

# Welcome!

We are glad to join with you in a vitally important matter of your child's physical, mental and spiritual development! We are aware that the most important years of your child's life are the preschool years. It is the purpose of the Moffett Road Baptist Child Development Center to provide a loving, nurturing and creative environment that will challenge a child to reach his or her greatest potential. We wish to provide a center with a Christian atmosphere and to provide happy learning experiences for each child appropriate to his or her development.

This booklet contains our guidelines and the scope of our childcare work at Moffett Road Baptist Child Development Center. You will want to read through it carefully and refer back to it from time to time when you have questions. We welcome your suggestions and comments.

Our staff members are dedicated to their profession, and they are dedicated to your child. Hand in Hand - Daycare and Home - Teachers and Parents - We seek God's help and guidance in the growth of your child.

Sincerely,

*Barbara Driskell*  
CDC Director

## **ENROLLMENT & WAITING LIST**

Individuals interested in enrolling their child in our center are always encouraged to stop by for a visit. If a vacancy is open in their child's age group, they can enroll by completing the registration forms and paying any applicable registration and/or supply fees. Upon registration, they will be presented with a copy of our Parent Handbook.

When enrolling in the program, the parent must notify the Director of any medical problems or physical limitations, special diets or developmental conditions that may require special attention. The CDC admits children without regard to their race, religion, national or ethnic origin.

We accept children from 6 weeks of age through fifth grade. All students are required to provide a birth certificate, social security number and an unexpired State of Alabama Immunization Certificate upon enrollment. Since the Child Development Center is a weekday ministry of Moffett Road Baptist Church, we are exempt from licensing as child care facilities. However, we voluntarily comply with the Department of Human Resources regulations regarding the operations of our programs. These exemption forms must be signed at the time of enrollment for children up through K5. We have a Notary Public on staff who can notarize these forms.

## **WITHDRAWALS & DISMISSALS**

Parents can withdraw their child from the program upon submission of a full one-week notice to the front office or payment of one-week's additional fees. There will be no reimbursement of registration fees, supply fees or materials. If tuition has been paid in advance past the one-week notice period, the parents will be reimbursed for the difference.

The center reserves the right to dismiss a child from the program for serious behavior problems. In the event that this should occur, the parent would be given sufficient notice, and any fees that have been paid for the upcoming year shall be refunded at the Director's discretion.

The center may also dismiss a child from the program due to non-payment of fees. If an account becomes two week's past due, their child will be removed from our roll. If it becomes necessary to dismiss a child for this reason, the parent will be required to settle all debts accrued up to and including the week of termination. Should a parent wish to re-enroll their child, they would be required to pay all past due balances and a new registration fee, provided a space was still available in the program.

## **HOURS OF OPERATION**

The center is open Monday through Friday from 6:00 a.m. until 6:00 p.m. The center closes promptly at 6:00 p.m. each evening. A late pickup fee will be charged after 6:00 p.m.

Children enrolled in our kindergarten only program should attend during the hours for which they are scheduled (8:00-12:30 or 8:00-2:30). Students may arrive no more than fifteen minutes before their scheduled time in the mornings, and they must be picked up promptly at kindergarten dismissal time. Extended hours are not available for children enrolled in kindergarten, but an early arrival rate is available for an additional fee.

## **PARKING AND SAFETY**

We ask that all parents park in one of the marked spaces in the front parking lot across the street from our building when dropping off or picking up their child. Vehicles are not allowed to park on the street at anytime. This area must be kept free for individuals with handicap decals, delivery trucks or emergency vehicles. The circular drive behind our building is designated only for our kindergarten dismissal lines at 12:30 and 2:30.

Our parking lots and side street can be a busy place at certain times during the day. Please help us in providing a safe environment. We offer the following tips and ask for your cooperation.

- Hold your child's hand and never allow them to run ahead of you or cross the street by themselves.
- Turn off your engine and headlights, lock your car and take your purse and keys inside with you.
- Never leave children of any age unattended in your vehicle.
- Please observe all orange cones and/or "No Parking" signs.
- Always drive slowly and cautiously when entering or leaving the area.

## HEALTH INFORMATION

The Child Development Center makes every effort to provide a healthy and germ-free environment. We are a 'well-child' facility and are equipped to provide care only for well children. If your child has been sick during the night, or wakes up with symptoms in the morning, we ask that you please make other arrangements for their care that day. Children who do attend daycare must be well enough to participate in all classroom activities, including outdoor playtime.

If an illness occurs while your child is at school, the parents will be contacted to come pick them up within the hour. If the parents cannot be reached, someone on the child's emergency pickup list will be called.

