

Wesley Kids  
Childcare and  
Preschool

Policies &  
Procedures

August 2011

Wesley Kids  
Childcare and  
Preschool  
*A ministry of First United  
Methodist Church*

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Wesley Kids Board Chairperson  
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First UMC Trustees  
Chairperson: Tim Townes

Senior Pastor  
Rev. John McClean

Wesley Kids has a racially nondiscriminatory policy and admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to the students at this facility.

We do not discriminate on the basis of race in the administration of our educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

**POLICIES AND PROCEDURES FOR  
WESLEY KIDS CHILDCARE AND PRESCHOOL**  
June 2011—June 2012

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## **GENERAL INFORMATION**

### **MISSION**

Wesley Kids Childcare and Preschool, a ministry of First United Methodist Church, is committed to providing high quality childcare and a developmentally appropriate learning environment for a diverse population of young children.

### **PHILOSOPHY**

The Wesley Kids Childcare and Preschool is a child-centered Christian learning environment providing developmentally appropriate education in a nurturing atmosphere designed to foster cognitive, social, physical, emotional and spiritual growth.

Wesley Kids believes children learn best by having opportunities to learn through play and experiencing “hands on” experiences both in the inside and outdoors environment.

We provide guidance by qualified adults who promote the children’s interest by challenging and stimulating them during the learning and discovery process and who understand and respect children’s different levels of learning and their cultural background. Some activities are teacher instructed while others are child-initiated. We provide many opportunities for languages, literacy, arts, science, music, math skills and creative play. We actively encourage family participation in our program and have an Open Door Policy.

### **CURRICULUM STATEMENT**

Wesley Kids’ curriculum promotes active learners through play experiences. Children are curious about how and why things work. When their explorations are

encouraged, they develop confidence in their ability to learn.

Preschoolers are increasingly social and need opportunities to relate positively to their peers. Appropriate activities and experiences for preschoolers include opportunities to engage in dramatic play, construct with blocks, experiment with art materials, explore natural materials through sand & water play, solve problems using manipulative toys and have a literary rich environment. Learning activities are equally encouraged in the outside environment as well as the indoors. Opportunities for fine motor and gross motor skills are part of the daily curriculum. Through all these activities a child's sense of independence is nurtured and developed.

Each classroom is divided into learning centers which are full of materials easily accessible so that children use them freely. The materials are logically organized and available to the child at his/her level. These are print-rich environments where everything is labeled. Teachers supervise and facilitate learning through play by guiding children and asking open-ended questions. Each week, the classroom implements a theme or focus.

All activities encourage the theme. Stories, songs, music, science, art activities, field trips etc. will embellish the central theme. Sometimes activities are child-initiated when their interest and imagination leads them to other topics. Teachers remain flexible and are there to guide and facilitate the learning process in the direction that it takes.

### **PROGRAM INFORMATION**

Wesley Kids is located downtown in the First United Methodist Church situated on the corner of Lead Ave.

SW and 4<sup>th</sup> Street. Ample free parking is available. We are open 7.00am to 6.00pm daily, Monday through Friday, except for holiday closings. Wesley Kids is licensed with the State of New Mexico Childcare Licensing Bureau and practices NAEYC accreditation standards and "Aim High" Four Star Level.

Wesley Kids offers childcare and preschool to children and infants from 6 weeks of age through 5 years of age. Full-time and part-time positions are offered depending on availability of space.

### **ADMINISTRATION**

The Executive Director or Assistant Director can be reached at 505.247.2404 during business hours; 7:00 am to 6:00 pm unless otherwise announced. They can also be reached at [wkdir@fumconline.org](mailto:wkdir@fumconline.org) and [wkad@fumconline.org](mailto:wkad@fumconline.org)

Wesley Kids' Board of Directors is available to all parents for queries of any nature. For the Parent Liaison Officer's contact number, please inquire with the Director.

### **HOLIDAY CLOSINGS**

We are closed for many federal holidays and some religious days including the week between Christmas Day and New Year's Day. Holiday closings are announced each year and will be included with the Parent Handbook at time of registration.

### **INCLEMENT WEATHER**

Safety is of utmost importance and Wesley Kids follows the APS "Delayed" and "Closed" schedules during inclement weather and/or mandated or requested closures or delays. Wesley Kids employees and parents are advised to check with any radio or TV station or KOAT 7

or the website [thenewmexicochannel.com](http://thenewmexicochannel.com) to see if APS is open, delayed, or closed. Every effort will be made to leave a message on the school's answering machine with updates.

Wesley Kids cannot be held responsible for weather related closures, "Acts of God," or any event beyond our reasonable control that results in a closure. Wesley Kids can not issue make-up days or tuition reimbursements unless our insurance carrier reimburses the families for this loss of childcare.

