

WOODLAWNchildcare



Guidelines and Information Parent Handbook

1450 Old Hwy 98 East
Columbia, MS
(601) 736-4122

Revised 7/19/2023

Welcome Letter

Dear Parents,

Welcome to Woodlawn Child Care Center. We know the safety, happiness, and education of your child is important to you. Every parent wants peace of mind concerning the care of their child. As parents, we understand how you feel.

Our purpose at Woodlawn Child Care Center is to provide your child many enriching learning activities through a challenging, yet enjoyable curriculum that will encourage mental, physical, social, and emotional growth.

As we also seek to foster spiritual growth, our goal will be to place within each child a knowledge and awareness of their Creator. We want them to experience God's love through their daily interaction with our staff. "Tender Loving Care" is our motto.

This handbook contains all of the policies and information about our center. If you have any questions, please feel free to call or visit us. You are welcome at any time.

Woodlawn Child Care Center

Director

Darin Tubb, EdD

"So now abides faith, hope, and love, these three;
but the greatest of these is love."

I Corinthians 13:13

Operating Information

Center Contact Information

Woodlawn Child Care Center

1450 Hwy 98 East

Columbia, MS 39429

Office Number: (601) 736-4122

Center Hours: Monday through Friday, 6:45 am through 4:30 pm

Directors Contact Information

Director: Dr. Darin Tubb

Cell Number: (601) 672-3908

(Text is preferred when contacting outside of Center Hours)

Philosophy

Each child comes to Woodlawn Child Care Center with their own unique family culture. We believe that children's individual feelings and experiences should be respected as we guide children to make positive choices. Children do this in an environment that is centered on love, respect, and trust. This is done through positive reinforcement of proper behavior through praise and recognition, hugs, and affectionate pats. Children who are redirected for improper behavior. Because we adhere to the idea that children learn through the interactions with their environment, we create a healthy and safe environment where children can use developmentally appropriate learning materials to develop creativity and stimulate curiosity. We believe learning takes place through play, reading, exploring, and asking and answering questions.

Curriculum and Services

Woodlawn Child Care Center accepts children from 24 months through 3 years old. Woodlawn Child Care will no longer be able to accommodate children older than 3 years because Woodlawn Preparatory School, a Montessori learning environment, begins at age 3. Parents are encouraged to consider the early childhood program Woodlawn Preparatory School has to offer.

The Toddler Class

This class is designed for children who are 2 years old on or before September 1 and children who have already turned 3. Since one requirement for a child to attend the WPS 3-6 Montessori class is to be fully toilet trained, young 3 year olds who are not fully toilet trained are also welcomed to the Toddler class. Due to Department of Health Childcare Regulations, children cannot attend WCC after they have turned 4 years old. We do not have capacity for children that are 4 who are not enrolled in Woodlawn Prep. Elements of the Toddler class that use the Montessori curriculum and materials are introduced to children as they demonstrate they are developmentally ready for them. All children receive daily lessons to practice their recognition of colors, numbers, shapes, letters, and letter sounds.

Montessori Toddler Curriculum

Language

The most important language materials for a toddler are the materials and experiences in the child's environment. Reinforcing the importance of verbal communication, speaking clearly, and supporting the child's expanding vocabulary are a daily process in the toddler environment.

Pre-reading

- Matching cards and materials
- Vocabulary cards
- Stories read aloud
- Size and shape discrimination

exercises

- Picture-word cards

Word recognition

- Sandpaper letters
- Isolating initial sounds

Pre-writing

- Sandbox finger tracing

Math

Maria Montessori believed that a child's mind is mathematical. They naturally progress from concrete ideas to the abstract.

Counting activities (1-10, and higher number concepts)

- Counting songs
- Counting fingers, animals, children, objects in the environment, etc.
- Spindles boxes
- Sandpaper numerals
- Numeral sandbox tracing

Concept of Time

- Daily routine
- Periods of the day (morning, afternoon, evening)
- Seasons

Science

Science for the toddler means activities where the child can directly observe and manipulate physical properties. The tactile element is the key ingredient for learning about their world.

Physical Science

- Sink and float activities
- Gravity
- Magnetic v. nonmagnetic
- Color mixing
- Weight/balance

Life Science

- Plant care
- Nature walks
- Living v. nonliving
- Life cycles

Earth Science

- Water properties
- Weather/seasons
- Oceans
- Rocks

Practical Life

The practical life materials and exercises are designed to contribute to the development of both small and large motor skills and assist the child in becoming self-efficient and independent.

