

# Asbury Children's Center

at Asbury United Methodist Church

## Parent Handbook



## Asbury Children's Center

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*The Asbury Children's Center program is offered to honor the memory of Martha Leighton, elementary school teacher and member of Asbury United Methodist Church.*

*Martha's philosophy was "be good to each other and care for those who are different."*

*It was that dedication and love of children that inspired our commitment to this program.*

*It is our hope to continue her dedication to the care of children through the Asbury Children's Center.*

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## **Welcome to Asbury Children's Center**

We are pleased you have chosen to place your child in the care of the staff at Asbury Children's Center. The Center is a ministry of Asbury United Methodist Church. The Church and Center's staff are committed to providing day care and preschool care that promote social, physical, emotional and intellectual growth in a warm and loving Christian atmosphere. Children come in different shapes and sizes and they have different interests and abilities. Asbury strives to respect these differences, allowing all children to explore their very own places in the world. Asbury Children's Center does not have a mold to make each child alike; rather we celebrate the wonder of childhood and provide children with love and nurturing. We value your child and hope to instill in all children the qualities that will take them through life with the ease and happiness all children deserve.

If at any time you have questions or concerns please feel free to speak to the Director about them. At Asbury Children's Center our goal is to provide the child with the best experience possible so we are always interested in new ideas. We also want to address, quickly and to your satisfaction, any of your concerns that may arise.

## **Purpose**

The program provides experiences that are designed to relate to the intellectual, social, emotional, and physical needs of your child. The program provides a variety of experiences to guide the child:

- in understanding himself/herself with the world
- in working as an individual and with the group
- in improving attitudes and habits of thinking
- in acquiring skills and information for solving problems of everyday life

## **Professional Certification**

The Center is licensed by the State of Kansas and belongs to the following:

- Greater Kansas City Christian Early Childhood Association
- United States Department of Agriculture Child and Adult Care Food Program<sup>1</sup>

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<sup>1</sup> USDA prohibits discrimination in the administration of its programs. To file a complaint, write to the Director of Agriculture, Washington D.C. 20250



## **How your child will spend the day!**

The Asbury Children's Center program provides a variety of educational opportunities for your child while in our care. The children receive education and care from a staff of qualified professionals who strive to enhance the individuality of each child. Because children's educational needs change as they mature, the activities in which they participate change also.

To meet the many different needs of the families using our program we offer a variety of opportunities as follows:

- Infant Care (ages 6 weeks – 12 months and walking)
- Toddler Care (ages 12 months and walking – 2 years)
- 2 Year Old Care (ages 2 years – 3 or 3 1/2 years or potty-trained)
- Preschool (ages 2 ½ years – Kindergarten)
- After school care (Kindergarten – age 12)
- Summer care

Our infant and toddler care program is designed to nurture the youngest children in our program, helping them learn to trust and understand the world around them. Infants and toddlers spend their time exploring toys, sensory materials and art media. Teachers engage them in reading books and singing songs, the basis of pre-literacy skills.

Maturing children are ready to handle more complex learning situations. Children between the ages of 2-1/2 and 5-1/2 work on mastering the skills they will need for kindergarten including writing and pre-kindergarten learning experiences. Despite the higher expectations there is still plenty of time for play. No child is ever too old to learn many things through play, and the Center recognizes the important role play has in your child's overall development.

## **Infant Care**

The daily schedule in the infant care program is tailored to the individual needs of each infant. Babies are fed, diapered, and comforted to sleep based on their own rhythms.

## **Toddler Care**

The toddler classroom has a flexible daily routine that is similar to that of the preschool. However, toddlers require a shorter circle time and more individualized activities.

## **Preschool**

The daily schedule is individualized to meet the needs of the children in their classroom. A typical schedule could be:

7:00—9:00	Free Play <sup>2</sup>
9:00—9:15	Circle Time
9:15—9:30	Snack
9:30—10:30	Lesson Time
10:30—11:30	Centers
11:30—12:00	Outside
12:00—1:00	Lunch & Clean up
1:00—3:00	Quiet Time
3:00—3:30	Snack
3:30—6:00	Outside, Free Play <sup>2</sup>

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<sup>2</sup> Free play also includes time spent in educational play centers provided by the teacher to increase the learning experiences.

