



Mid-Cumberland Community Action Agency
Early Learning Center
Handbook Policies and Procedures
Phone (615) 615-742-1113
Email: elc@midcumberland.org

Hours of Operation: 6:30 AM – 5:00 PM Monday – Friday

Mid-Cumberland Community Action Agency (MCCAA) Early Learning Center's (ELC) goal is to provide affordable, high-quality childcare in a safe, positive, loving environment. The center serves children one to five years of age. Two meals and a snack are served daily.

MCCAA ELC does not discriminate against race, age, religion, gender, national origin, or political views.

Enrollment

To enroll a child, families must complete the **enrollment packet**, provide all required documents, and pay the applicable fees.

Enrollment requirements include:

- A yearly **\$25.00 nonrefundable registration fee**
- **Completed Child File**
- **Current Immunization Record** completed by the child's physician (section 1B must be completed)
- **State Child Care Certificate** if applicable

All required documents and forms must be completed and approved **before a child may begin attending the program**.

Tuition and Fees:

Families are responsible for paying full weekly tuition, regardless of how many days their child attends during the week.

Weekly tuition rates are as follows:

- **Preschool Classrooms: \$190-229 per week**
- **Toddler Classrooms: \$190-264 per week**

MCCAA Early Learning Centers accept state childcare assistance programs. Families utilizing childcare assistance may have tuition and applicable fees billed in accordance with approved DHS reimbursement rates and program requirements.

Rates are subject to change.

Families will receive at least 30 days' written notice prior to tuition or fee adjustments in accordance with DHS requirements.

Tuition must be paid **weekly in advance**, with payment due by **5:00 PM each Friday** for the upcoming week of care. A \$25 late fee will be added to late tuition payments and children may not attend on Monday if tuition has not been paid in advance.

If tuition becomes delinquent, the child may be required to withdraw from care until the full balance is paid.

Holidays and Center Closings

The center will be closed on the following holidays:

- **New Year's Day** – January 1
- **Martin Luther King, Jr. Day** – Third Monday in January
- **Presidents' Day** – Third Monday in February
- **Good Friday** – Friday before Easter
- **Memorial Day** – Last Monday in May
- **Juneteenth** – June 19
- **Independence Day** – July 4
- **Labor Day** – First Monday in September
- **Veterans Day** – November 11
- **Thanksgiving Day** – Fourth Thursday in November
- **Day After Thanksgiving** – Fourth Friday in November
- **Christmas Eve** – December 24
- **Christmas Day** – December 25
- **New Year's Eve** – December 31

Subject to change based on State of Tennessee calendar.

The center will also close **each year for staff professional development** so staff can complete required training through the **Tennessee Department of Human Services (DHS)**.

Signing Children In and Out

Children must be **escorted by an adult** when arriving and leaving the center.

- Children must be **signed in and out daily** by an adult **18 years or older**.
- Only individuals **authorized in the child's file** may pick up the child.
- If someone else will pick up your child, you must **notify the center by phone or written note**.

Release of Child

- Staff cannot release a child to anyone whose behavior may place the child in danger.

- If your child requires a **child safety seat**, one must be provided before the child can leave the center.
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Attendance

Children are expected to arrive by **9:00 AM** each day. If your child will be absent, please notify the center **before 9:00 AM**.

Children enrolled through the **state certificate program** can only miss **five days per month**. Parents will be financially responsible for additional missed days for the month.

Sick Children

For the health and safety of all children, sick children **may not remain at the center**.

Please **do not bring your child to the center** if they have:

- Fever of **100.4°F or higher**
- **Diarrhea** (more than 3 times in 8 hours or watery diarrhea)
- **Vomiting**
- Severe coughing or **difficulty breathing**
- **Excessive runny nose**
- **Pink eye**
- **Unusual rashes or spots**
- **Sore throat with fever**
- **Yellowish skin or eyes**
- Severe itching of the body or scalp
- Any **contagious illness**

Children who develop symptoms while at the center will be **sent home**. Children must be **symptom-free for 24 hours** before returning.

Medication will only be administered with written authorization from the parent/guardian. Medication, including **EpiPens**, must be in the original container, within the expiration date, labeled with the child's name, and accompanied by written authorization.

Ringworm

If ringworm appears on an **exposed area**, it must be **covered**. The child will be sent home for treatment and may return **after 24 hours of treatment**.

Infestation (Lice, Bed Bugs, Fleas, or Mites)

Children found to have **lice, fleas, mites, scabies, or bed bugs** will be **sent home immediately**.

- **Lice:** Children must receive treatment and wait **48 hours** before returning.
- **Bed bugs:** The child will be dismissed until the home has been professionally treated.

- **Mites or fleas:** Families should clean carpets, bedding, stuffed animals, and clothing, and check other household members.
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Behavior Policy

The center will work with families to address behavior concerns.

- If a child's behavior continues to pose a concern after reasonable interventions and collaboration with the family, the center may determine that it is not able to meet the child's needs. In such cases, alternative care arrangements may be recommended.
- Behaviors that pose a serious safety risk—such as those resulting in harm to the child, other children, or staff—may require immediate action, which could include temporary suspension or discontinuation of care, depending on the severity of the situation.

The center works with **TEIS, TN Voices, and the Sumner County Board of Education** for referrals when additional support is needed.