Physical skills

- Control of movement
- Silence game
- Walking the line

Respect and care of environment

- Squeezing a sponge
- Sweeping the floor
- Pouring grains and water
- Clamping clothespins
- Rolling a rug
- Using simple tools
- Opening and closing jar lids
- Opening and closing latches
- Using a strainer, beater, whisk
- Scrubbing a shell, rock, doll

Grace, courtesy, and etiquette

- Greeting someone
- "Please" and "Thank you"
- Walking around the rug
- Shaking hands

Independence

- Care of person
- Large button frame
- Zipper frame
- Snapping frames
- Hook and Eye frame
- Velcro Frame
- Hanging up coat
- Combing hair
- Washing hands
- Health and safety
- Nutrition and food preparation

Sensorial

This consists of lessons and materials that educate and refine the child's senses. Here are examples of sensory materials found in Montessori Toddler classrooms.

Visual

- Pink tower
- Knobbed cylinders
- Broad stair
- Knobless cylinders
- Color tablets box 1 and 2
- Binomial cube

Tactile

- Touch boards
- Fabric-extreme textures

Auditory

- Sound cylinder

Music

Music offers significant opportunities to build community and appeal to a variety of learning styles.

Toddler Classes

- Repetitive songs
- Echo songs
- Singing in unison
- Rhythm Sticks
- Musical Instruments

Movement Arts

Gross motor movements are used to teach language and math concepts or just for fun. The ultimate goal of incorporating movement is to assist children along the path to lifetime physical fitness, positive body image, improved overall self-esteem, and increased energy and concentration.

Toddler Classes

- Rolling, jumping, bending, stretching, action songs, and free play

Operating Schedule

Woodlawn Child Care Center is open Monday through Friday from 6:45 am until 4:30 pm. During the school year for Woodlawn Prep students in afterschool care and during the Summer Program will remain open until 5:30 pm for school age children only. We are open year-round except for the following holidays:

New Year's Day

Good Friday and following Monday

Memorial Day

Independence Day

Labor Day

Thanksgiving Holiday – Closed the **Wednesday** before, on Thanksgiving day, and the following **Friday**

Week of Christmas – Closed Friday, December 22, 2023 through Monday, January 1, 2024.

Dates may be amended. All changes will be posted by the office and changes will be communicated to parents at the earliest possible time.

Unscheduled Closings

Unscheduled closings may occur due to inclement weather. We will follow the Columbia Public School and Marion County Schools guidelines and announcements concerning closing for inclement weather. Please listen or watch local news agencies when determining if we are closed. We will also post a closed notice on Facebook at *Woodlawn Prep*.

Daily Schedule

6:45 amArrival begins
8:00 am.....Breakfast
8:30 amPlaytime in the Gym
9:00 am.....Toilet Training / Potty Time
9:30 am.....Circle Time Lessons/Group Work and
Centers Time
10:30 am..... Toilet Training / Potty Time
10:45 am.....Lunch
11:15 am.....Creative Play
12:00pm.....Nap Time
2:00pm.....Toilet Training / Potty Time
2:15pm.....Snack
2:45pm.....Craft Time
3:15pm.....Outdoor Play/Gym Play
3:45pm.....Toilet Training / Potty Time / Clean up
4:00pm - 4:30 pm.....Parent Pick up

Children will not be accepted after 9:00 am

(Unless prior notice for late arrival has been given for doctor's appointment, etc.)

Enrollment Procedures

1. Fill out the Childcare Enrollment Application.
2. Fill out a Tuition Express form.
3. Conference with the Director or Assistant Director regarding the Woodlawn Child Care Center policies provided to you in the Parent Handbook.
4. Pay for your child's first week of childcare with cash or check.
5. Submit a voided check so tuition can be drafted from your checking account.
6. Submit your child's Immunization Compliance Form 121 prior to their first day in attendance. A religious exemption for immunization affidavit approved by the Department of Health is acceptable.

Parent and Caregiver Support

A pre-enrollment meeting with the director, assistant director, or director-designee is required before we can accept your child into Woodlawn Child Care Center. At this meeting we will discuss the center's policies and general information. We will discuss items of importance, such as the child's background, health conditions, and anything that will help us to better understand and care for your child.