#### **ARRIVALS AND PICK-UPS**

Wesley Kids is open from 7:00 am until 6:00 pm. Monday through Friday. Classrooms will not accept children before 7.00am even if a teacher is present. You are required to sign your child in and out each day. Please park in the marked parking spaces and accompany him/her to the classroom. Never leave young children in a parked car. Children are not permitted to leave the building unless accompanied by an adult over 18 years of age with an age appropriate car-seat. (WK does have emergency seats to lend).

Speeding is forbidden on First UMC property; 5mph is the speed limit.

Each child must be picked up by 6:00 pm. A late charge of \$5.00 for any part of the first 5 minutes will be charged when a child is picked up past closing time. After this it will be \$1.00 a minute. After 15 minutes, if the parents have not been found, emergency contacts will be notified. If no emergency contacts can be found then Child Protective Services will be contacted. Please make sure your contact numbers are updated frequently.

### **AUTHORIZATION TO PICK UP YOUR CHILD**

No child will be released to a person not on the authorized pick up list. We must have verbal or written authorization for changes. A photo I.D. will be required of the person picking up your child.

Any changes to the custody of the child or any restraining orders must be brought to our attention. Wesley Kids cannot become involved in child custody cases; our focus is on the well-being of the child and we will ensure that all measures are taken to ensure the safety of the child at all times.

### **PROGRAM OUTLINE**

Wesley Kids provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children.

In the Wesley Kids program you will see a supportive Christian and loving environment for your child in which you will observe the following:

- Frequent, positive, warm interactions among teachers and children
- Planned learning activities appropriate to children's age and development.
- Opportunities for children to choose from a rich social and material learning environment
- Specially trained teachers and administrative staff
- Ongoing professional development
- Enough adults to respond to individual children
- Many varied age-appropriate materials
- Respect for cultural diversity
- A healthy and safe environment for adults and children
- Inclusive environments
- Regular, two-way communication with parents who are welcome visitors at all times

- Strong family involvement
- Effective administration
- Ongoing, systematic evaluation

### **CLASSROOMS**

Children in the Milky Way and Moonbeams range in age from six weeks to older crawlers and young walkers. Our Little Dippers classroom will have children who are steady on their feet (relatively speaking!) to older toddlers. Older toddlers who are ready for more structure will join the young twos in the Explorers. Older two's and young three's who are developing longer attention spans and who are potty trained will be in our Rainbows. Four's and five's that are working on their social and cognitive skills will be in our Asteroids class. This classroom is divided into two groups of four year olds and the Pre-K children. There are two Lead Teachers working to prepare our children for a successful entry into kindergarten.

**Optional gymnastics and musical movement** may be offered at an extra cost to the parents.

**Spanish** is incorporated into our curriculum and is introduced to infants through Pre-K by means of games, stories, singing and activities.

**Music, Chapel**, and age-appropriate Christian educational activities are part of our weekly curriculum for all.

### **FOOD PROGRAM**

Wesley Kids participates in the USDA Federal Food Program and adheres to its guidelines by offering nutritious breakfast, lunch and afternoon snack served family style. The program provides daily nutritional needs for children enrolled here. All children will be offered the

same meals without physical segregation of, or other discriminatory action against, any child because of race, color, age, national origin, gender, handicap or religious belief. We ask that no outside food be brought to the center except in the case of substitutes for food allergies. Wesley Kids has a "nut-free and no peanut policy" in place. We require a "Diet Prescription" to explain any food allergies or restrictions that your child may have.

A special form is available to be taken to your physician for his signature. We cannot accommodate food preferences but we do recognize your choice to restrict meat or dairy in your child's diet.

If your child is a vegetarian, please specify if all meats and animal products should be omitted.

An income eligibility form should be filled out by each family every year at Registration/Agreement Renewal. This form is required by the State Food Program and ensures that Wesley Kids gets government subsidies to help pay for the food.

Parents of children who are lactose intolerant, are required to provide the alternative soy, rice or goat's milk (infants excepted).

### **MEALTIMES**

In order for us to do an accurate meal count we ask all parents to inform us of their plans before 8.30am if their child will be arriving in time for lunch. Any latecomers, who arrive after a meal is over, cannot be fed. Parents are asked to feed their child beforehand if their arrival will be after breakfast or lunch is served. (It is against regulations for staff to "save" meals).

### **DAILY SCHEDULE**

The daily schedule varies from age group to age group. Each classroom has a daily schedule posted announcing meal times, activities, naptimes, outside play-times and diapering and feeding schedules for the younger ones. Special activities are announced weekly.

### **PARENTAL INVOLVEMENT**

Wesley Kids is a family-focused center and we require parent involvement in the program. Parental volunteer help is always needed and very much appreciated. There are a number of ways in which parents can take an active part in the success and effectiveness of the preschool. Please contact your child's teacher whenever you would like to share something special with the class. You can help with field trips, organize special classroom activities, help with the annual fundraiser P'sghetti Day, and help with fix-up days or be a storyteller.

