



*Child Development*

**C E N T E R**

**A T T I M B E R L A K E**

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# **HANDBOOK**

## **2021-2022**

For Ages 6 Weeks - 6th graders



**TIMBERLAKE**  
UNITED METHODIST CHURCH

**TIMBERLAKE UNITED METHODIST CHURCH  
CHILD DEVELOPMENT CENTER**

21649 Timberlake Road | Lynchburg, Virginia 24502 | 434.239.9132  
[www.timberlakeumc.org](http://www.timberlakeumc.org)

**Lead Director of Child Development Center**

Christina Tilley, [christina.tilley@timberlakeumc.org](mailto:christina.tilley@timberlakeumc.org)

**Avonlea's Angels Infant & Toddler Care  
Care for 6 Weeks – 24 Months**

Program Leader: Rebecca Jackson, [avonleasangels@timberlakeumc.org](mailto:avonleasangels@timberlakeumc.org)  
Phone: 434.239.9537  
Facebook Group: Timberlake UMC Avonlea's Angels

**Early Learning Center  
School Year Session and Summer Camp Session  
Care for ages 2 – 5**

Director: Darlene Crockett, [darlene.crockett@timberlakeumc.org](mailto:darlene.crockett@timberlakeumc.org)  
Assistant Director: Libbie Doss, [libbie.doss@timberlakeumc.org](mailto:libbie.doss@timberlakeumc.org)  
Phone: 434.239.9132  
Facebook Group: Timberlake UMC ELC

**Before & After School Care  
Fun and Snow Day Care (*when school is closed*)  
K – 6<sup>th</sup> graders  
Summer Camp**

**For rising K - 6<sup>th</sup> graders during the summer months**  
Director: Christina Tilley: [christina.tilley@timberlakeumc.org](mailto:christina.tilley@timberlakeumc.org)  
Phone: 434.239.9132  
Facebook Groups: Timberlake UMC Before & After School Care  
Timberlake UMC Summer Camp

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## Infant & Toddler Age Specific Handbook Information

Avonlea's Angels opened July 5, 2016, allowing us the opportunity to provide year-round childcare for ages 6 weeks to 24 months. At Avonlea's, we provide a variety of learning opportunities through play, art, music, and special activities. The children are in a safe and loving environment, with a dedicated team that loves the children and their families. In addition to the space at Avonlea's, we use the Family Life Center in the church building for toddler indoor play. We have a 6-seater stroller and a 4-seater stroller that we use for taking walks around the property and into the church building.

**Age Requirement for Admission:** We accept children ages 6 weeks – 24 months.

- Updated immunization records must be provided every 6 months
- As child approaches their 2<sup>nd</sup> birthday they will transition to the preschool program in the church building

**Transitional 2 Classroom Admission:** This classroom is designed for children who will be turning 2 shortly after the start of the Early Learning Center school year session begins. Toddlers from Avonlea's whose birthdays fall into this category will join the preschool program and will need to fill out the ELC enrollment packet.

### Registration and Program Fees

- The Registration Fee is an annual fee based on when your child first joins the program. When he/she transitions to the toddler side of the program and has their first birthday the registration fee is due again.
- Please refer to the Financial Information section of this handbook for more information about payments and fees.

**Dates and Hours of Operation:** 7 am – 5:30 pm, Monday – Friday. Refer to the calendar in the back of this handbook for dates the center will be closed.

**Communication:** Important information will be posted on the closed Facebook page, and emailed to all families. Be sure to check regularly for upcoming events or important announcements. Kid Reports electronic program is also used for daily parent communication about feeding, napping, and diapers. We also use REMIND text messaging system and WSET for closings and delays due to inclement weather.

### Dropping off:

- Your child is signed in daily during drop off using the Procure computer system. Please inform teachers of anything they may need to know.
- We ask that our toddler classroom participants be dropped off by 9am so they can enjoy the more structured part of the day.

### Picking up:

- Your child is signed out each day using the Procure computer system.
- Please make sure to let us know if someone different will be picking up or your child will be leaving at a different time than usual.
- If anyone is picking up that is unknown by staff, they will check a valid ID to make sure the identity of that person matches what is on file for consent.

Any child not picked up by 5:30 pm, parents will be asked to sign a late pick up form. After 3 occurrences a \$25 late fee will apply per occurrence. More than 5 late pick-ups may result in dismissal from the program.

