



Woodlawn Child Development Center

A ministry of Woodlawn United Methodist Church

219 North Alf Coleman Road

Panama City Beach, Florida 32407

850-708-1618

Parent Handbook

www.woodlawnpcb.org

Dear Families,

Welcome to the Woodlawn Child Development Center, a Ministry of Woodlawn United Methodist Church.

We understand that decisions made regarding your child's education and care are among the most important that a parent makes. We are delighted and blessed that you have chosen to bring your child here. Woodlawn CDC is dedicated to providing a Christ-centered, safe and loving environment for your child's education and care.

Please take the time to read this handbook as it will provide valuable information regarding our expectations. Our dedication to teaching is evident in our awesome, FUN, and structured curriculum, and without rules we would not be able to accomplish the goals of giving your child the best weekday educational experience possible.

If you have any questions, please feel free to speak to your child's teacher directly or to the Director. We pray that your time here at Woodlawn CDC will be a fruitful and awesome experience.

In Him,

Sylvia Small

Woodlawn CDC Director

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Mission Statement

Our mission at Woodlawn Child Development Center is to be an outreach to the children and families of our church and community. It is our mission to provide a safe, caring, and loving environment that is rich in Biblical principles, moral values, developmentally

appropriate activities, and stimulation of a child's social, emotional, intellectual, physical and spiritual growth.

Philosophy

We believe in providing a supportive and nurturing learning environment for children, encouraging their development through Christian-based education.

We believe that the love and example of Christ is experienced through others and strive to show this love and acceptance to children and their parents.

We believe children learn about themselves and their environment best through active participatory learning.

We believe that an excitement for learning is best generated in a setting that presents opportunities and avoids achievement pressures.

We believe in Christian outreach, to serve both our community and church families.

Woodlawn United Methodist Church members and those outside the congregation will work in partnership to serve Woodlawn CDC and acknowledge it as a ministry of Woodlawn United Methodist Church.

Train up a child in the way he should go, and when he is old he will not depart from it.

Proverbs 22:6

Programs Offered at Woodlawn CDC

The following sections list the programs offered to parents and students as part of Woodlawn CDC.

Pre-Kindergarten

Pre-Kindergarten is an educational program that offers service to children, ages infant to 4 years. There are several program options from which to choose for this age group. (Infants are only offered the full day care option.)

8:30-12:00

2 Days (T, TH)

3 Days (MWF)

5 Days (M-F)

Full Day Care (7am-5:30pm)

5 Days (M-F)

After School Care/Holiday Care

These programs are offered for children K-5th grade. After school care is offered during the school year (until 5:30 pm) and Holiday care is a full-week option offered for holidays during the school year.

Quest Summer Day Camp

Quest Summer Day Camp is offered to children K-5th grade and provides a fun-filled summer of activities. There will be a separate registration process required for Quest Summer Day Camp and a separate calendar of events will be published.

Teachers and Staff

The teachers and staff at Woodlawn CDC are experienced professionals, trained to guide your child's development and education. Woodlawn CDC hires teachers based on their education and their experience working with young children and all teachers and staff are subject to a background check. All of our teachers attend at least 15 hours of continuing education each year and work to meet personal professional development goals. To maintain that high level of professionalism, Woodlawn CDC provides regular, ongoing training for all of our teachers. Please note that Woodlawn CDC will close twice each year for professional development (see current calendar for specific dates).

We believe that children are more comfortable and a better classroom environment is maintained when the teacher is familiar to the student. When a teacher must be absent, a substitute is chosen from a list of approved substitute teachers who have passed Woodlawn CDC's screening process, including a background check. Many of our substitute teachers already work part time for Woodlawn CDC or Woodlawn's nursery programs. Every effort is made to use a substitute teacher that the children in a particular class are already familiar with, and to use the same substitute when a teacher is out for more than one day at a time.

Your child's teacher develops schedules and plans curriculum so that your child will benefit from a daily routine. The teachers and staff of Woodlawn CDC invite you to attend special events and volunteer in your child's classroom whenever possible so that you may see what wonderful learning experiences your child is offered. If you are not able to visit your child's classroom, conferences and regular correspondence with your child's teachers will enable you to evaluate your child's progress and education.