We also encourage parents who are interested to ask about positions on our Board of Directors.

A Children's Library is available for all families to use. They may read to their children on site or may borrow books and videos to take home. Wesley Kids believes strongly in reading to children from infancy.

**Parent/Teacher conferences are held at least once a year for all ages.**

### **CLOTHING**

Dress your child in play clothes and comfortable shoes which are appropriate for a preschool environment. Children will get messy so no designer clothing please. No flip-flops or slip-on sandals are allowed. Children should bring a change of clothes to school in case of

accidents or spills. We believe that fresh air is important to your child's health. We go outside everyday (providing weather permits) so please send hats, gloves and snow boots when weather is cold and sunscreen and hat when weather is hot.

Please mark all clothing with your child's name.

If your child is too sick to go outside, he/she is too sick to be at the preschool.

### **VISITS AND BIRTHDAYS**

Parents are welcome to visit Wesley Kids during the day. It means a lot to the children to have you come for lunch, a visit, a special party or a birthday celebration.

You are welcome to bring treats to help celebrate your child's birthday. We request that they be treats with little or no sugar for the snack time. Please notify teachers of party plans in advance.

In order that no child feel excluded, please hand out invitations for birthday parties to all the children in your child's class or mail them to those you are inviting. We cannot give out addresses but we can mail them for you if you provide the stamped envelopes.

Visiting relatives or friends are welcome as long as the classroom staff and/or administration are informed of the visit and it does not interfere with the normal routine of the classroom.

Mothers wishing to visit with or nurse their infants are required to take their baby to a designated room which the Executive Director suggests.

## **POLICIES AND PROCEDURES**

### **ENROLLMENT PROCEDURES: Admission and Discharge**

Wesley Kids will not discriminate against any child because of race, color, handicap, sex, national origin or religious preference.

- Enrollment is on a first-come, first-served basis with the exception of priority being given to siblings of currently enrolled children, the children of church and school employees and members of First United Methodist Church.
- We will consider dismissal of a child if he/she seems unable to benefit from the program, or if he/she seriously endangers other people or the integrity of the program. This decision will be made by the Director in consultation with the teaching staff, child's parent(s) and/or other support personnel, i.e., psychologist, therapists, and Board of Directors.
- Placement in a classroom is based on what is best for the child and the availability in each classroom. Developmental levels are considered before age.
- Ages in classrooms are approximate. Progression into the next age group is at the discretion of the child's teachers, the Director and their professional expertise in assessing the child's readiness.
- When a space has been secured, a registration fee will be required along with the necessary forms.
- Parents are requested to fill out a registration form with the necessary information and emergency contacts. Only use emergency contacts that are within easy reach and are willing and able to pick up your child. We have car seats available for loan.
- An enrollment agreement is to be signed and a medical history form to be filled out and signed by the child's physician, including an update of all required vaccinations. In addition to these papers,

an eligibility form for the USDA Food Program is to be filled out for the family.

- Make-up days are not permitted if a part-timer misses one of its regular days or if the day falls on a holiday. Our daily ratios are calculated to ensure a full program at all times and we cannot accommodate extra children that will jeopardize the care and safety of the other children.
- The disenrollment of a child by the family requires a thirty (30) day notice in writing or payment up to (thirty) 30 days in lieu of notice unless a replacement is found.
- Parents are expected to participate in our Annual Fundraiser "P'Sghetti Day" as a condition of enrollment into our non-profit program. Volunteers are needed on the actual day or in preparation of the event. Parents will be asked to choose one category of volunteerism on their child's enrollment agreement. This may only require a few hours of your time each year but will go a long way to help us raise funds to improve or maintain the quality of our program.
- A child who will be leaving the program to enter into Kindergarten in the fall will be required to leave the program July 31<sup>st</sup> of the same year to enable the new enrollments to start August 1<sup>st</sup>.

### **TRANSITIONING**

All children moving up into the next age group will follow a transition schedule which is put into place with the agreement of the teachers, the parents and the Executive Director.

Parents will be introduced to the child's next classroom, its staff and the new procedures. Transitioning is progressive over one or two weeks. If a child is not ready then

the procedure will be tried again at a later date. It is important that this move be a happy one for the child.

### **FEE PAYMENT PROCEDURES**

Tuition is due monthly on or before the 5th or bi-monthly by the first and fifteenth of the month as specified in the enrollment/renewal agreement. A late fee of \$15.00 will be included on all payments not paid on time. Failure to pay the late payment charge may be considered grounds for disenrollment. After payment is due, a reminder letter will be sent. If the account is not paid by the end of the month, the child will be dis-enrolled.

Checks should be made to Wesley Kids Childcare and Preschool. They may be mailed to Wesley Kids Childcare and Preschool, PO Box 1638, Albuquerque, NM, 87103-1638, or left in the Wesley Kids office. There will be a \$20.00 charge for all returned checks that are not rec-  
tified immediately.