**Learning Objectives:** These are designed to function in a manner such that each child:

- Feels accepted, wanted and loved.

- Learns through play, social interactions, and physical activities.
- Is part of a happy learning environment, that will be the foundation of a successful education beyond preschool.
- Enjoys social interaction with adults and other young children in a caring and nurturing environment.
- Meets growth and developmental milestones.

**Dress Policy:** Please dress your child in simple washable play clothes that can get dirty. Please provide several changes of clothing, including socks, labeled and placed in a gallon size zip lock bag. Replace clothing as seasons change. Please provide your child with appropriate outer wear for outdoor play. Children will go outside during all seasons as part of their educational experience.

**Naptime:** Toddlers will take a nap daily right after lunch. Please provide a mat and bedding for your child. Bedding will be sent home at the end of the week to be washed. The clean bedding should be returned at the beginning of the next week.

**Biting:** Biting is a natural part of children's development, particularly with 1-2 year old children. Biters are usually looking for help and/or attention. If biting is a recurring problem, working with the parents is essential. When biting occurs, the bite will be treated and parents of both children will be notified. Depending on the severity of the bite we may contact the parents immediately. The parents of the biter may be asked to pick up their child. If biting is a recurring problem a conference will be set up with the Program Director, teacher, and parents to discuss an action plan to prevent further biting. To ensure the safety of all our children if we are unable to resolve the issue it may be necessary to temporarily or permanently remove the child from our program until the biting stops.

## Preschool Age Specific Handbook Information

The Early Learning Center (ELC) was founded in 1978 and provided half-day Christian pre-school for children ages 3 - 5. The ELC has grown and expanded to provide loving, nurturing care year-round for children ages 2 – 5. We offer a variety of attendance options in order to meet the needs of the community, while continuing to provide an excellent Christian pre-school experience. We also use the Family Life Center for indoor play and the church worship spaces for chapel. We have two age appropriate outdoor playgrounds that are well equipped for successful motor development.

**Curriculum:** Our curriculum focuses upon many activities which help the child develop self-confidence, independence, awareness of his/her world, creative self-expression, and a desire for learning. Spiritual education is also accomplished in every classroom through daily Bible instruction and the integration of Biblical principles throughout the school day. Some of the experiences offered in our warm and loving Christian atmosphere are as follows:

- In the classroom we incorporate learning skills and concepts through various units of study, monthly themes, chapel, community visitors, visual aids, and special events.
- School year activities include music and rhythm sessions, Halloween and Umbrella parades, Easter egg hunt, Thanksgiving/Christmas musical performance, fall and spring field trips, a spring picnic, and more!

### COVID RESTRICTIONS

**Payments and Fees:** Monthly and Weekly tuition payment options are offered. The cost of tuition can also be paid in full. Once the school year session has begun, new children that are enrolled will only be offered the weekly billing option. Refer to the Financial information section of this handbook for information about payments and fees.

### Dropping off:

- Drop off begins no earlier than 7am. If your child's scheduled start time is 9:00am, drop off is no earlier than 8:50am.
- We ask that your child be dropped off by 9am for the day so that they can participate in all of the planned activities offered and their usual rest period would not be interrupted.
- Your child is signed in daily during drop off using the Procure computer system at the Welcome Desk.

### Picking Up:

- Your child is signed out each day using the Procure computer system at the Welcome Desk.
- Please make sure to let us know if someone different will be picking up or your child will be leaving at a different time than usual.
- If a pick-up person is unknown by staff, they will check a valid ID to confirm the identity of that person matches what is on file for consent.

Parents will be asked to sign a late pick up form for any child not picked up by 5:30 pm. After 3 occurrences a \$25 late fee will apply per occurrence. More than 5 late pick-ups may result in dismissal from the program.

**Attendance:** Please contact the director or Welcome Desk attendant as soon as possible if your child will not be in attendance. Please make every effort to have your child arrive on time for the days that they are scheduled to attend.

**Communication:** Important preschool age program announcements as well as a monthly newsletter will be posted at the Welcome Desk, on the closed Facebook page, and emailed. Be sure to check these locations each day/week for upcoming events or important announcements. Kid Reports electronic system is also used for daily parent communication and messaging with teachers. We also use REMIND text messaging system and WSET for closings and delays due to inclement weather.

