

# Early Childhood Ministry News

"Loving Care Makes Happy Children"

March 2017

## 2017-2018 Registration

Registration packets are due! If you have not turned in your packet, please do so quickly. We have classes starting to fill up for the new year and we cannot guarantee a spot for your child if registration is not completed. Registration fees are \$60.00 for 2,3, and 4 year olds, and \$50.00 for NC PreK Wraparound Care and Afterschool Care. Extra packets can be picked up at the ECM Office.



**Welcome to our  
New Early  
Childhood  
Ministry Director,  
Chanda Hughes!**

FBC's Early Childhood Committee is pleased to welcome Mrs. Chanda Hughes as our new ECM Director in Training. Chanda is a native of Robeson County and has been working the past fifteen years in the public school systems. Most recently she has taught science at Fairmont High School. Along with her superb experience as a teacher and administrator, Chanda brings a wealth of energy for innovation to the ECM. In her interview with the ECM Committee, Chanda said, "I believe each child is a unique individual who needs a secure, caring and stimulating atmosphere in which to mature (spiritually), emotionally, intellectually, physically and socially. It is my desire as an educator to help students meet their full potential by providing an environment that is safe, supports risk-taking and invites a sharing of ideas."

Chanda began her service in the ECM on March 1st and will become the director for the ECM and NC Pre-K on July 1, 2017.

If you would like to contact Chanda, you may reach her by email:  
[chandahughes@fbclumbertonnc.org](mailto:chandahughes@fbclumbertonnc.org)  
or by phone: (910) 738-6608.

## You are Invited!

Join us on Thursday, March 9, 2017 at 5:30 p.m. in Cherry Fellowship Hall to welcome the Early Childhood Ministry's new Director, Mrs. Chanda Hughes. Please make an effort to drop by as Chanda gets to know our families.

## Immunization Records



Each year the Early Children Ministry submits an annual immunization report to the North Carolina Department of Health and Human Services. The purpose of this report is to ensure that all children enrolled in child care programs are protected against vaccine-preventable diseases.

Please submit a current immunization record for your child to the ECM or church office by Friday, March 10th, especially if your child has gotten his or her Kindergarten shots. If you are unsure if we have a current record on file for your child, please stop by the church office, or call (910) 739-4336. You may also submit records by email to [kandaceramsey@fbclumbertonnc.org](mailto:kandaceramsey@fbclumbertonnc.org), fax them to (910) 739-7858.

## Check In/Check Out Reminder

State law requires that parents sign-in and sign-out their children. We have two laptops dedicated to this purpose: one at the bulletin board at the ECM entrance and one at the staircase by the elevator. We use this system to track attendance, and it is used in case of an emergency. If you need a replacement ID card for your child, please come to the church office.

## Some New Policies and Regulations

As seen in the new, and very large, registration packet for this year, there are some new policies in place mandated by the State.

### 1. Health Care Needs

For any child with health care needs, such as allergies, asthma, or other chronic conditions that require specialized health services, a parent or medical professional must fill out a Medical Action Plan to be placed in the child's file. Medical Action Plans are available in the ECM Office if you did not fill out one out during registration. If your child has a food allergy or intolerance, such as to milk or eggs, an additional food program form must be completed. The church office will send a copy of this form home in your child's cubby.

### 2. Prevention of Shaken Baby Syndrome and Abusive Head Trauma

This policy was found in your registration packet for this year, and additional copies are available. We believe that preventing, recognizing, responding to, and reporting Shaken Baby Syndrome and Abusive Head Trauma (SBS/AHT) is an important part of keeping children safe. SBS/AHT is a form of child abuse that occurs when an infant or small child five years old or younger is violently shaken or there is evidence of head trauma. IF SBS/AHT, or any other type of child abuse is suspected, our staff will call 911 immediately and inform the director. Parents/Guardians will be called, and if the child has stopped breathing, trained staff will begin CPR. Our staff have received special training in strategies to cope with a crying, fussing, or distraught child, and will work with parents to provide support strategies to be used at home. Instances of suspected child maltreatment in child care are reported to DCDEE by calling 1-800-859-0829. Child maltreatment in the home are reported to the county DSS by calling 910-671-3500.

### 3. Policy for Pick-Up and Delivery

Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving. Children will only be released to persons listed on the child's application as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of the persons other than known parent/guardian. Written authorization from parent/guardian is required when anyone other than the designated person(s) listed on the child's application arrives to pick up the child. We can no longer accept phone notification or word-of-mouth authorizations for pick-up.

## Do We Have Your Email?

If you are like most of us, you get too many pieces of paper, many of which ride around in the car or hang out in your wallet for way too long. A solution to this is to sign-up for our email list! We send out reminders, newsletters, and payment receipts through email as a courtesy for our busy families. To sign up for emails, stop by the church office or email Kandace Ramsey: [kandaceramsey@fbclumberton](mailto:kandaceramsey@fbclumberton).