We also accept money orders or cash but we ask you not to leave cash unless the Executive Director or Assistant Director is available to give you a receipt.

No refunds can be made for vacations or illnesses as no allowances can be made for these in the operating budget. Tuition is based on contracted hours and not the actual time that the child attends.

You must notify the preschool, in writing, one month prior to the withdrawal of your child from Wesley Kids. If this is not given, one month's tuition will be charged.

One month's notice is needed for all changes to present contracts.

Any contract that is temporarily reduced from full-time to part-time is not guaranteed a return back to full-time until the space is available.

If a child is transitioned up during the first 2 weeks of the month, then the new rate will be applied from the beginning of the month. If a child is transitioned during the last two weeks of the month, the new rate will be applied at the beginning of the next month.

Drop-ins can be offered to part-time contracts for a fee only if the space is available. Please check at front desk for rates and availability.

We ask all families to respect the designated days of their contract; no floating schedules will be permitted unless a full-time contract is paid for.

### **SCHOLARSHIPS**

- When it becomes economically feasible, scholarships for up to 10% of the student population will be available for needy children for a percentage of the tuition cost.
- Preference will be given to children of members of First United Methodist Church, ABQ, NM, who meet the criteria.
- The Scholarship Committee of the Wesley Kids Board of Directors will determine recipients.
- Names of scholarship recipients and all records not required by the state of New Mexico will be kept separate and confidential.
- Budget considerations determine how many children may be helped at any one time.
- If you need to apply for a scholarship please see the Executive Director for more details.
- A certain number of State Assisted places not

exceeding 10% of the enrollment are offered through CYFD.

**TUITION FEE STRUCTURE**

Monthly Tuition Fees are listed below. We offer a 5-day, a 3-day and a 2-day program to meet the developmental needs of infants, toddlers, and preschoolers. We ask that parents keep to their contracted days so that we do not exceed our ratios.

**REGISTRATION FEES**

Non-refundable Initial Enrollment Fee \$ 75.00 per child  
 Renewal Fee due every August \$ 20.00 per child

**TUITION FEES (starting August 1, 2011)**

<u>Classrooms</u>	<u>Approximate age</u>	<u>5-Day Agreement</u>
Milky way	6wks-1 yr	\$799.00
Moonbeams	6wks-1 yr	\$799.00
Little/Big Dippers	1 yr-2yrs	\$755.00
Explorers	2yrs-3yrs	\$700.00
Rainbows	3yrs-4yrs	\$667.00
Asteroids /Pre- K	4yrs-5yrs	\$667.00
<u>Classrooms</u>	<u>3-Day Agreement</u>	<u>2 Day Agreement</u>
Milky Way	\$585.00	\$412.00
Moonbeams	\$585.00	\$412.00
Little/Big Dippers	\$546.00	\$377.00
Explorers	\$516.00	\$365.00
Rainbows	\$495.00	\$343.00

<u>Classrooms</u>	<u>3-Day Agreement</u>	<u>2 Day Agreement</u>
Asteroids	\$495.00	\$343.00

### **RATIOS**

Wesley Kids practices at NAEYC Accreditation Levels and Aim High Four Star Level. We try to maintain the lowest teacher/child ratios under normal operating conditions. Wesley Kids never exceeds State Ratios.

### **Under normal operating conditions our ratios are as follows:**

Milky Way/Moonbeams	3 teachers/10 babies	~1:3
Little Dippers	3 teachers/12 toddlers	~1:4
Big Dippers	2 teachers /8 toddlers	~1:4
Explorers	4 teachers/20 children	~1:5
Rainbows	3 teachers/24 children	~1:8
Asteroids	3 teachers/24 children	~1:8

### **NOTIFICATION OF ABSENCE**

Parents are requested to inform Wesley Kids of any changes in their child/children's schedule. For part-timers, if your child is absent on one of its regular days, we are unable to do "make-up days" to compensate.

### **FIELD TRIPS**

Field Trips are an integral part of our program at Wesley Kids. They allow the children to broaden their understanding of the world through experiences that cannot be provided in the classroom. Teachers depend upon parent's willingness to drive and help supervise these outings. This involvement in your child's education is important for your child.

Parents driving children other than their own, need to sign a statement declaring that their vehicle is fully insured to carry passengers and that they have had no

driving convictions in the last 7 years. Parents will sign an “all purpose” field trip permission form at registration. By filling out this form, you will be giving permission for your child to go on all of the field trips for the entire school year.

Parents will be given the specific information with the date, place and time in writing prior to each field trip. If you do not want your child to go on a particular field trip, then you will need to notify us in writing so that we can honor your request. You will also need to notify us in writing if your medical or emergency information changes.

## **HEALTH POLICIES IMMUNIZATIONS RECORDS**

All children must have the following immunizations on file at Wesley Kids before they can attend. These requirements are determined by New Mexico Department of Health. Children’s records have to be updated after each new shot.