**Dress Policy:** Please dress your child in simple washable play clothes that can get dirty. Please provide a complete change of clothing labeled and placed in a gallon size zip lock bag. Replace clothing as seasons change. Please provide

your child appropriate outer wear and shoes for outdoor play. Children will go outside as part of their educational experience, during all seasons. Girls should wear shorts under dresses.

**Food Policy:** Based on the programs and times that your child attends, please provide morning and afternoon snacks along with a precooked/prepared nourishing lunch. While our program does not offer prepared meals, there may be special occasions where food is served. On special occasions such as birthdays, you may bring special treats for each child in the class to share. Arrangement for this should be made in advance with the teacher, taking into consideration any allergies that may be present in the class. If your child has food allergies, please discuss in advance with the director and teacher.

**Potty Training:** Children are required to be potty trained to start in our 3 & 4-year-old classrooms. This is defined as wearing underwear with rare accidents or when in need of assistance. Potty training is primarily the parent's responsibility with the teachers and staff assistance during this process. Pull ups are acceptable for naptime to prevent accidents. Please contact the director for exceptions and partnering in the potty-training process.

**Naptime:** Children will take a nap daily after lunch. Due to limited storage in our classrooms, we prefer a 1-inch thick Kindermat or rolled bedding set. Bedding will be sent home at the end of the week to be washed. The clean bedding should be returned at the beginning of the next week.

**Biting:** When a student bites another student, both sets of parents are notified by paper incident/injury report during pick up or by phone call. The parents of the child who bit may be asked to pick up their child. If biting is a recurring problem a conference will be set up with the Program Director, teacher, and parents to discuss an action plan to prevent further biting and to ensure the safety of all students. Unresolvable biting may cause the student to be temporarily or permanently dismissed from the program.

## **School Age Specific Handbook Information (Before & After School, Snow and Fun Days, Summer Camp)**

**Before School Care:** begins accepting students at 7:00 am. Tomahawk and Leesville buses pick up students from Timberlake around 8 and 8:45am.

**After School Care:** We accept Kindergarten through 5<sup>th</sup> graders who attend Tomahawk, Leesville, and New London Academy Elementary Schools, as well as 6<sup>th</sup> graders who attend Brookville Middle School. After School Care is provided for regular and early dismissal days for Campbell and Bedford co. Schools. The Timberlake UMC bus transports students from NLA to After School Care at Timberlake each day.

**Fun Day Care:** Available for K – 6<sup>th</sup> graders who attend any of the local schools in the area. Care is provided from 7:00am to 5:30pm for scheduled school closings (Bedford and Campbell).

- Payment is due 3 business days prior to Fun Day to ensure adequate staffing and scheduled field trips. **Late fee of \$25** will be assessed if payment is not received in advance.
- If the child does not attend tuition is still due, if proper notice was not given to Program Director.
- Parents are required to provide lunch, morning and afternoon snacks, and a water bottle unless notified otherwise.
- If staff are assisting with virtual learning, students must bring their device with instructions for the day.

**Snow Day Care:** Snow Day Care may be available when Bedford and/or Campbell County Schools are closed for inclement weather. We accept Kindergarten through 6<sup>th</sup> graders who attend any of the local schools in the area. The hours of operation will depend on the weather with a goal of operating 9am to 5:30pm.

- Your account will be billed on the day of care.
- Parents are required to provide lunch, morning and afternoon snacks, and a water bottle unless notified otherwise.

**Summer Camp:** Program offered during the summer months with operating hours of 7 am – 5:30 pm, for rising K through rising 6<sup>th</sup> graders. There are 5-day or 3-day care options each week. Field trips will be taken for Summer Camp. Notification of field trips will be given in advance. Additional parent permission may be required depending on the trip planned. Important information is posted on the closed Facebook page, and sent through email. Transportation for field trips is provided on the Timberlake safety-inspected buses by qualified bus drivers.

### **For all school age programs**

#### **Picking up:**

- Your child is signed out each day using the Procure computer system at the Welcome Desk.
- Please make sure to let us know if someone different will be picking up or your child will be leaving at a different time than usual.
- If a pick-up person is unknown by staff, they will check a valid ID to confirm the identity of that person matches what is on file for consent.

Parents will be asked to sign a late pick up form for any child not picked up by 5:30 pm. After 3 occurrences a **\$25 late fee will apply per occurrence.** More than 5 late pick-ups may result in dismissal from the program.