Tuition

We have endeavored to provide parents with several options for their child care needs. The cost for children at Woodlawn Child Care differs with the service you require. After school care is only offered to Woodlawn Preparatory School children. Our rates are as follows:

Full Time Child Care

Full time is considered 4 or more days per week.

Toddlers (2 to 3 year olds) \$100.00 per week
After School Care (Woodlawn Preparatory School only) \$25.00 per week
(attendance is taken daily for partial weekly after school care charges)

Part Time Child Care

Part Time is considered 3 days per week or less.

Toddlers (2 to 3 year olds) \$85.00 per week

Drop-In Child Care (Summer Only)

Toddlers (2 to 3 year olds) \$40.00 per day

Tuition will be drafted weekly from your checking account through Tuition Express Program. A checking account is mandatory for enrollment and tuition payment. Parents with students in After School care will be invoiced and will pay through Headmaster program.

Fees

Summer Hold Fee

If your child is enrolled with us during the school year, but you do not wish for them attend during the summer, we no longer hold a space for them over the summer. You may change your enrollment status from full time to part time to hold a space for the school year. You then have the option of bringing your child up to 3 days per week over the summer.

Holidays and Vacations

On days WCC is closed due to scheduled holidays, tuition will be at a prorated charge by the number of days we are open that holiday week. Families are also allowed to claim 2 weeks during each calendar year as vacation weeks. Tuition will not be charged for those weeks when:

1. Notice has been given to the Director or Assistant Director at least 2 weeks prior to the intended vacation week.
2. Your child does not attend the entire week of vacation.

Non-Sufficient Funds (NSF) Fee

Each Tuesday, tuition for the current week will be drawn from your account using Tuition Express. If your bank indicates you have non-sufficient funds to pay for the tuition, you will be contacted and have 7 days to bring the past due tuition payment and a \$35.00 NSF fee in the form of cash, money order, or bank cashier's check to the church office or daycare office. If you are unable to pay for past due tuition and the NSF fee within that time, your child will not be accepted back for child care until all past due tuition and fees have been paid.

The director reserves the right to remove a child from the program at his discretion for nonpayment or noncompliance of policy.

Changes to Enrollment Status

You must inform Theresa Peak in the Finance department two weeks prior to any changes to your enrollment status (full to part time, part to full time, drop in only, withdrawal, etc.).

She may be contacted at (601) 690-0880 or theresa@woodlawnchurch.cc to change enrollment status.

Notification of Absence

As a courtesy, we ask that parents notify the center prior to 9:00 am on days their child will be absent, whether due to illness or other reasons.

Insurance Notification

Woodlawn Child Care Center is insured under Brotherhood Mutual Insurance.

Arrival and Pick-up Procedures

Security Code for Child Care Entrance Door

Each individual who will be involved in either dropping off or picking up a child will receive their own security door key code. This may be used to enter the building. If an individual does not have or forgets his or her code, they may be buzzed in by a staff member after making visual recognition of the individual.

Parent Communication

We would like the opportunity to communicate with you about your child's day or there may be special events or temporary changes in procedures we wish to notify you of when you arrive. **Please respect the pick-up and drop off times by not talking on your cell phone when you are in the child care building.**

Arrival

We are very conscious of the security and safety of your child. For that reason, children must be accompanied into the building and to their classroom. They may not enter alone. **Parents are asked to sign in and out of the attendance log at the check-in desk each day.**

Authorized Pick-up

Anyone picking up a child from Woodlawn Child Care Center must be listed on the enrollment information form and must have a copy of his or her driver's license or state issued photo identification card available for view if a teacher is unfamiliar with that person.

The daycare office must be notified in advance when persons other than the custodial parents or those listed on the enrollment form are to pick-up a child. The parent or legal guardian must provide written notice one day prior to pick-up and the individual must show legal photo identification in order to pick-up the child. If an individual will pick-up a child for more than two days, the parent or legal guardian must include them on the original enrollment form.