**DTP OR dtap: Required** — Four doses of diphtheria, pertussis, tetanus vaccine (i.e. **DTP, Dtap, DTP/Hib combo**, etc.) by age two. The series can be started at six weeks of age with recommended intervals of 2 months between first 3 doses. Dose number 4 must be administered after age one and at least 6 months after dose 3. One dose is required after age four.

**Polio: Required** — Three doses of polio vaccine (IPV and /or OPV) by age one. The series can be started at six weeks of age with recommended intervals of 2 months between first 2 doses and at least 6 months between doses 2 and 3. One dose is required after age four.

**Hepatitis B: Required** — The series can be started at birth with at least 4 weeks before dose 2. At least 8 weeks is required between doses 2 and 3 with 4 months required between doses 1 and 3. By 6 months of age, your child should have received 3 doses of Hepatitis B vaccine.

**Measles, Mumps, Rubella, (MMR): Required** — after age one and a second dose at 4-6 years.

**Varicella: Required** — after age one unless your child has a reliable history of chickenpox disease, such as a medical record documentation or signed parental affidavit.

**Hib: Required** — Children under the age of 5 are required to have completed this series. The 3-dose series can be started at 2 months of age with recommended intervals of 2 months between each of the 3 doses and one dose after age one. Hib is not routinely administered to children older than age 4.

**Hepatitis A: Required** — for children aged 16 months and over; receive 2 doses of Hepatitis A vaccine with recommended interval of 6 months between the two doses.

*If you are a conscientious objector to the immunization of your child, Wesley Kids must have a certificate verifying the fact. This certificate must be renewed every nine months. The address to request exemption from immunization is:*

New Mexico Department of Health  
Box 26110  
Public Health Division Immunizations  
Santa Fe, NM 87502-6110

### **NOTIFIABLE DISEASES**

Please notify us if your child has a communicable disease. In accordance with New Mexico state requirements, after a child has had a communicable disease, he/she will be readmitted to Wesley Kids only upon written approval of the attending physician.

### **PROCEDURES FOR HANDLING OF MEDICATIONS**

- Written permission must be given by parents or guardian before any medication is given to a child.
- Over the counter medication can only be given for one (1) day without a doctor's prescription. If the symptoms persist, a doctor's visit will be requested. Over the counter medications could be masking a more serious condition.
- Medications given shall be in their original container with written instructions including the name of the child and medication, dosage and times medication is to be given.
- When the medication is no longer needed, it shall be returned to parents or guardians or destroyed.
- Medications requiring refrigeration shall be kept in a closed and identified container in the refrigerator.
- All medications shall be inaccessible to children. This means no medications of any kind may be left in a child's cubby or diaper bag.
- The facility shall keep a written record of all medications given to children on file for at least six (6) months.
- One of the employees shall be responsible for giving medication to children.
- The facility shall keep a daily record of all medications given to children, which shall specify name of child, medication, dosage, hour the dosage was given, and signature of the designated employee giving the dosage of medication.

- All medications shall be labeled with the child's name, and dated.

Wesley Kids does not keep any medication of their own on the premises and cannot administer medication that is not in the child's name.

### **PROCEDURES FOR HANDLING THE ILL CHILD**

The child should stay home if she/he has any of the following symptoms:

- A fever over 100.0 degrees or the need to control the fever with medication within the last 24 hours
- A runny nose with yellow or green mucus
- Eye drainage
- A red throat or earache
- Unexplained rash or skin eruption
- Swollen neck glands
- Communicable disease
- Vomiting or Diarrhea
- A cold that is less than 3 days old.
- Significant pain complaints
- Difficult or rapid breathing or wheezing
- Evidence of scabies, head lice or other infestation
- Severe or uncontrolled coughing

If the child:

- has conjunctivitis (pink eye) or continual eye drainage or strep throat, he/she must be on an antibiotic 24 hours before returning.
- has chicken pox, he/she must not return to school for seven (7) days, and/or until all sores are completely dry.
- becomes ill while at Wesley Kids, the parent will be notified and expected to pick him/her up within the hour. Although we try to make the child feel as comfortable as possible while waiting, we do not have an

infirmary to care for the child for an extended time nor do we have any medication of our own to administer.

- is sent home sick, he/she is expected to stay home until there has been an absence of fever and an absence of the symptoms listed above for twenty-four (24) hours without medication.
- is considered too sick to go outside at recess, then the child is too sick to be at school. Wesley Kids can not accommodate individual children who cannot go outside.

A doctor's certificate is required before the child will be allowed to return to school if that child has been sent home with a suspected communicable condition or if they have had unexplained vomiting, diarrhea, a skin condition or a persistent fever.

Wesley Kids reserves the right to request a medical certificate from the child's physician when the health of the child is questionable.