**Dress Policy:** During our summer camp program, please dress your child in simple washable play clothes that can get dirty. Please provide a change of clothing: including socks, labeled and placed in a gallon size zip lock bag if your child is prone to accidents. We ask that all clothing have appropriate graphics, appropriate length shorts, and prefer closed toe shoes. For water day and swimming activities we ask that female campers wear one piece swimsuits or a t-shirt over two piece swimsuits.

**Communication:** Important school age program announcements will be posted on the closed Facebook pages, and emailed to parents. Be sure to check these locations each day/week for upcoming events or important announcements. We also use REMIND text messaging system and WSET for closings and delays due to inclement weather and offerings of Snow Day Care.

**Payments and Fees:** Refer to the Financial Information section of this handbook for information about payments and fees.

**Personal Items and Electronics:**

Children are encouraged not to bring personal items and electronics to Timberlake UMC. We are not responsible for broken, lost, or missing, items. Any electronics should be a tablet or small gaming device with appropriate games. We do not allow students to use cell phones or take pictures of other students. Any electronic device that plays music should be approved by parents.

## Handbook Information for all programs

*It is the mission of The CDC at Timberlake United Methodist Church to provide a loving Christian environment where children learn and grow spiritually, academically, emotionally, and socially.*

The Child Development Center at Timberlake United Methodist Church is religiously exempt from licensure. The following policies meet or exceed the Department of Social Services Policies for Religiously Exempt Child Day Centers.

**Staff Qualifications:** All directors and teachers must be a minimum of 18 years of age and have a high school diploma or GED. All staff must complete pre-employment screening which include background checks. No staff shall be guilty of a barrier crime. Staff shall be of good character and reputation, capable of carrying out assigned responsibilities, capable of accepting training and supervision and capable of communicating both orally and in writing. Although not required of all staff, many are certified in first aid and CPR. Staff who administer medication are trained and certified in Medication Administration Training (MAT). Teachers receive necessary training required by the Department of Social Services, in addition to professional development opportunities.

**Facility:** The Early Learning Center, Before & After School Care, and Summer Camp are in the Timberlake UMC building at 21649 Timberlake Rd. Lynchburg, VA 24502. The rooms used within the church include Hughes Hall, the Family Life Center, The Zone, and all hallways and classrooms located in the secure areas. Avonlea's Angel's is located in the house on the church's property. The maximum number of children permitted in the church building is 235.

**Food service:** Children are expected to provide their own lunches, snacks, and drinks. While our programs do not offer prepared meals, there may be special occasions when food is prepared and served.

**Staff health:** Staff are certified annually by a practicing physician or nurse practitioner to be free from any disability, which would prevent them from caring for children.

**Insurance:** The CDC at Timberlake UMC has public liability insurance, which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the center as a result of negligence.

**Supervision of children:** Staff will provide appropriate supervision; staff/child ratios will be maintained at all times.

Age	Staff: Child Ratio
Birth – 16 Months	1:4
16 Months – 24 Months	1:5
24 Months – 36 Months	1:8
36 Months – 5 Years Old	1:10
5 Years Old – 9 Years Old	1:20
9 Years Old – 12 Years Old	1:25

**Dress Code:** Staff should dress in neat, non-revealing attire that allows for safe, high-level activity with children. Children should dress in clothing and shoes that allow for safe, comfortable movement and that is easily washable. We prefer closed toe shoes for safety. All graphics should be appropriate, and non-violent. Please provide seasonally appropriate outer wear as we go outside everyday weather permitting.

**Confidentiality:** Staff and families are required to respect privacy and confidentiality of children, families and staff in our program. No personal information shall be shared without written consent.

**Child Custody:** In the absence of a court order, both parents/guardians have equal rights to custody. Therefore, if a court-order exists regarding custody, it must be on file at the center.

**Drop-Off:** Upon drop-off, parents will inform staff of any changes in routines, such as pick-up times and if someone authorized to pick-up is expected/time.

**Pick-up:** Drop-off and pick-up times are important times and require parent attention. Cell phone use during these times should be minimal. During drop-off and pick-up times, staff are still required to maintain active supervision of children. Minimize distractions/lengthy conversations by scheduling times to meet with or call parents/teachers to discuss questions/concerns.