## **After School Care**

Asbury Children's Center After School Care was begun to meet the growing needs of working families with school-aged children. The after school program is in session during the school year and provides care during vacations and when school isn't in session. The children are picked up by the Asbury van and brought to the Center. Upon arrival the children are given a nutritious snack. They have the opportunity to participate in a variety of activities that provides structure as well as giving them a break from the school day. The program accommodates children with their own needs and qualities that are unique to each one. The staff encourages uniqueness while providing an environment safe for children not yet old enough to stay home alone.

## **Summer Care**

The Center's School Age Summer Child Care provides an alternative to leaving the children home. The program offers a balance of learning and fun to ensure the children have a well-rounded experience. Each week the children may participate in the following:

- Swimming
- Science trips
- Museums
- Bowling
- Roller skating
- Park visits

\*\* More information on field trips can be found under It's Fun Here Too! page 9.



## It's Fun Here, Too!

### **Special Events**

**Birthdays** are a special time. Each classroom teacher has special activities throughout the day to celebrate the birthday child. You may send a food treat for your child's class, if you like. Some healthier options for birthday treats include: your child's favorite yogurt or fruit with some sprinkles, muffins, or mini cupcakes with fruit salad. Please inform the teacher of what you plan to send.

**Fundraisers** are held throughout the year to raise money for contingency funds. We appreciate all parents' involvement to make them fun events for everyone.

**Holiday Program** is held in December. The children in the Center will present a Holiday program with parents and family invited. Great refreshments are served.

### **Holiday Parties**

Teachers encourage healthier celebrations. Other options on the party sign up might include: fruit salad, cheese and crackers, savory treat, veggies, cups, plates, napkins, decorations, a party game, and party favors.

Another option that may occur in your child's classroom is: the class could make one treat for the party within the classroom. The parents would then sign up to bring all the ingredients in which to prepare the recipe. This is a fun way to celebrate through a learning activity.

## It's Fun Here, Too!

### **Field Trips**

**Infant and Toddler Program**—The infants and toddlers go on regular walks in the surrounding neighborhood in their buggies and strollers. At enrollment, families will be given specific routes for the walks and asked to sign a permission slip.

**Preschool**—Field Trips are scheduled periodically throughout the year in the preschool, and are usually in conjunction with a topic of study. Signed permission slips are required. Parents will pay the entry and transportation fee for the Pumpkin Patch trip that is taken in October.

**After-School Care**—During breaks from school, the children go on many fun and educational trips, detailed under Summer Care, p. 8.

Transportation for non-walking fieldtrips will be provided by the Asbury van or school bus company depending on the size of the group. Teachers always carry first aid bags, emergency contact information, and cell phones for safety on fieldtrips.

The transportation fee is included in the summer tuition rates.

### **Parent Participation**

We encourage all parents to be involved in their child's time at Asbury. Parents are welcome to drop in any time to visit and are extended an open invitation to lunch. If you wish to dine with us, please inform the director so plenty of food can be prepared.



## **Everything you as a Parent need to know!**

### **Admissions Policy**

The Asbury Children's Center is open to all people, regardless of race, color, religion, national origin, ancestry, gender or physical handicap.

Children enrolled in the 3-to 4-1/2 year old class and older classrooms are required to be fully potty-trained. Being fully potty-trained is defined as consistently exhibiting proficiency in the use of toilet facilities without soiling themselves or their clothing.

### **Hours**

The Asbury Children's Center is open from 7 a.m. to 6 p.m. Monday through Friday. The center is closed for the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and day after
- Christmas Day and the day before and after (total 3 days)
- Two professional days (to pursue continuing education)

### **Non-scheduled closing**

The Center will close due to weather conditions if Shawnee Mission schools are closed. Please listen to your radios and TV's for that information.