By following these guidelines, not only will it enable the child to regain his/her health more quickly, but it will also protect the other children and staff at Wesley Kids.

### **ALLERGIES AND SPECIAL MEDICAL CONDITIONS**

Wesley Kids needs to be notified in writing from the child's physician about any serious condition that requires special attention from our staff. All efforts will be made to reasonably accommodate a child's special needs. Children with severe food or other allergies will be accommodated within the reasonable scope of our facility.

Medical treatment is the ultimate responsibility of the

parents and Wesley Kids will only administer lengthy treatments if they have adequate staffing to do so. If we have staff shortages, parents may be asked to come to the center during the day to administer the treatment.

### **EMERGENCY PROCEDURES AND SAFETY POLICIES**

Wesley Kids practices monthly fire drills and emergency evacuation of the building. In the case of a real emergency, children and staff will congregate on the front parking lot. Emergency contact information is kept on file for each child and this is taken out by the teachers. A head count is taken and plans to proceed to the emergency shelter are implemented. We have two locations where we can go; St John's Cathedral on 4th Street or Christina Kent Day Nursery next door to Wesley Kids on 3<sup>rd</sup> Street.

A copy of our emergency evacuation plan is available to all parents.

Parents should always enter and exit through the Wesley Kids doors on the SE side of the building, facing Coal.

### **ACCIDENTS AND EMERGENCIES**

- In case of any serious accident or injury, 911 will be called immediately. The parent will then be notified. If the parent cannot be reached, we will use the emergency numbers listed on the child's registration form. Be sure that those you list, as emergency contacts, understand their responsibility. Also be sure to update all phone numbers on your emergency card when any changes occur.
- In case of less serious accidents or injuries, the parent or emergency contact will be notified and their instructions followed.

- For minor accidents or injuries, the staff will administer first-aid and the parent will be advised.
- All incidents or accidents will be documented on a special form to be acknowledged and signed by the teacher or witness, the Director and the parent.

### **MISSING CHILD POLICY**

If a child is missing and not located after a fifteen (15) minute search, the parent(s) and police will be notified by the Executive Director or staff member in charge. (Children are not left unattended at any time).

### **CONFIDENTIALITY POLICY**

All information received about a child and its family is kept strictly confidential. Wesley Kids' staff understands that no information pertaining to a child or a family is to be released or discussed with any other party or any outside source without the prior consent of the family concerned.

### **SUSPECTED CHILD ABUSE**

Staff members will be familiar with the signs of abuse/neglect as described by the Children, Youth & Families Department of the State of New Mexico required by New Mexico law (children's code), staff members will report any known or suspected case of child abuse or neglect.

### **AGGRESSION AND BITING POLICY**

We have the following policy regarding physical forms of aggression manifested by children.

If your child is involved in a form of aggressive behavior, we will follow these steps:

- Comfort the victim and remind the perpetrator that their behavior is unacceptable.

- Notify the victim's parents immediately if the child's skin is broken, or medical attention is required.
- Notify the perpetrator's parents immediately.
- Written reports are made for both families.

Staff cannot reveal the identity of the perpetrator to the victim's family as it is against State Regulations.

If the behavior persists we will:

- Require a parent/teacher conference with the parents of the aggressor.
- Consult with the parents of the victim.
- Consider the conditions under which this incident occurred and research ways in which they can be changed.
- Find alternative solutions to dealing with the behavior.
- Recommend outside resources for professional consultation.
- If the behavior persists after all of the above have been tried, if Wesley Kids considers that a child's presence is an endangerment to others in the program, if the child is not benefiting from the program, or that the child's behavior is a reason for staff members to resign or a parents to dis-enroll their children, we will recommend that the perpetrator be suspended from the center.

**We have the following policy regarding biting by children:**

- When a child or an infant starts to show a pattern of regular biting, parents are notified by means of dialogue and incident reports.
- Wesley Kids tries to find reasons for the biting and uses all the remedies available to them in accordance with State Regulations.
- Parents are given documentation materials on bit-

ing to help them understand the various possible causes for this type of behavior.

**If biting occurs, the following measures are implemented:**

- Parents of the “biter” will be notified immediately by telephone.
- If the child bites a second time in one day, if the skin is broken, the bite is on the face, or a bite requires medical attention, the parents of the “biter” will be asked to take their child home for the remainder of the day. This is to break the pattern of biting, ensure the safety of the other children and to reassure the parents of the victim that we are taking the necessary measures to ensure that it does not reoccur that day.
- If the parents of a “biter have to be notified a 3<sup>RD</sup> time within one week or the continued biting results in losing an enrollment, a Parent/Teacher/Administrator Conference will be required to discuss how to resolve the biting behavior. Possible resolutions will include recommending outside resources for professional consultation or the Executive Director will have the ultimate authority to recommend temporary or permanent suspension from the program.

**GUIDANCE POLICY**

Both independence and cooperation are nurtured. Teachers facilitate self-control in children by using positive guidance and redirection techniques.