You can also receive text reminders through the Remind app. Download the app on your smart phone, or text [@fbcecm](https://www.facebook.com/fbcecm) to 81010.



## Door Intercom

Our entrances remain locked for most the day. If you come when the door is locked, please ring the doorbell to be let in. Sometimes when there is traffic, children are on the playground, or if you are on your phone, it is difficult to hear the chime and person welcoming you into the building. Someone should let you in with a few seconds of ringing the bell, so please be patient. Also, if you do not recognize a person at the door when you arrive, please do not allow them to enter with you! If you are suspicious of a person, please notify a staff member immediately.



## Say Cheese!

Spring Portraits will be taken this month.



Picture Dates:

2s & 3s — Wed., March 22

4s & PreK — Thurs., March 23

Pictures are taken in the mornings, so please arrive before 10:00 a.m. Our photographer is The Picture Man, who does an excellent job with the children. No money is due until picture packets are sent home for you to review.

The PreK Class will also be taking their Cap and Gown portraits on this day, in addition to the regular Spring Portraits. Ms. Doeller will contact you about ordering your child's Cap and Gown for PreK Graduation.

## Teacher of the Month

### Benita Justice



Benita is a lead teacher in our 2-year program and has 27 years of experience, with more than 8 years of those in the ECM. She enjoys watching the children grow, especially when a parent tells her something she has taught their child. "Although I can't carry a tune, and have no rhythm, I like singing and dancing with the children," says Benita, and most days if you walk by, they will be doing just that. Other favorite thing to do with her class are art, which you can find adorning the walls and hanging from the ceiling in her room. Outside of work, Benita enjoys putting together jigsaw puzzles, riding her bike, and watching movies on the Hallmark channel. Most of all, she enjoys doing things with her family. "Be sure to cherish every minute when they are little, because they grow up so fast, and as you know, we cannot turn back the hands of time." - Benita



## Teacher Work Days & Holidays

Day-long care is provided for our Afterschoolers on Teacher Work Day and Holidays when the ECM is open. On these days your afterschooler attends, there is an additional \$10 due to pay additional staff and for meals. Sometimes it is easy to forget about these days, and we will send a reminder statement to you if you forget to include the additional fee with your weekly daycare payment. Please check your child's cubby regularly for reminders and statements.

To help us plan for these days, sign-up for day-long care in advance. A sign-up list is placed on the ECM bulletin board.

## Daycare Payment FAQs

Q: When are payments due, where do I pay, and what types of payment are accepted?

A: Payments are due each Monday in the church office or in the payment dropbox. We offer a "grace period" until Friday of the same week to pay your weekly fee. If payment is not made by closing on Friday of the same week, a late fee of \$5.00 will be charged. Payments are accepted in cash, check, money order or cashier's check.

Q: Can I pay in advance?

A: Yes! You may pre-pay on your account at any time. We have parents who pay for two weeks, a month, or even use their tax refund checks to pay for several months at a time.

Q: How can I avoid late fees?

A: You may pay in advance, or sign-up for our bank draft program. We will draft your fees from a checking or saving account bi-monthly. Forms are available at the dropbox or email Nancy Bass: [nancybass@fbclumbertonnc.org](mailto:nancybass@fbclumbertonnc.org).

# March

SUN	MON	TUE	WED	THU	FRI	SAT
Have you picked up your 2016 Tax Statement? Get it in the church office or email Kandace: kandaceramsey@fbclumbertonnc.org.			1	2	3 PSRC Half Day	4
5	6	7	8	9	10	11
12 	13	14 Creative Arts with Ms. Teresa	15	16	17  SEA Half Day	18
19	20	21	22	23 Spring Portraits 	24	25
26	27	28	29	30	31 PSRC Half Day	

## Upcoming Holiday Closures:

Easter — April 17, 2017

Memorial Day — May 29, 2017

Independence Day — July 4, 2017

## Didja Know?

We can draft your ECM fees from your checking or savings account! If you are interested in signing up for draft, contact Nancy Bass (nancybass@fbclumbertonnc.org) or pick up a form at the dropbox.

## Contact Us

First Baptist Church  
Early Childhood Ministry  
606 N. Walnut Street, Lumberton, NC 28358  
Office Phone: (910) 739-4336  
ECM Director: (910) 738-6608  
Fax: (910) 739-7858  
www.fbclumbertonnc.org



/FirstBaptistECM

## FBC Wednesday Activities

- 4:00 pm: Handbells (4th-6th grade)
- 4:45 pm: Children's Choirs (1st-3rd & 4th-6th)
- 5:15 pm: Family Night Supper
- 6:00 pm: Wednesday Night Live (1st-6th)  
Mission Friends & Choir (3 yr olds-K)

Contact Erin Collier, Minister to Children, for additional information about FBC's Children's Ministry.

Get info for the ECM right on your phone through



## Staff E-mail Contacts

Chanda Hughes, Director: chandahughes@fbclumbertonnc.org  
Erin Collier, Minister to Children: erincollier@fbclumbertonnc.org  
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