**Late Pick-up:** All programs end at 5:30 pm. If parents will be late or an unforeseen emergency occurs, it is the parent's responsibility to call the center as soon as possible. Parents may be asked to sign a late pick-up form for children picked up after closing time. After 3 occurrences, a \$25 late fee will be charged per occurrence. More than 5 late pick-ups may result in dismissal from the program.

**Health Screenings:** Staff will perform simple health screenings upon arrival and, if necessary, take appropriate action to protect the ill child from avoidable health risks and to prevent exposure of well children to an illness that might be contagious.

**Hand washing** procedures for staff and children:

- Upon arrival
- Before/after eating
- After toileting/diapering
- Before/after preparing/serving food

**Sickness Exclusions:** Children with the following conditions will not be admitted and may be sent home from the Center

- Fever of 100.4 or above and behavior change
- Symptoms of severe illness such as lethargy, uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing or other unusual signs.
- Diarrhea, defined as more watery, less formed, more frequent stools not associated with diet change or medication- a stool not contained by the child's ability to use the toilet.
- Blood in the stools not explained by diet change, medication or hard stools
- Vomiting
- Persistent abdominal pain (lasting more than 2 hours)
- Mouth sores with drooling
- Rash with fever or behavior change
- Purulent conjunctivitis (pink or red eye lining or whites of the eyes with white or yellow pus coming from the eyes.)
- Lice, Scabies, Impetigo
- Strep throat or other streptococcal infection, Whooping cough
- Chickenpox or shingles
- Tuberculosis, Mumps, Measles, Rubella
- Hepatitis A
- Unspecified respiratory tract illness
- Herpes simplex

Please review and sign Health & Safety Procedures document in relation to Covid-19

**Return to center after illness:** If a child has been sent home from the center with any of the above conditions, that child may not attend the center the following day. The child may then return when he/she has been **symptom-free for 24 hours without the use of over-the-counter medication.** This policy is enforced to prevent the spread of infection/illness. We reserve the right to refuse care to a child if there is no evidence that a child has been seen and treated by a physician and/or child is not well enough to participate in classroom activities.

**First Aid:** Staff trained and certified in first aid are present at the center whenever children are present. All children are required to obtain and provide updated immunization records.

**Injury Prevention Plan:** Staff will visually assess all areas of the facility regularly. Staff will promptly report to their immediate supervisor any concerns regarding facility/playground safety. Concerns may include but are not limited to surfacing material under playground equipment, protruding objects, broken equipment, damaged walls/surfaces, damaged fences, inoperable locks, hazardous supplies within reach of children, etc. Staff will also report concerns regarding appropriate supervision of children and appropriate consequences/discipline of children. Annually, directors will gather data related to injury reports to update this plan.

**Playground Safety Plan:** Staff will actively supervise children by positioning themselves strategically on the playground, scan play activities, continually count children, and circulate among the children. Staff will report injury hazards to immediate supervisors and will report to the director any concerns regarding resilient surface under play equipment. Director will inspect playground daily to ensure safe surface coverage. Staff immediately notifies director of emergency situations - such as injury, illness, lost or missing children. Director will contact parents and emergency services. Staff who are not supervising other children will assist with the emergency.

**Natural and man-made disasters:** BULLHORN ALARM SOUNDED: ensure shelter-in-place procedures are followed. Practice drills twice per year.

**Notify directors in case of emergency:** BULLHORN ALARM SOUNDED: directors will contact parents and emergency services through use of land-lines and cell phones. Cell phones may be used by staff to communicate with other staff and with parents, but distractions from supervision of children are forbidden. Parents/staff are required to maintain professional boundaries regarding the use of cell phones.

#### **No Baby-Sitting Policy**

Staff are required to refrain from establishing personal relationships with the families outside of our services offered at Timberlake UMC. Staff may not provide private child care/babysitting to the children served in these programs.

**All staff are trained to recognize the signs of child abuse and neglect.** All staff are mandated to report suspected cases of child abuse and neglect within 72 hours of first suspicion of child abuse or neglect.

All staff (including volunteers who may be left alone with any child) will have appropriate **background checks:** sworn disclosure statements, criminal record checks, and central registry checks for child abuse and neglect.

**Proof of identity and age:** within seven days of initial attendance, persons enrolling a child shall be required to provide proof of the child's age (certified copy of birth certificate, notification of birth, birth registration card, passport, copy of placement agreement or temporary legal custody, school record form or certification by a principal); Documentation of viewing proof of the child's identity should include the child's place of birth, birth date, birth certification number, and the date of certificate issuance, if available. Additionally, persons enrolling a child must provide information on all previous programs and school the child has attended, including the names of the programs and schools and their location (city and state).