Clear limits that encourage the child's ability to become self-disciplined will be used. Discipline will be age-appropriate and consistent. Wesley Kids will not use the following disciplinary actions:

- Physical punishment of any type, including shaking, biting, hitting, pinching or putting anything in a child's mouth.
- Withdrawal of food or rest, bathroom access or outdoor activities.
- Abusive or profane language including yelling.
- Any form of public or private humiliation including threats of physical punishment, and/or unsupervised separation.

Please note, we do not allow parents to physically discipline or verbally abuse their child(ren) while on Wesley Kids or First United Methodist Church property, including the parking area.

### **DISPUTE POLICY**

Wesley Kids does not actively take part in child custody, guardianship, divorce or marital disputes involving the children, parents or guardians either previously enrolled or enrolled at the center.

### **QUESTIONS AND CONCERNS**

If there is a question or concern regarding your child or the procedures of the school, please feel free to contact us. We ask you to communicate with your child's teacher, the Executive Director and the Board Chairperson at all times.

Parent/Teacher conferences will be held at least once a year to share information regarding your child's experiences and development both at home and here at Wesley Kids.

### **EDUCATION/STAFF**

Wesley Kids staff members are chosen for their loving and nurturing qualities, their respect for children and

their families and for the desire to impart knowledge and guide young children through the learning process.

Wesley Kids' staff has to pass a criminal records background check, have a minimum of the 45 hour Early Childhood Education Certificate or be in the process of obtaining it. It is desired that they be working towards a Child Development Associate Certificate, Associates Degree or higher degree in Early Childhood Education and have a current CPR and First Aid training certificate.

All staff has to complete a minimum of twenty-four (24) hours of training a year in the seven (7) competency areas of Early Childhood Education including safety, hygiene, nutrition, growth and development, professionalism and curriculum etc.

References are required and checked before hiring. All teachers work to NAEYC accreditation and AIM HIGH standards and follow their code of ethical conduct.

## **CURRICULUM**

### **Learning Centers**

**What you will see and why:** Materials in every interest center that reflect the curriculum and the specific interests of the children.

**Writing Center (Language Arts):** Here you will see children showing an interest in language and literacy by looking at books, drawing pictures, pretending to write letters make signs and make up stories. (Looking at pictures and telling the story etc.). Fine motor and cognitive skills are developed. Children are motivated to learn to read and write when they understand that written words have meaning.

**Dramatic Play:** Here you will see children role-playing real life experiences or acting out their imaginative play and fantasies. They increase social development, communication skills, self awareness, and negotiating skills by interacting with their peers. Fine motor, gross motor and verbal skills are developed. Props and materials such as household items, dress-up clothes, puppets and pretend play money, food, cooking utensils etc. are rotated often.

**Blocks and Building Center/Woodworking Center:** Here in both centers you will see children purposely working together constructing or creating objects or structures. Children practice math concepts such as shape or size, balance and counting. Children develop eye-hand coordination, fine and gross motor skills, visual discrimination and their communication skills and oral vocabulary. Materials provided are tools and workbench, pieces of wood, goggles, nails and screws etc. blocks of different shapes, sizes and materials, hard hats, construction toy vehicles, etc.

**Art Center:** Painting supplies, easels, choice of paint-brushes, sponges, different colored papers, markers, colored pencils and crayons, glue or paste etc. are supplied and here you will see a child's creativity, imagination and self-expression develop. Gross and fine motor skills develop through painting, drawing, making collages and cutting out. These activities provide a release of positive and negative feelings and helps prepare the child for reading and writing readiness.

**Manipulatives:** Children engage in activities that use and develop their fine motor skills, eye-hand coordination and working independently on tasks or activities that they have chosen for themselves such as putting

together a puzzle. Math and sequencing skills are developed as they count and sort. Materials provided are objects to sort and classify; beads to string; puzzles of varying types; lacing cards; Lego; pattern blocks; self-help frames for buttoning, tying, zipping; stacking rings etc.

**Science Center:** Children observe plants, shells, and other materials according to the theme. Children will experiment weighing different materials or working together on projects such as making a weather chart or a bird feeder. A child's curiosity will be engaged in a respect and a better understanding of the environment and the world around us. Better observation skills and vocabulary will be developed.

**Sand and Water Play area:** Table or basins for sand or water. Funnels, scoops, squirt bottles, jugs for pouring, measuring cups, toys that float, gelatin molds etc. are provided so that you will see children playing together pouring, measuring, experimenting, floating objects etc. Sensory awareness and opportunities for problem solving and creativity are encouraged. Concepts are developed involving space, measurement and volume.

**Music and Movement:** Musical toys and instruments, listening center equipped with books and audio tapes, different types of music to listen to, Children develop rhythm and self-awareness and an appreciation of different sounds and music. They develop listening skills and large muscle coordination.