## **Registration**

Enrollment for children is accepted on a first come, first served basis. We also keep an active waiting list. Children are considered fully registered after paying a non-refundable registration fee and completing the following: ***Forms have to be completed and submitted prior to the first day of attendance, or child cannot start.***

- Enrollment form
- **Emergency medical release-Notarized Form**
- Child and Adult Care Food Program (CACFP)
- Kansas Immunization and Assessment Form
- Tuition Express Forms

## **Tuition**

Tuition is based on monthly tuition rates. No discounts will be given for illness, vacation or holidays.

### **Asbury Children's Center's Payment Policy**

Tuition payments are paid in advance of care. Tuition payments will only be accepted through Asbury Children's Center's automatic payment processing system. At enrollment, parents will fill out an application for this system. Parents may choose to have tuition payments debited to a checking or savings account or charged to a debit card. Parents may also choose their frequency of payments. Choices include bi-monthly or monthly. Payments will be due on the first business day of the chosen payment cycle. If a payment does not go through due to insufficient funds, etc. charges will be assessed to cover the costs of such occurrences. Late payment fees will also be assessed. If an alternate payment schedule has not been set up with the director, the ACC reserves the right to withhold services until payments are made. When notification of the end of enrollment is received (please see Termination of Care on page 15 for more information), payments will automatically be terminated by Asbury Children's Center accordingly.

## **Entrance & Pick Up**

It is very important that you make contact with your child's teachers and that you help your child transition into daycare for the day. For these reasons we require that parents always escort children to the classroom to ensure their safe and happy arrival.

Parents should always use the Chapel Entrance when dropping off and picking up their children. The doors to the Children's Center are locked and require a code for entry. The code is changed periodically. For their safety, please do not share the code with your children. **Note: Please do not let other adults enter the building without notifying a staff member.**

When driving in the Center parking lot, drive slowly and carefully. Please turn off and lock your car before entering the building. Handicapped parking is provided for children and adults with physical disabilities.

If someone other than the parent is to pick up the child, the parent must provide either a written note or call the Center prior to the Center releasing the child. Proper identification will be required and if there are problems we will contact parents.

Children will be released only to an adult. Siblings under the age of 18 are not allowed to take children from the daycare. The Center reserves the right to not release a child to an adult who seems unable to safely drive.

There is a fee for late pick up. The fee is \$10 for the first 5 minutes after 6:00 pm and \$5 for every minute thereafter. The late fee must be added to that week's tuition. Late fees will be billed during the next payment cycle.

## **Clothing**

A great deal of your child's day will be spent exploring, playing and being creative. All of these can be messy. Please dress your child in comfortable, simple, washable clothing. The children go outside every day so keep the weather conditions in mind. Dress your child to remain warm and dry. All clothing should be marked with your child's name. Please bring an extra set of clothes should an accident occur. Children who are potty training should bring enough extra sets of clothes to get them through the day.

## **Diapering Supplies**

Children who are not yet potty trained must have enough diapers and wipes for two days at all times. Cloth diapers are permitted, but cannot be washed or rinsed at the center. Soiled cloth diapers will be sent home each day in a sealed container.

## **Discipline**

The following methods are used to teach appropriate behavior and create an environment conducive for all children to learn:

- Redirecting the child's energy by involving them in another activity
- Involving them in a job activity helping the teacher
- Separating them from the group for short periods of time to ensure the safety of themselves, other children, or teachers.
- Teacher and Director will discuss continuing problems
- Parents will be contacted, at the discretion of the director

### **Discipline continued**

For the school-aged children, the discipline policy is as follows:

- The child will be reminded of the rule and the reasons for and consequences of breaking the rule.
- A warning will be given to allow the child to self-correct the behavior.
- The child will lose privileges and/or be separated from the group or activity for short periods of time.
- If the problem continues, the teacher will talk with the parents to help resolve the issue.
- The teacher will talk with the Director if the previous actions do not work.
- The teacher, parents, and Director will talk and devise a behavior plan.

