please make arrangements with your child's teacher if you plan to bring a special snack. **No homemade snacks are permitted. Snacks must be prepared in a commercial kitchen or pre-packaged.**

If your family experiences unusual circumstances during the year please let your child's teacher know. Such things as a death in the family, separation or divorce, or a move to a new house will affect a child's behavior or mood. Even an out of town trip or the absence of a parent for a few days should be reported in order that the teaching staff can better deal with the needs of the child.

Your child's photo or video may be taken for special projects, gifts, programs or newspaper articles.

TLC is a licensed mandated reporter of child maltreatment. Children are subject to be interviewed by Child Care Licensing, DCFS Special Investigations, and Law Enforcement for investigative purposes and/or for determining compliance with Licensing Requirements.

**DISCIPLINE:** Each child will be positively directed in a kind, loving manner, and will be corrected and/or punished as is deemed necessary. We talk to the child about any misbehavior first. As a second alternative, we ask the child to sit in the “Time-Out” chair. Time-Out shall not be used for children under two years of age. These children will be removed or redirected from the situation in the same kind, loving and positive manner as deemed necessary. After a series of documented, disruptive behavior, parents will be called in for a conference with the child’s teachers and the director. Parents will be required to assist with discipline. If the issue is not resolved, the child will be dismissed from the program.

**DISMISSAL POLICY:** To ensure a safe, loving, and nurturing environment for our children, any child whose behavior is disruptive to the classroom schedule or whose behavior is harmful or aggressive to other children or to the TLC staff, may be removed from the classroom if determined necessary by the TLC Director. This child’s parent will be notified to remove the child from the Center. The child may be dropped from the TLC roll if determined necessary by the Director.

Any TLC parent whose behavior is inappropriate, disruptive, or interferes with the daily routine at TLC will be asked to leave the Center, and their child may be dropped from the TLC roll if determined necessary by the Director.

**TLC EMERGENCY EVACUATION POLICY AND PROCEDURES:** In the event TLC is notified of an emergency at Arkansas Nuclear One, TLC will take the following actions:

- Inform all TLC teachers and First United Methodist Church Staff of the notification from the State Emergency Officials.
- Verify via the daily roster all children in attendance at TLC and prepare those children for transport.
- Transport all children to the appropriate Morrilton Care Center – **Morrilton Jr. High School** via Church vans, TLC Staff personal vehicles, and FUMC Staff personal vehicles, using a designated evacuation route.
- Account for and register all children upon arrival at the Care Center. Students may be monitored for radiation contamination **IF** conditions warrant.

**TLC STUDENTS WILL BE RELEASED ONLY TO PARENTS OR LEGAL GUARDIANS FROM THE CARE CENTER AT MORRILTON. DO NOT ATTEMPT TO PICK YOUR CHILDREN UP FROM SCHOOL. GO TO THE DESIGNATED CARE CENTER.**

**TLC LOCAL EMERGENCY EVACUATION POLICY AND PROCEDURE:**

In the event TLC is notified by the Russellville Police Department that our center is in imminent danger and we need to evacuate our area, TLC will take the following actions:

- Inform all TLC teachers and First United Methodist Church Staff of the notification from the police department.
- Verify, via the daily roster, all children in attendance at TLC and prepare children for transport.
- Transport all children to the **Connect Church at 1103 East L Street, Russellville, AR (479-968-3007 or 479-968-6966)** via Church vans and TLC and FUMC Staff personal vehicles.
- Account for all children upon arrival at the church.
- Make necessary contacts using the emergency contact information provided on the sign-in sheet. (This information should be provided by the adult that signed the child in upon arrival to the center that morning.)

In the event TLC needs to evacuate the building, children may be picked up at the First Baptist Church.

**TLC STUDENTS WILL BE RELEASED ONLY TO THOSE ADULTS LISTED AS AUTHORIZED TO PICK UP AS PROVIDED ON THE STUDENT'S REGISTRATION FORM.**

*The above policies are established to create a nurturing, safe, and protective environment for your children. Questions and comments are welcomed and encouraged by the Director and the teaching staff. They may be reached by phone at 968-2143, or come by the TLC office.*

*(Revision date 2/2020)*

# The Little Church (TLC) Summer Registration (SDO)

Child's Name: First \_\_\_\_\_ Last \_\_\_\_\_

Wants to be called by nickname? \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Male or Female (Click one)

Member of First United Methodist Church Russellville? YES NO

Currently enrolled in the TLC program? YES NO

Please indicate attendance preference. Circle the day(s) you are interested in. We will try to meet your request.