Licensing and Regulations

As a ministry of Woodlawn United Methodist Church, Woodlawn CDC operates under license-exempt status with the Department of Children and Families (DCF) of the State of Florida. A parent or guardian of each child enrolled in Woodlawn CDC must sign a notarized affidavit acknowledging that you have been notified that our program is exempt from DCF regulation. This will be done upon initial enrollment and each February in subsequent years of enrollment.

Woodlawn CDC facility is inspected by the Bay County Department of Health and the Bay County Fire Department.

The Director and each employee of Woodlawn CDC are required under law to report any suspected child abuse, neglect, exploitation or deprivation to local police or to the Florida Department of Children and Families.

Fees and Tuition

Fees and tuition are set yearly by the Woodlawn Child Development Center's Advisory Board. Registration fees are required at the time of registration and registration fees are non-refundable.

- Tuition is due at the beginning of each period of care (weekly for Full Day Care and After school Care; monthly for Parents Day Out and Preschool). A \$10.00 late fee will be added to your child's account if tuition has not been paid. If you anticipate that your payment will be late, contact the Director to discuss or make payment arrangement.
- Returned checks will assessed the applicable bank service fees plus the \$10.00 late payment fee.
- Late pick-up fees: If a child is not picked up by the parent by the end of the session, a fee of \$5.00 for the first 10 minutes and \$1.00 per minute thereafter will be assessed.
- Make checks payable to Woodlawn CDC. Credit card payments can be accepted via Paypal and electronic drafts can be accepted.
- Tuition payments should be dropped off in the locked tuition box located near the Sign In & Out area.
- If tuition is more than two weeks delinquent, your child will be disenrolled from the program and delinquent fees will be collected.
- Payment receipts will be located at Sign In & Out area each week.

Families with more than one child will receive a discount on registration fees in accordance with the published rates.

There is no reduction in tuition fees for illness, vacation or holidays. Tuition is an annual fee for all programs except Quest Camp. We have broken it down into monthly or weekly payments for the convenience of our families, but it is due regardless of attendance until a student is disenrolled

Account Statements

Account statements are provided for parents personal records, to be used as proof of payment for reimbursement by employer's Flexible Spending/Cafeteria plans, and to let inform parents of any amount due for fees in addition to the monthly tuition (drop-in hours, etc.). Statements are provided annually by email at the end of year. Statements will also be provided per each individual family request or if a delinquent fee on an account is more than 30 days past due.

Eligibility and Admission

Educational care shall be granted to any eligible child in the church or community without regard to race, gender, color, creed, religion, national origin, or ancestry. Children who are physically, emotionally, or otherwise handicapped to the degree that they cannot benefit from individual program shall not be accepted. Registration is accepted in a first come, first served basis. Registration/enrollment priority will be given in the following order:

1. Current students and their siblings
2. Members of Woodlawn who are parents/guardians of children
3. The general public

Children are accepted on the condition that all paperwork and health forms information is submitted to Woodlawn CDC by the published deadline. All fees (current and delinquent) must be paid in order to be submitted.

Admission is based upon the space availability. Notification of withdrawing from the program must be made in writing and tuition must be paid in full. (Please refer to the "Fees and Tuition" section of the handbook for refund information.)

Required Enrollment Papers

At the time of enrollment your child must have the following forms (with all required information completed) on file in our office:

1. Registration & Enrollment Form
2. Health History and Well Being Form
3. Parent Agreement

4. Notarized DCF Affidavit
5. Certificate of Custody (if appropriate)

Our licensing agency (Association of Christian Schools International) requires:

- **Current physical examination (Form 3040) and**
- **Immunization Record (Form 680 or 681) and**
- **Copy of Birth Certificate**

All forms required within 30 days of enrollment.

No child will be admitted into the program without the above forms which are required by Woodlawn CDC.

Classes and Age Grouping

Classes are based upon the age of the children as of September 1st. There is limited flexibility in grouping. Children with special needs may be moved from one group to another in order to meet these needs. Parent requests for specific placement may be made, but final placement is at the sole discretion of the director and Woodlawn CDC Advisory Committee.

Morning Arrival

Each child must be personally accompanied to his/her assigned classroom/area by a parent or adult care-giver. Please do not bring your child before the assigned start-time for their program. This time is solely for the teacher to prepare their classroom. Children should not be left in the classroom before the teacher is ready to greet them. If the child arrives before the start time, the parent must remain with the child until the teacher is ready to admit children into the classroom. All children must be signed in.