Behavior Management Techniques

- Providing activities and a daily schedule that **engages the child academically and physically** and which is **developmentally appropriate** for the attention span of each child;
- Utilizing a process of **observing, anticipating/preventing and redirecting**;
- Providing **positive behavior support** for children's development of **age-appropriate** acceptable behaviors;
- Assisting children to develop **age-appropriate problem-solving skills** by **guiding** them and by **modeling** how to solve problems and to resolve differences;
- Using books, stories, puppets, and other experiences to **reinforce positive social behaviors**; and
- Collaborating with parents about **positive behavior support practices** that support the child and ensuring that the bridge between the home and program environments **provide consistency** for the child.

Dismissal Policy

A child may be dismissed from the center for:

1. A child's behavior toward another child or adult
2. A parent or guardian's behavior toward children or staff
3. Failure to follow center policies

Examples include **violence, verbal threats, aggression, or actions causing bodily injury**.

Withdrawal Notice

If you choose to withdraw your child from the center, a **two-week written notice** is required. Families will be **responsible for paying tuition** for those two weeks, whether or not the child attends during that time.

Late Pick-Up Charge

Children must be picked up by **5:00 PM** each day. A **late fee of \$5.00 per minute, per child** will be charged for any child not picked up by 5:00 PM.

If the center cannot reach anyone listed on your child's **Emergency Contact Form** by **6:00 PM**, the **Gallatin Police Department** will be contacted. Parents or guardians will then need to pick up the child from the police department.

After **three late pick-ups**, the late fee will increase to **\$10.00 per minute, per child**. Continued late pick-ups may result in the **loss of childcare services**.

What Families Can Expect From Us

The center has an **Open Door Policy**, meaning parents may:

- Visit the center during the day
- Call to speak with their child's teacher
- Request a meeting with the Center Manager

Our **Creative Curriculum** supports development in:

- Math and Science
- Language and Arts
- Social and Emotional Skills
- Gross and Fine Motor Skills
- Literacy
- Computer Technology

Children learn through **indoor and outdoor activities and learning centers** in a positive classroom environment.

The center also provides:

- Annual **Parent/Teacher Conferences**
 - **Keeping Kids Safe** child safety curriculum
 - **Child Abuse and Neglect Prevention training**
 - **Parent education resources**
 - **Mid-Cumberland Community Action Agency** support services
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What We Expect From Families

Parent involvement is encouraged through:

- Classroom volunteering
- Special events
- Fundraisers
- Thanksgiving Dinner
- Open House
- Rocking Reader Week

Volunteer opportunities will be posted on the **Parent Board** in the lobby and sent through **Procare**.

Families are also expected to:

- Participate in **program evaluations**
- Attend **Parent/Teacher Conferences**
- Keep their child's **records and immunizations current**

Working together helps support your child's **development and success**. If your family is experiencing major life changes or stress that may affect your child's behavior, please inform the center so we can better support your child.

Extended family members (grandparents, aunts, uncles) are also welcome to **visit classrooms and participate in activities**.

Children should **not bring toys, food, or money** to the center.

USDA Food Program

The center participates in the **USDA Child and Adult Care Food Program (CACFP)**, which helps ensure children receive healthy meals and snacks each day. Breakfast, lunch, and an afternoon snack are provided. Families who qualify for free or reduced-price meals receive these meals at no additional cost. A meal fee of \$5 per day applies to families who do not qualify.

If your child has food allergies or dietary restrictions, a **DHS Medical Statement signed by your child's doctor** is required.

Supplies

Families must provide **diapers, pull-ups, and wipes** as needed. Families will be notified when supplies are running low.

Children should arrive each day with all required supplies. If essential items are missing, families may be contacted to bring them to the center, as we may be unable to provide proper and safe care without the

Children must have a complete change of clothing, **clearly marked with the child's name**, left at the Early Learning Center.

Parent/Teacher Conferences

Children are assessed every **three months** using the **Brigance Assessment and Screening Tool** to monitor developmental progress. Results will be discussed with parents via Procure and during **annual Parent/Teacher Conferences** in September and March.

Teachers and families will work together to set **goals and objectives** to support each child's development. If developmental delays are identified, referrals to appropriate specialists will be made as needed.

Teachers will collaborate with specialists and follow each child's **Individualized Education Plan (IEP)** when applicable. By signing the **Handbook Policy**, parents give permission for professional services to work with their child at the center.

Inclement Weather

The center may also close due to **inclement weather or other emergencies**. If closures occur, families will be notified.

Families are responsible for **paying tuition for the full week**, even if the center closes due to weather or other uncontrollable events.

Parents are responsible for **keeping emergency contact numbers updated** with the center.

Tobacco-Free Facility

MCCAA facilities are **100% tobacco-free**. Smoking and all tobacco products, including **smokeless and electronic products**, are not allowed anywhere on the premises.

Emergency Evacuation

In case of an emergency evacuation, children will be escorted to:

1. **Gallatin Public Library**
2. **Regions Bank**
3. **Thompson Park (skate park)**

Parents will be contacted to pick up their children. Please keep **emergency contact information up to date**.

After-hours emergency numbers: 615-742-1113 x 9529

**MCCAA Early Learning Center @ First Baptist Winchester Street
Parent/Guardian Handbook Acknowledgement**

Please sign and date below to confirm that you have received, read, and understand the **MCCAA Early Learning Center @ First Baptist Winchester Street Parent Handbook**. Your signature indicates that you agree to follow the policies and procedures outlined in the handbook.

If you have any questions regarding the handbook or any center policies, please contact us:

Phone: 615-742-1113 x 9529

Email: elc@midcumberland.org

Thank you for trusting **MCCAA Early Learning Center @ First Baptist Winchester Street** with the care and development of your child. We look forward to partnering with you to provide a safe, nurturing, and enriching learning environment.

Child's Name: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Center Representative: _____

Signature: _____

Date: _____