**Enrollment of Children with Special Needs:** The Child Development Center at Timberlake United Methodist is not a therapeutic child day program and may not be able to accommodate special needs.

**Medication Administration:** several of our staff are certified in medication administration training (MAT) and can administer medication. Parents with children who need medication (prescription and over-the-counter) should meet directly with MAT certified staff and/or director to ensure that the appropriate procedures are followed. MAT policies also must be followed with topical ointments such as sunscreen and diaper ointment.

- Non-prescription medications require a Written Medication Consent Form properly completed by the parent and/or the child's physician. The written permission must include your child's name, dosage, current date, frequency, and

all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.

**Communication:**

- Emails are sent to families to keep them informed of important dates and information.
- We use KidReports for daily reports on your children and need to know information.
- Important dates and information as well as photos and activities are shared through closed Facebook pages for each program: “Timberlake UMC ELC”, “Timberlake UMC Before & After School Care”, “Timberlake UMC Summer Camp”, Timberlake UMC Avonlea’s Angels.
- REMIND text messages and email messages are used to alert families when programs are closed/delayed due to inclement weather or other unusual events. The CDC also posts closings on WSET. Also check out our website [www.timberlakeumc.org](http://www.timberlakeumc.org) for more details on events, enrollments, and contact info.

**Inclement Weather Policy:** We use REMIND text messaging to notify you personally of any delays or closings. You must sign up with REMIND to receive text messages. When operating on a delay, the center will open at 9 AM. If we feel it is not safe to open by 9 AM, we will be closed. Inclement weather begins during care that requires us to close early, you must make arrangements to have your child picked up as soon as possible. The safety of your children and our staff is important to us.

**Visitation and Parental Involvement:**

**COVID RESTRICTIONS**

- All parents/guardians are welcome to visit our programs at any time during operating hours.
- We encourage you to participate in or volunteer at special events and activities.
- We also invite you to share your talents and experiences.
- Please contact your child’s teacher or one of the directors about participating, volunteering, or anything concerning your child.

**Security:**

- We provide a secure facility for our programs.
- If someone other than the parent/guardian picks up your child they will be required to provide a government issued photo ID before the child is released.
- If someone other than the names listed on the allowed pick up list or emergency contacts picks up your child, notification from the parent/guardian must be submitted to the staff.
- If our staff does not recognize the person picking up your child up they will ask for picture ID to confirm the identity of the individual.

**Attendance:** If your child is scheduled to attend one of our programs and will be absent, we ask that you let us know. Please make every effort to have your child arrive on time for the days that they attend.

**Personal Items:** Personal items should be clearly marked with your child’s name (bottles, sippy cups, pacifiers, lunch boxes, etc.) Children should refrain from bringing toys, games, and electronics unless these items are part of a planned activity. Personal items will be the responsibility of the child. Timberlake UMC is not responsible for any lost, stolen or damaged items. Please return any clothing or bedding which are sent home for washing.

**Special Celebrations:** We recognize that there will be occasions when you want to celebrate your child’s birthday or special accomplishment. We welcome a parent who wants to provide a special treat for such an occasion. Arrangements should be made before hand with the program teacher or director.

**Photos:** Parents have the right to choose if they would like their child’s picture taken while attending any Timberlake UMC childcare programs by signing the Permission Form page in the registration packet.

**Behavior Management:** Disruptive behavior will be handled on an individual basis, which may include:

- Separation from the situation

- Redirecting student's attention to promote positive behavior
- Counseling students on how to handle situations
- If a child displays aggressive behavior (i.e., hitting, throwing things, or biting) towards other children or staff, or has repeated offenses of another objectionable nature, a conference with parents/guardians and staff will be scheduled.
- The meeting is designed to address the issue and develop an individualized behavior plan for the child.
- In some cases, if the harmful behavior continues we reserve the right to dismiss the child from our programs.

No guns, knives or sharp pointed objects will be permitted at TUMC. This includes toy or imaginary play.