Tuesday Thursday

**Receipt of all registration forms, current immunization records, and \$25.00 non-refundable registration/supply fee, confirms that the child listed above is registered. You will be notified of your child's enrollment and placement. In return, you acknowledge that you have received and will honor the TLC Policies, give permission for your child to be photographed, and that authorization for the disclosure of Immunization Records is given to the TLC Director.**

I agree to the above terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE:

Received:	SDO Rego Fee	Fall Rego Fee	Total Due
Child's name _____	_____	_____	_____
Child's name _____	_____	_____	_____
Child's name _____	_____	_____	_____
Child's name _____	_____	_____	_____

Cash Receipt # \_\_\_\_\_ Check # \_\_\_\_\_ Total Due =====

Personal Data Sheet - Front \_\_\_\_\_ Back \_\_\_\_\_ Discipline Policy \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_



# THE LITTLE CHURCH (TLC) Fall Registration

Child's Name: First \_\_\_\_\_ Last \_\_\_\_\_

Wants to be called by nickname? \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Male or Female (Click one)

Member of First United Methodist Church Russellville? YES NO

Currently enrolled in the TLC program? YES NO

Please indicate attendance preference. Circle the day(s) you are interested in. We will try to meet your request.  
**We encourage Pre-K Classes to enroll for all three days.**

Tuesday Thursday Friday

**Receipt of all registration forms and \$50.00 non-refundable registration fee, confirms that the child listed above is registered. You will be notified of your child's enrollment and placement. In return, you acknowledge that you have received and will honor the TLC Policies, give permission for your child to be photographed, and that authorization for the disclosure of Immunization Records is given to the TLC Director.**

I agree to the above terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE:

Received:	SDO Rego Fee	Fall Rego Fee	Total Due
Child's name _____	_____	_____	_____
Child's name _____	_____	_____	_____
Child's name _____	_____	_____	_____
Child's name _____	_____	_____	_____

Cash Receipt # \_\_\_\_\_ Check # \_\_\_\_\_ Total Due =====

Personal Data Sheet – Front \_\_\_\_\_ Back \_\_\_\_\_ Discipline Policy \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

The Little Church (TLC)  
Child's Personal Data Sheet

**1: Personal Information**

Child's Name \_\_\_\_\_

Wants to be called (Nickname): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (home) \_\_\_\_\_

Father's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's Work Days and Hours \_\_\_\_\_ Mother's Work Days and Hours \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**2: Emergency Contact Information** (information for each contact must be complete)

Primary contact person to call if parents cannot be reached \_\_\_\_\_

Relationship \_\_\_\_\_ Phone# \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Is this person authorized to take the child from the center? YES / NO (Circle One)

List and **complete all information** for any **other** adults who are authorized to take the child from the center. If you need to add more contacts please attach information to this form.

\_\_\_\_\_  
Name **(Required)**                      Name **(Required)**                      Name **(Required)**

\_\_\_\_\_  
Relationship **(Required)**                      Relationship **(Required)**                      Relationship **(Required)**

\_\_\_\_\_  
Address **(Required)**                      Address **(Required)**                      Address **(Required)**

\_\_\_\_\_  
City, State, Zip **(Required)**                      City, State, Zip **(Required)**                      City, State, Zip **(Required)**

\_\_\_\_\_  
Telephone **(Required)**                      Telephone **(Required)**                      Telephone **(Required)**

**Please complete back of form**

**3: Medical Information – Must be completed**

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Clinic or Emergency Treatment Facility \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, father, mother, or guardian (cross out words that do not apply) of \_\_\_\_\_ (child's name) do hereby give my consent to the Director of TLC or his/her duly appointed representative, for said child to receive medical or surgical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parent(s) or guardian cannot be reached. Consent is also given for the Director or his/her duly appointed representative to transport said child for emergency medical treatment, if the parent(s) or guardian cannot be reached.

**4: Immunizations** Please provide a copy of your child's immunization record before program starts.

**5: Disease History** (check all that apply)

Measles \_\_\_\_\_ Mumps \_\_\_\_\_ German Measles \_\_\_\_\_ Chicken Pox \_\_\_\_\_ Whooping Cough \_\_\_\_\_

Contracted Tuberculosis \_\_\_\_\_ Frequent ear infections \_\_\_\_\_ Frequent throat infections \_\_\_\_\_

Defective heart \_\_\_\_\_ Other conditions or comments \_\_\_\_\_

**6: Child's Developmental Needs**

Physical or emotional problems the child might have: \_\_\_\_\_

**Allergies** \_\_\_\_\_

Special problems: Medications \_\_\_\_\_

Temper tantrums \_\_\_\_\_ Diabetes \_\_\_\_\_ Frequent Colds \_\_\_\_\_ Biting \_\_\_\_\_

Sun Sensitivity \_\_\_\_\_ Seizures \_\_\_\_\_ Fainting Spells \_\_\_\_\_ Bed Wetting \_\_\_\_\_ Other \_\_\_\_\_

Requires help in: Dressing \_\_\_\_\_ Undressing \_\_\_\_\_ Toileting \_\_\_\_\_ Eating \_\_\_\_\_ Washing Hands \_\_\_\_\_

Is child toilet trained?      Yes              No      Words used in toileting \_\_\_\_\_

Siblings?              Yes              No      Name of sibling (s): \_\_\_\_\_

Other useful information \_\_\_\_\_

I, the parent/guardian of this child, understand that I may ask for a conference with the caregiver(s) as needed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date