Late Pick Up Fee (After 4:30 pm)

The front desk computer's check out time clock will be used as documentation for late pick-up charges. **Parents will be charged \$1.00 for each minute past 4:30 pm.** If the computer check out is not functioning, the charge will be based on the time indicated on the caregiver's phone or watch. Parents will be asked to fill out the late pick up form indicating the amount owed and the time late. Parents have the option of paying by check to WCC or by cash. If the fee is not paid at pick up, then this charge will automatically be added to the next weekly tuition payment. The per minute charge will be doubled when picking up multiple children later than 4:30 pm. **For school-age students in the After-school or Summer program, late pick up fees begin at 5:30 pm.**

Open Door Policy

Parents are welcomed to call or visit the center during operating hours without a previous appointment. However, we ask you to contact the Director or Assistant Director if you intend to have an extended observation time or wish to speak with your child's teacher. This way, staff can ensure that the classroom schedule accommodates the type of observation you'd like to make or that the teacher can be available for a discussion with you. Report to the Director or Assistant Director prior to your observation. For an unscheduled observation, we ask that you use the observation window in the classroom doors to observe the class. If you need to enter the classroom, we ask that you observe your child with the least disruption possible. If you wish to meet with the Director or Assistant Director, please arrange a conference time with them, and they will accommodate you as early as possible.

Celebrations

We encourage the celebration of the children's birthday. If you would like to bring a cake or snack, please notify us at least one week in advance so we can make preparations. The center will provide drinks for the children during the celebration. The celebration will take place at the afternoon snack time. An alternative way to celebrate may be a special activity or craft you organize or bring for the children in your child's classroom to participate in. Celebration activities will take place after 2:00 pm.

Program and Activities Information

Children's Personal Belongings

Children should have the following items provided from home:

1. Mat and Blanket for naptime
2. Complete set of extra clothing
3. Disposable pull ups with Velcro sides (minimum of 8 per day)
4. Wet Wipes

Each child will have their own cubby for their items. All items should be labeled with your child's name. We are not responsible for keeping items separated if they are not labeled. Please check frequently to determine if it is time to replace these items.

Toys from home are not allowed. The center provides a sufficient variety of toys for the children to share.

Naptime

Every child naps daily for a minimum of two hours. You will need to provide a comfortable mat and blanket for your child. The mat and blanket will be taken home each Friday or your child's last day of the week at WCC in order to be washed and returned on Monday. The rest mat and blanket must fit easily in the child's cubby.

Food

Children who arrive at WCC by 8:30 am are provided with breakfast. All children are provided with a nutritious lunch and a daily afternoon snack. Meal time is when we teach children good table manners and eating habits. Our menu is posted weekly. Due to regulations regarding funding of meals, children are not allowed to bring outside food into the center. This includes gum and candy. Exceptions are for food served at celebrations outside of meal time.

Discipline Measures

In case of required discipline, the center uses the “Time Out” method. Children will be set aside from the group’s activity, but still within direct view and access of the teacher, in order to give the child a moment to think about their conduct. A general best practice in use is one minute of time out for each year of age the child is. The teacher will then talk with the child and help them recognize the unacceptable behavior and correct it. If this is not effective, parents will be contacted to help with the matter. If inappropriate behavior is frequent and habitual, the child will be dismissed from Woodlawn Child Care Center as the Director deems appropriate. Under no circumstances will corporal punishment or the threat of corporal punishment be used at Woodlawn Child Care.

Biting Policy

Biting is a common characteristic of young toddlers. It is possible that your child may bite or be bitten. Though children are in our direct supervision many times we cannot stop a child before he or she bites down. We will inform you at or before pick up if your child is involved in a biting incident, but be assured that we take every possible measure to prevent it from happening.

Transportation and Safety Procedures

Your child may be transported by a staff member for the purpose of field trips or after school pick-up when given written permission to do so. We ensure that children have seat belts on or the proper car seat restraint when being transported. We reserve the right to transport your child without expressed written consent in the event of a medical emergency, crisis situation, or to a nearby safe location in the event of building damage due to extreme weather conditions. We will make every effort to contact you prior to transport in these situations.

Parental Consent for Photography

The Childcare Enrollment Application provides a place for you to indicate your permission for Woodlawn Child Care Center to photograph your child. Photographs may be used for crafts, special presentations, and for advertising. It is our policy that photographic images of children will not be used for purposes of personal social media.

Water Activities and Safety Procedures

Water-play activities may take place infrequently. You will be notified in time to provide proper water-play attire or opt out for your child. It is our policy to have a staff member with a valid CPR and First Aid certificate supervising children during all water-play activities.

Sun Safety Practices

Except for days with poor weather, we facilitate outdoor play each day. Though we have a pavilion in the play area for shading, children with sensitive skin may be effected by sun exposure even with just a short amount of time in direct sunlight. If you are concerned about your child's sun exposure, please bring sunscreen and we will be happy to apply it to your child prior to outdoor playtime.