### **Termination of Care**

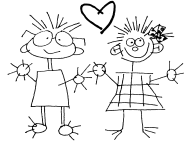
The Center reserves the right to terminate care of any child, for the following reasons:

- Non-payment or frequent late payment of fees
- Consistent abuse of policy
- Any reason deemed sufficient by Director and the Board

If a parent initiates termination of care, for any reason, they must give two weeks notice, or pay for the two weeks.

### **Ages**

The infant and toddler care program serves children ages 6 weeks to 2-1/2 years. The Preschool program serves children ages 2-1/2 to 5-1/2. The after school and summer care serves children through 6<sup>th</sup> grade.



## **When your child is tired and hungry!**

### **Naps & Quiet Time**

Children ages 1 year to 5 years have quiet time every day following lunch. Children are required to rest daily, but if they remain awake after 30 minutes and wish to get up they will be provided with quiet activities.

Infants nap based on their individual needs and routines.

### **Breakfast – Lunch – Afternoon snack**

Beginning in the 1 to 2 year old classroom, breakfast is provided daily. It consists of a bread, a fruit and fluid milk.

Hot lunch is provided. The meal consists of a meat, bread, vegetable, fruit and milk. Copies of the menus are posted and parents receive them monthly. Any special dietary needs should be discussed with the Director.

Afternoon snack is served daily also. It consists of items from two of the following food groups: meat, bread, fruit and vegetables and dairy.

### **Infant Meal Program**

In the infant room, families and staff communicate regularly about the baby's changing diet. Baby food and milk-based formula are provided. However, families are welcome to provide their child's food and formula or breast milk if they would like. New foods are introduced at the Center only after the child has become accustomed to the food at home.

Mothers are always welcome to come to the ACC infant room to nurse their babies.





## **When your child isn't feeling well!**

### **Medicines**

Medicines will be given to your child only with the written authorization of a parent, (forms available in the classroom.) Prescription drugs must be in their original container. Over the counter medication should be labeled with first and last name, expiration date, manufacturer's instructions, and require a doctor's note. All medications will be kept in a locked box in the classroom or a locked box in the refrigerator.

### **Sick during the day?**

To determine if children should be brought to school, please refer to the document "When Your Child Is Not Feeling Well" on our website.

If a child becomes ill while at school care will be provided in a private area and a parent will be called to pick up the child. Children are to be picked up in a timely manner.

### **Allergies**

Asbury Children's Center has a policy to ensure the safety of children with allergies. Please advise the Director of any allergies your child may have so that appropriate actions can be taken for his/her safety and comfort.



## **Board of Directors**

The Asbury Children's Center is a ministry of Asbury United Methodist Church. The Church provides support to the Asbury Children's Center through a Board of Directors. The Board is responsible for achieving the goals of the Asbury Children's Center and accountable to you and your children for providing a place where children can enjoy a safe, fun learning experience.

The Board consists of members appointed from Asbury United Methodist Church. Board membership includes one or more parents of children from the Center.

The Director of the Center is accountable to the Board of Directors and participates in all Board meetings and Church-related committees as applicable.

### **Contacting the Director or the Board of Directors**

Please e-mail, call, fax or send a letter to:

Asbury Children's Center

5400 West 75<sup>th</sup> Street

Prairie Village, KS 66208

Phone: 913-677-5008

Fax: 913-432-0971

[annp@visitasbury.org](mailto:annp@visitasbury.org)

# At Asbury United Methodist Church

Where Progressive & Inclusive Christianity  
is Practiced and Preached.

**Everyone is always welcome!!**

## Weekend Worship Schedule

Saturday Informal Worship	5:00 p.m.
Sunday Traditional Worship	9:00 a.m.
Sunday School	10:00 a.m.
Sunday Blended Worship	11:00 a.m.