Please ensure timely arrival of your children. . If a child is late, it is very difficult for him/her to transition into the class with the rest of the children. This often sets the tone for a very difficult day for both child and staff. Please have your child in class by 8:30am to ease this transition for your child.

Sign In and Out

Woodlawn CDC **requires** that parents or guardian sign their child(ren) in and out.
The Sign In & Out Notebook will be located at the entrance to Woodlawn CDC.

Afternoon Dismissal

Children should be picked up promptly at the end of their session. Parents must come in and sign out their child daily. A late fee of \$5.00 for the first 10 minutes and \$1.00 per minute thereafter will be assessed.

A parent may authorize another person to pick up his/her child by either:

- Listing the authorized person on the child's enrollment form
- Listing the authorized person on the child's sign in and out sheet

- Bringing in a written, dated, signed permission slip to the child's teacher authorizing the child's release to someone else on the day of release. If this person is unknown to the teacher he/she will be required to present his driver's license to the teacher or director and have a photocopy made for child's school file.
- Calling to authorize the emergency release of the child. The person must be listed on the enrollment form as an authorized pickup person.

If the Director has not been previously notified by the parent, then the Woodlawn CDC staff will not release a child to an authorized person even if the person is known to the child. We will ask for photo identification such as Florida Driver's License to verify identification.

Parking Lot Safety

- Children should never be allowed to run freely in the parking lot.
- Parents should not leave their engine running in the parking lot.
- Parents should drive slowly through the parking lot.
- Parents should make sure your child is properly restrained in their car seat before leaving your parking space. It is unlawful to transport a child without safety belt or restraint.

Do not leave personal articles (purses, etc.) in your car while entering the building. Woodlawn CDC and Woodlawn United Methodist Church are not responsible for items stolen or damaged in your car.

Child Custody/Dismissal Issues

We are legally unable to refuse visitation or the privilege of picking up a child by a parent unless we have a Certificate of Custody from the legal parent or guardian with physical custody. It is the parent's responsibility to furnish a current certified copy of the court divorce decree for your child's file. The decree must be specific as to who has legal custody, visitation rights, and care for the child(ren).

Illness

A child should not attend Woodlawn CDC when visibly ill. A sick child belongs at home where he/she is more comfortable. Children should not be brought to Woodlawn CDC if they have experienced or are experiencing the following symptoms:

1. Fever within 24 hours of being brought to Woodlawn CDC (fever is defined as a temperature of 100.2 degrees or higher. Giving a fever reducing medication to reduce temperature does not count).
2. Two or more diarrhea stools in the previous 24 hours

3. Vomiting with the previous 24 hours
4. A heavy, constant nasal discharge
5. A constant cough or sore throat
6. Head Lice (A child identified having head lice shall not be permitted to return until treatment has occurred and is nit free).
7. Contagious skin rash
8. Systems of any communicable disease
9. Sad, fussy, cranky or generally not himself/herself

All children will be involved in physical fitness activities, both indoors and outdoors, as an important part of Woodlawn CDC. If you believe that your child is too ill to participate in any of these activities, please keep your child home. We do not have the staff to separate one child from an activity while the remainder of students participate.

Should a child become ill at school, the parent or authorized person designated on the enrollment form will be contacted to pick up the child. Until the parent arrives to pick up the child, he/she will be removed from the classroom. Although we know it is sometimes difficult, we request that the parent or authorized person pick up the child within 30 minutes to minimize the possibility of spreading the illness.

Parents will be notified by a note or email from Woodlawn CDC if their child has been exposed to a contagious illness. Our staff will make every effort to help the children observe good health habits such as washing hands, using tissues for cleaning the nose, wearing layers when needed, etc. These attentions to daily health practices will help keep down the incidents of communicable diseases.

If your child contracts a communicable disease, it is imperative that parents advise us immediately. There are some communicable diseases that, should your child contract, you will need to obtain a written physician's statement prior to the child returning to Woodlawn CDC.

Should a child receive an injury while at Woodlawn CDC, the teacher will immediately advise the Director. Minor injuries (scrapes, bruises, etc.) will be treated with first aid. The parent will be notified with a phone call and/or at dismissal at the end of the day.

Inclement Weather or Emergency Closings

Should radio or television reports declare roads unsafe or impassable or that Bay County Schools are closed, Woodlawn CDC will be closed. Days missed due to inclement weather will not be made up due to calendar and scheduling constraints. Tuition will not be refunded for days missed due to inclement weather. If conditions at Woodlawn United Methodist Church force closure of Woodlawn CDC, the Director or teachers will notify the parents.