Health and Emergency Procedures

Medication

Our staff may be asked to give over the counter or prescription medicine to children, either orally or topically. If a child requires medication during the hours they are in attendance here, the teacher will use the Medication Log to document the day, time, medication given, and the amount of dosage.

Suspected Child Abuse

Suspected abuse or neglect of any child at Woodlawn Child Care Center will be reported immediately to the Mississippi Department of Human Services.

Immunization Records

Every child attending Woodlawn Child Care Center is required to have an

7. up-to-date Certificate of Immunization (Form 121) issued from their health care provider or the Mississippi Department of Health. This form must be submitted prior to your child's first day in attendance. Though the center will check these forms regularly and inform parents when the shot records need updating, it is the responsibility of the parent to keep these records up-to-date. Should the Department of Health check your child's records and find them not current, you will be charged a \$100.00 fine, and your child will not be allowed to return to child care until the record has been updated. A religious exemption for immunization affidavit approved by the Department of Health is acceptable in lieu of the Form 121.

Emergencies

In case of a medical emergency, the parents or guardian will be notified immediately. If the situation warrants, the child will be transported to the hospital designated by the parents in order to acquire the services of a certified medical practitioner. The child will be accompanied by the director, assistant director, or a senior staff member, and the parents will be asked to meet them at the hospital. Even if a child is exempt from medical care on religious grounds, we will seek necessary medical attention for your child until a parent is present to facilitate the level of medical care. If the center is unable to reach the parents, the child will be taken to Marion General Hospital. A staff member will continue to try and locate the parents. The center will not be responsible for medical costs incurred.

Safety Drills

A random fire and safety drill is conducted each month to ensure that we can safely evacuate all of the children in a timely manner. During a tornado watch or warning children will be removed from the classrooms and taken to the inner most location in the building without windows.

Evacuation Procedures

In the event of an emergency that requires the evacuation of the center and removal from the grounds, children will be transported by staff members to one of two designated safe areas. Parents will be notified that their children are being transported or have been transported as soon as the children are out of immediate danger and their safety can be ensured. The first designated safe area is Columbia Academy. The second is Columbia High School.

Weapons

According to MS Code Ann. 43-20-8, weapons are not allowed in a child care facility. In the event that an individual with a weapon, a violent individual, or an active shooter enters the premises, staff will follow threat protocol and

direct children to the safest location out of the individual's view and lock or barricade the entrance.

Illness

Children with an elevated temperature of 100.4 degrees F or higher are considered contagious and should not be brought to the center. To return to the center, a child must be free of fever for 24 hours without the use of fever reducing products. Children with diarrhea, vomiting, sore throat, severe cough, severe runny nose, or rash will not be accepted at the center.

Exclusion Criteria

Woodlawn Child Care Center will exclude from care any child with the following illnesses or symptoms:

Fever: Defined as 100.4 degrees F or higher taken under the arm or forehead, 101 degrees F taken orally, or 102 degrees F taken rectally.

Diarrhea: Frequent (3 or more episodes in a 24 hour period) runny, watery, or bloody stools. According to the Center for Disease Control recommendations, a child who is not toilet trained and has diarrhea should be excluded from child care settings regardless of the cause.

Vomiting: Two or more times in a 24 hour period.

Rash: Body rash with a fever.

Sore Throat: Sore throat with fever and swollen glands.

Severe Coughing: The child gets red or blue in the face and makes high-pitched whooping sounds after coughing.

Eye Discharge: Thick mucus or puss draining from the eye.

Jaundice: Yellow eyes and skin.

Irritability: Continuous irritability and crying.

State Regulations

Regulations Governing Licensure of Child Care Facilities

The complete licensing regulations may be found at:

https://msdh.ms.gov/msdhsite/_static/resources/78.pdf

Licensing Official Contact Information

Mississippi Department of Health

Inspection and Licensing Official: Sharetha Bennett

Office Number: (601)736-2676

Child Care Facility Complaint Hot Line

We ask that you address any concerns you have about Woodlawn Child Care Center with the Director or Assistant Director in hopes that we can provide a resolution or answer your concerns. However, if you feel we are unable to address your concerns, please contact the Child Care Facility Complaint Hot Line at 1 (866) 489-8734.