**Large Muscle and Outdoor Play:** Slides and climbers, balls, jump ropes, tricycles, push and pull toys, scooters, sandbox area with shovels, pails, funnels, spoons, molds, vehicles etc. are in our outdoor courtyard and sandbox areas. Here you will see children benefiting from daily

opportunities to exercise their large muscles. Physical development contributes to positive self-esteem as children develop confidence in their gross motor skills.

**Computer Center:** Computer and educational games. Here you will see children working in small groups learning basic computing skills and interacting with educational games. Children develop good eye-hand coordination, visual discriminatory skills and increase vocabulary growth and math skills.

**Library Center:** Wesley Kids has a wonderful Children's Library which is available for the children and their families at any time. Classrooms rotate their books regularly and according to the theme of the week. Story times are an important part of our daily schedule.

### **TOYS FROM HOME**

Unless a child needs a favorite toy at the very beginning of childcare to ease the transition from home to childcare, we ask that your child not bring toys to the preschool. Wesley Kids cannot be responsible for toys. The exception is scheduled "Show & Tell" days. Please do not allow your child to bring toy weapons of any kind.



## First UMC Directory

### First United Methodist Church

First UMC phone .....505.243.5646  
First UMC fax .....505.842.6675  
First UMC e-mail.....[mail@fumconline.org](mailto:mail@fumconline.org)  
First UMC Web site .....[www.fumconline.org](http://www.fumconline.org)

### Pastorial Staff

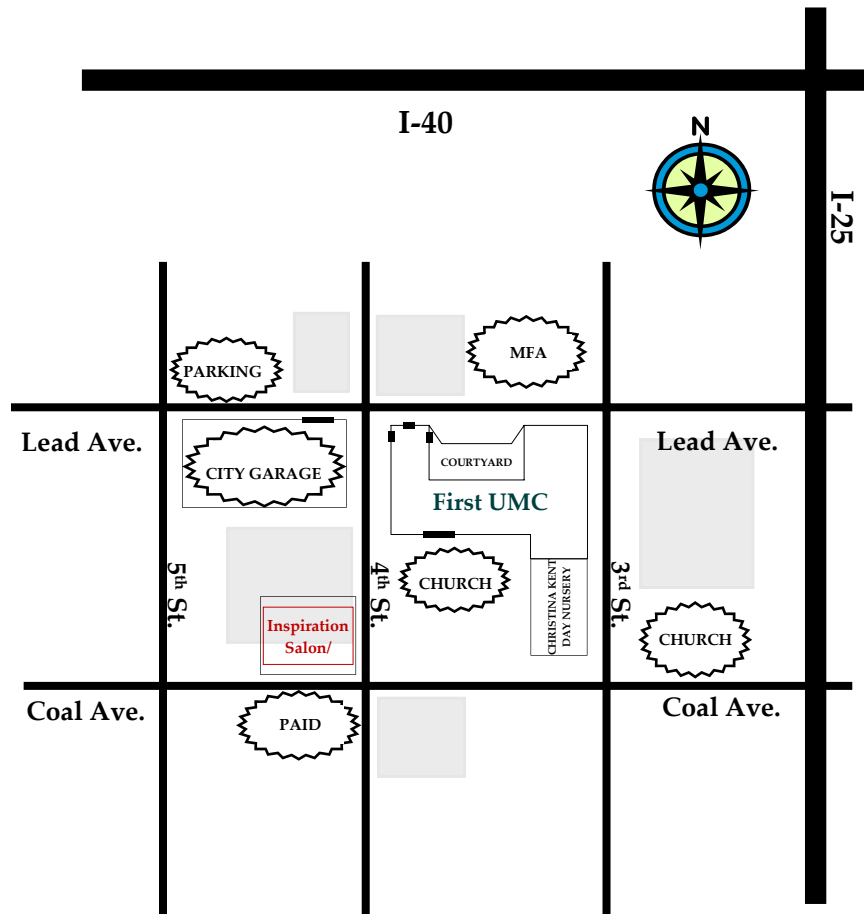
Senior Pastor, John F. McClean .....505.243.5646 x14  
.....[pastorjohn@fumconline.org](mailto:pastorjohn@fumconline.org)

### Program Staff

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.....[chrisedu@fumconline.org](mailto:chrisedu@fumconline.org)  
Music Director and Organist, John Clark..... 505.243.5646 x17  
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Music, Assistant Director, Becky Talbott..... 505.243.5646 x15  
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### Administrative Staff

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# Notes

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## First United Methodist Church

314 Lead Avenue SW  
Albuquerque, NM 87102  
505.243.5646  
mail@fumconline.org

### Sundays At First UMC

Contemporary Worship Service	8:30am	Sanctuary
Sunday School (All Ages)	9:40am	Classrooms
Traditional Worship Service	11:00am	Sanctuary
Youth Fellowship	4:00pm	Room 309

July 2011