In the event that severe weather or emergency conditions prohibit parents from picking up their child, Woodlawn CDC reserves the right to release your child to an authorized person listed on your child's enrollment form(s). In the event we are unable to reach you by phone, we will post a notice on Woodlawn CDC entrance door indicating who picked up your child and the time of pick-up. Woodlawn CDC director and staff will also make every effort possible to leave this information on your home, work, and cell voice mails, as well as with those listed as emergency contacts on school records.

Allergy Information

Woodlawn CDC keeps a list of the children who have allergies to specific foods (peanuts, etc.), who are allergic to bee/wasp stings or have other medical concerns such as asthma, ear tubes, etc. This list will be posted in every classroom and administrative office. It is vital that parents keep us updated regarding their child's allergies, reactions to exposure to those allergies, and appropriate remedies. Woodlawn CDC staff will work hard to minimize the risk of exposure to something which may cause an allergic reaction in a child. However, we cannot guarantee that a child will not come into contact with an allergen.

Medication

The Woodlawn CDC office must be notified concerning the usage of long-term daily medications. It is the parents' responsibility to keep their child's medical information current. We prefer the parent give any prescribed medication to the child either before or after school. However, if medication during program hours is necessary, the medicine must be brought to the Director's office. A medication request form must be completed by the parent and accompany the medication each day it is to be administered. No medication will be given without the written permission of the parent. A record of administered medication is kept in the Director's office. No type of medicine or vitamin should be placed in the child's backpack, tote, or lunch box. All medication will be kept in the Director's locked cabinet.

Medication to be administered at Woodlawn CDC must be:

- In the original container.
- Labeled with the child's name.
- Labeled with the date (if prescription medicine).
- Labeled with the prescription number.
- Labeled with directions for the correct dosage to be administered.
- If prescription medication, it must be labeled with the name of the prescribing physician.

Parents with children requiring a daily dosage of medication will need to follow the same procedure as above except that medication may be kept on site. Additionally, the parent will need to fill out a medication request form. Each time medication is

administered, staff administering will sign medication request form. Should the medication be discontinued at any time, the parent must notify the Woodlawn CDC office and pick up the remaining medication. Long-term medication will be returned to parents at the end of the term.

Children suffering with severe food allergies or allergic reaction to ant bites or stings may have medication kept on site at all times for staff to administer in the event of a medical emergency. The parents will be asked to obtain a letter from their physician outlining specific signs and symptoms that we are to observe in the child as well as the step by step procedure we are to follow in the event of allergic reaction. The Director may also request an Epi-Pen to be on site at all times, we will ask the parent to give a brief demonstration as to its usage. A completed medication request form must accompany the onsite medication. The medication and medication request forms are to be brought to the Director's office.

Children suffering with asthma or reactive airway disease and requiring breathing treatments may have treatments done during Woodlawn CDC hours. The parent must complete a medication request form indicating the operating procedure for the treatment. The parent will need to bring the breathing machine and medication request form to the Director's office and give a demonstration as to the proper procedure for preparation and administration of the treatment. The breathing machine will be returned to the parent at the end of each day. Alternatively, parents are welcome to come to CDC and administer the medication themselves.

Tote Bags, Backpacks, and Classroom Cubbies

It is important for parents to check their child's cubbies daily. This is the Woodlawn CDC primary communication system with the parents for billing statements, newsletters, etc. Teachers will check tote bags and backpacks each day for notes from home. However, do not use tote or backpacks to leave tuition payments. **Tuition payments should be deposited in the tuition lock box at the Sign In & Out area located at the entrance.**

Clothing

A good day at school can be a messy day! Play is our work, and the children should be dressed in casual, loose, comfortable clothes appropriate for playing outside, sitting on the floor, painting, and other activities. **Closed-toed shoes (such as tennis shoes)** are a necessity for safety and comfort. They protect children from mashed toes and are more comfortable on the playground which has a mulch surface. **No boots please.**

Each child should have an extra change of clothes (including socks and underwear) in their cubbies. All clothes should be labeled with the child's full name to help us return

them if misplaced. Younger children who have blankets, etc. should have these items marked with their name. Please check the Director's office for lost and found items.