**Termination Policy:** Grounds for Termination of Enrollment include but are not limited to:

- Repeated unsafe or aggressive behavior toward self/others
- Undisclosed information regarding a child's health or behavior concerns
- Failure to comply with corrective action plans regarding disruptive and aggressive behavior
- Failure to comply with policies and procedures
- Unpaid tuition/fees
- Discretion of program director and administrator

We will make every effort to address and resolve issues that may result in termination. We reserve the right to ask a child to leave any of our programs if the welfare of other children or staff is in jeopardy or if a child has repeated offenses of another objectionable nature. Failure to comply with our policies could result in termination of our services without notice or refund of any tuition paid.

**Property and Equipment Damage:** Parents may be asked to reimburse the program for repairs of damages caused by their child's intentional actions.

## Financial Information for all programs

***\*All program fees and tuition prices are subject to change\****

- **Registration:** All existing accounts must be current in order for a new registration to be accepted. A non-refundable registration fee is due with enrollment application. If your child is withdrawn and subsequently re-enrolls, a new registration fee is due at that time.  
**Annual registration fees are as follows:**  
Infant & Toddler Care: \$100    ELC School Year Session: \$60    ELC Summer Session (age 2 – 5): \$50  
Summer Camp (K-6<sup>th</sup>): \$55    School Age School Year: (BSC, ASC, Fun, Snow) \$55
- **Security Deposit:** A **security deposit** (\$150 for first child and \$50 for each additional child) must be paid **before** your child's first day of attendance. This amount can be applied toward your child's final tuition. A two-week written notice is required for withdrawal from care. The security deposit can be used to pay towards balance due. If notice is not given as described, your security deposit will be forfeited. If you are continuing in programs at the Child Development Center, your security deposit will transfer programs so you do not have to pay it again.
- A two-week written notice is required for a change in child's schedule which would result in a reduced tuition fee.  
**Any change in scheduling must be approved by the director.**
- One security key card is provided for each family. Each additional security card needed is \$10.**COVID RESTRICTIONS**
- A **\$25 late pick-up fee** will be charged after 3 occurrences of your child being picked up after closing and will be charged for each occurrence after that. More than 5 late pick-ups may result in dismissal from the program.
- A **returned check fee of \$35** and a **declined credit/debit card fee of \$35** will be charged for any check returned or credit card declined for any reason.
- Tuition not paid for 2 weeks will result in suspension from the program. Balances not paid after 2 weeks of suspension will result in dismissal from the program and child's spot will become available to children on the waiting list.
- The same fees are due **regardless of holiday closures, absence (illness or otherwise) or vacations.** For extended illness (more than one week), Director may determine a special arrangement (with a doctor's note).

### Payment options:

- You may have your tuition payments automatically debited from your checking account or charged to your credit card when your account is billed. Please complete a Tuition Express form to enroll for automatic payment processing.
- Pay online by going to [myprocare.com](http://myprocare.com) and logging into your account.
- Credit card reader is available on site to accept a payment.
- Pay by cash or check. The payment box is located on the wall in the preschool hallway. At Avonlea's, payment may be given to the director.

### If paying tuition **WEEKLY:**

- Fees are billed on Monday and due by **Thursday**. A **late fee of \$25.00** will be charged on **Friday** if account is not paid in full.

### If paying tuition **MONTHLY:**

- Fees are billed and due on the **1<sup>st</sup> day of the month**. A **late fee of \$25.00** will be charged on the **6<sup>th</sup> of the month** if account has not been paid in full.

### Discounts available:

- If **siblings are enrolled, a 10% discount will be applied** to the older children's weekly or monthly tuition payment plan. Siblings must be in attendance for the same days and weeks for the discount to be applied.

**Financial Assistance:** We partner with Interfaith Outreach (434) 846-6098 for determining need-based assistance. Visit [www.interfaithoutreach.org](http://www.interfaithoutreach.org). Please speak with the director for more information. Available funding is limited.



**TIMBERLAKE UNITED METHODIST CHURCH**  
**CHILD DEVELOPMENT CENTER**  
**PARENT AND STAFF HANDBOOK RECEIPT FORM**

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

Program child is registered for:

\_\_\_\_\_ Avonlea's Angels: Infant & Toddler Program

\_\_\_\_\_ Early Learning Center: Preschool Age Programs

\_\_\_\_\_ School Age Programs

\_\_\_\_\_ I am a parent/guardian enrolling a child

\_\_\_\_\_ I am an employee

**I have received the handbook and agree to comply with these expectations.**

Printed Name \_\_\_\_\_

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