Snacks and Lunches

If your child will be attending a full-day session, then children should bring their lunch each day. Lunch should consist of finger-foods (sandwich, fruit, vegetable) that your child enjoys eating and a beverage such as a box drink or thermos. Please do not send candy, sodas or canned beverages. Do not send foods that will need heating as a microwave oven may not be in the classrooms. All snacks and lunches should be easy to serve, and all containers should be easy for your child to open.

A snack is served each day. Parents may sign up to bring special snacks for their child's classroom. Woodlawn CDC is not responsible for the nutritional value of these snacks or for meeting the child's daily food needs.

The children may have the opportunity to cook or prepare special foods as a part of the week's theme or curriculum. For this reason, it is very important that the staff be informed of any food allergies your child might have.

Safety

Woodlawn United Methodist Church has adopted a Safe Sanctuaries Policy for the protection of children, staff, volunteers, and the church and this policy will be enforced in the Woodlawn CDC. All Woodlawn CDC staff and substitutes are required to attend annual training and submit to a background check.

Child Abuse & Neglect Reporting Requirements

All Woodlawn CDC personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S.). Call 1-800-96-ABUSE (-1-800-962-2873) or <http://www.dcf.state.fl.us/abuse/report/>.

Security

Children will be released only to parents, legal guardians, emergency contacts indicated in writing in the students file. When dismissal arrangements are changed and vary from those indicated on CDC files, parents are responsible for notifying the CDC office in writing for each separate occasion in order to assure students safety. A certified copy of a court order affecting any person's right to a child must be provided to the CDC office.

Parent Communication

Throughout the year, parents will receive many notes from your child's teacher and from the Woodlawn CDC office. These notes will be in your child's cubby. Please read them! This information sent home is our main line of communication with our parents about classroom and Woodlawn CDC events, policies, etc. Communication between the parent, teacher, and Director is extremely important. Your child's teacher is interested in knowing any facts related to your child's well being, and all information is confidential. Please inform the teacher of such matters as the birth of a new baby, stress and strain at home, health issues, or any event that could affect your child at school.

Problem Resolution

It is to be expected that anytime people interact closely together that there will be occasional conflict, misunderstanding, concerns, or difficulties. Our staff knows that it is a parent's job to want what is best for and to advocate and protect their child. Each and every member of our Woodlawn CDC staff strives to offer your family the very best childcare services and experiences possible. If you have a concern about your child or teacher, please talk with the teacher so that the concern can be discussed and resolved. Please do not allow concerns to "build up". Any parent, who openly demonstrates to children or other parents a lack of support for the staff or policies of Woodlawn CDC is undermining the Woodlawn CDC positive goals and thereby hindering its effectiveness. Such a lack of good faith will call into question a family's continued enrollment in the Woodlawn CDC program. The Woodlawn CDC Advisory Board reserves the right to resolve any situations of this nature.

Please remember:

- Teachers truly want to please parents.
- Talk to your child's teacher directly about your concerns.
- Teachers will not "take it out on your child" after you have made a complaint. Each staff member has only the best intentions at heart for your child, regardless of any interaction a parent has had with the teacher.
- With minor issues, please allow staff to make errors. However, if it becomes a pattern, it is definitely time to bring it to their attention.
- Please do not allow concerns to "build up". It is very disheartening to the staff to find out later that parents have had a concern and never expressed it to anyone who could help. Speaking with other parents and rallying them up to understand your concerns is the same as gossip.
- Please remember that our staff is not allowed to discuss issues concerning you or your child with other parents.
- All concerns and suggestions are appreciated and seriously considered by the staff.

Discipline and Guidance

As children grow in an age-appropriate environment, the teachers will set reasonable limits and /or will stop and redirect unacceptable behavior without humiliation or physical punishment. Good behavior will be recognized and encouraged. By setting clear, consistent, and reasonable limits, we give children the security of knowing exactly what is expected. Rarely does separating a child from the group become necessary.

This will happen only when that child has lost control of his/her physical actions, voice, and/or language to the extent that he/she must be removed from the group in order to regain control and to safeguard the secure feelings of the other children.

Good communication between the staff and the parents is the key to effective discipline. Our role is to support your family by conferencing for a variety of reasons. Sometimes we need to inform the parents about feelings a child expressed. Often we need to ask questions about a child's behavior at home in order to be realistic about his/her behavior at school. Woodlawn CDC is an extension of the home, and we are here to serve and help parents train and build godly character in their children.

There will be no harsh, cruel, or unusual treatment of any child. The following types of behavior by a teacher or staff member are ABSOLUTELY forbidden and will result in immediate teacher/staff dismissal:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toileting
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long period of time for the child's age

Although every effort will be made to avoid disenrollment, Woodlawn CDC, reserves the right to dismiss any child who is frequently:

- Disruptive to the learning process of the group
- Destructive
- Causing deliberate bodily injury
- Using abusive language
- Referred to the Director repeatedly without obvious positive results
- In need of individual assistance or care which cannot be provided in our setting

Biting Policy

Biting is a behavior that is both age and stage appropriate for children under the age of 3 years. Even in high quality settings, where staff is vigilant, a variety of activities are available, and all preventative strategies are used, biting may still occur. Understanding the reasons for biting and taking the necessary preventative measures and communicating with families will hopefully bring an end to the problem. We understand the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting incident is handled in a way that respects both families involved in the incident.

We handle biting incidents as follows: The child who is bitten is attended to immediately. The child is taken to a quiet area and the bite is examined and the child comforted. The bite is cleaned and ice is applied to prevent swelling. If the skin is broken and depending upon the severity of the bite, the child's parents may be contacted to let them decide if they wish to seek medical consultation. After the child that is bitten is taken care of, we focus

on the biter. Removing the child from the area of play to another area and communicate that biting hurts and we need to be gentle. Explaining and demonstrating what gentle and acceptable behavior means. If the incident happens repeatedly with the biter, attention given to the child will vary to avoid establishing a predictable and routine pattern, which may become positive reinforcement for the biter.

The parent (s) of the bitten child will be informed of the incident which is documented at the child care center. With respect to confidentiality we do not share the name of the biter with the parent(s) of the child who was bitten.

The parent(s) of the biter will be informed of the biting incident and due to confidentiality will not be told the name of the child that was bitten.

We have reference and resource materials for the parents of the biter and the bitten child to better understand the biting behavior.

The child care center director will consult with the parent (s) of a habitual biter to develop strategies that can be used at the center and in the home, so that we are working together. The director will continue communicating on the status of the biting via e-mails, phone calls and/or meetings.

After all steps have been taken to address the biting behavior, and it is deemed in the best interest of the child and other children attending the child care center, then the child will be removed from the center. The director will work with the parent(s) to help develop a contingency/ transitional plan and assist with referrals to appropriate child care services.

Some of the strategies that the staff may use to help prevent biting incidents from happening are the following:

- We give children wet wash cloths or biting rings for biting on. This reduces the sensitivity to their teeth and gums, satisfies their biting needs and reduces the likelihood that they will bite other children.
- We encourage children to use simple words to communicate their wants and needs. Each time there is a conflict, we remind the child to use their words.
- We stay close to children who are in a "biting phase" and try to be ready to intervene quickly before a biting incident occurs.
- We provide a generous variety of toys and materials that encourage children to stay involved. Since a large majority of incidents occur when children want the same toy or object. We try to provide duplicates of favorite toys so children will not be tempted to have a tug of war with
- the toys.
- We are aware of times throughout the day when a child is tired or hungry or may be overstimulated. Also being aware of transitional times; moving to other rooms, indoor to outdoor play and vice versa, preparing for meals and preparing for nap time.

- We use lots of positive reinforcement and redirection, praising children when they are playing cooperatively, sharing and being kind to each other.

Fieldtrips

Field trips to destinations off the Woodlawn CDC property may be taken as part of the curriculum. Also, we will have "in-house" fieldtrips where community helpers, parents or others may be invited to come to the Woodlawn CDC to share their talents or experiences with our students.

Animals on Campus

Animals are always a source of joy for the children as well as a wonderful study of behavior and environment. Parents will be notified in advance if any type of animal is going to be a part of the classroom setting. If parents would like to bring an animal or pet to school, notify the teacher in advance so proper notice can go home with all of the children in that classroom.

Vacation Bible School/VBS

Please check the Woodlawn UMC website www.woodlawnpcb.org.

Holidays Closures

Please check event schedule in the back of your Parent Handbook for yearly schedule and holiday closures.

Woodlawn Child Development Center Basic Rules

Please Do...

1. Have FUN!!!
2. Take turns!
3. Share!
4. Challenge yourself!
5. Encourage one another!