If a child is sent home with fever, they may not return to the center the following day. If they are sent home with any other type of illness, they must be completely symptom-free before returning to daycare. The following is a guideline from the U.S. Department of Health & Human Services regarding common illnesses and recommended isolation periods:

<b>ILLNESS:</b>	<b>MAY RETURN TO DAYCARE:</b>
Coxsackie Virus	Once all lesions have dried. Still contagious while they are open or oozing.
Conjunctivitis (Pink Eye)	24 hours after start of treatment, provided all drainage/tearing/redness have ceased
Diarrhea-Gastro Enteritis	24 hours after last loose stool or after 1 normal bowel movement
Thrush	24 hours after start of treatment.
Head Lice	24 hours after treatment has begun, provided hair is completely free of nits
Impetigo or Ring Worm	After treatment, provided all wounds are covered
Pin Worms or Giardiasis	After doctor has released patient to return to school
RSV Virus	After doctor has released patient to return to school

## MEDICATION POLICIES

Only prescription medication, issued in the child's name and having a current date, may be administered. Students who have respiratory problems that require nebulizer treatments, or students that are on medication each day for ADD/HD must also have their medication signed in daily. All medicine will be given at lunchtime (between 12 and 12:30 p.m.). We are not able to administer medicine throughout the day on varying schedules except for those in our Baby Department. These medications will be given by the child's caregiver. We also ask that if your child is on a "once daily or twice daily" medication, that these doses be administered at home.

If administration of an over the counter medication or doctor's sample is required, it must be accompanied by a dated, written note from the child's physician. Over the counter oral medications will be given for 3 days only. Under no circumstances may *Tylenol*, aspirin or any other similar medication be administered for the purpose of reducing a child's fever. If a parent wishes for a child to use sunscreen or insect repellent, they must apply it at home. Any exceptions to these guidelines must be approved at the Director's discretion.

## BIRTHDAYS

Our staff will strive to make each child's birthday a memorable one for them. If parents wish to bring a large cookie or treats for their child's class to have at snack time, arrangements may be made in advance with their teacher. However we do request that special entertainment, presents, decorations, family members and guests, etc... be reserved for the child's birthday celebration with their family at home. We are not able to do this during their classroom hours here at school.

If parents wish to invite only specific children to an outside party, they may request a list of addresses from the front office. If everyone in the child's class is being invited, the teacher will be happy to hand out the party invitations for the parents.

## TOILET TRAINING

We feel that there is a window of opportunity around 18-24 months when toilet training can be the most successful. We usually begin working with children in our Toddler classes to achieve this goal. When toilet training begins, pull-ups are fine for the first few weeks. After that initial adjustment period, we ask that children be placed in training pants. We will do our best to work with the parents and support their at-home initiatives.

## **SECURITY, ARRIVALS and DEPARTURES**

For security purposes, the back door of our center is kept locked at all times. Parents should use only the front door of our building to enter, and only the side doors next to the rockers to exit. When a child enrolls, their parents will select a 6-digit security code. When the child arrives at school, their parents must enter the security code at the front counter, accompany their child to their classroom, and then sign them on the teacher's clipboard.

When a child is released in the afternoons, they must be clocked out in the front office, even if they are picked up from one of our playgrounds. Children will be released only to their parents, or to one of the adults on their authorized pickup list.

Parents of children in our 8:00-12:30 or 8:00-2:30 classes should pull through the car line in the circular driveway at dismissal time. Our staff members will place their child in the car, and then clock them out in the office for their parents. An orderly transition is essential for the safety of the children. Therefore, we strongly discourage parents from parking and walking up to get their child during kindergarten dismissal periods.

In the case of a divorce, the center cannot legally refuse to release a child to their non-custodial parent unless there is a copy of the divorce decree on file in our office. If the non-custodial parent has monthly visitation, he or she may alter the pickup list for that period of time only. Until a divorce decree has been issued, parents who are separated have equal rights to add or delete names from the child's pickup list.

## **HOLIDAYS**

The Child Development Center will be closed for the holidays listed below. When a holiday falls on a Saturday or Sunday, the Friday before or the Monday following will be observed. Students enrolled in the kindergarten only program will observe the same holidays as designated by the Mobile County Public School System, with the exception of their 'Teacher Work Days'. Normal fees continue during these periods.

New Year's Day	Labor Day
Mardi Gras Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve and Christmas Day
Independence Day	Close @ Noon on New Year's Eve

## **EMERGENCY CLOSINGS**

In the event that public schools are closed due to hurricanes, severe weather or snow, the kindergarten program at the CDC will close. The daycare will remain open as long as possible for our parents who do have to report in to work. If and when the majority of businesses begin to close, the CDC will also close. We will notify the local television and radio stations, post the information on our website and email our parents, when this decision is made. Parents would be contacted at work, should a mid-day closing ever be required.

If a hurricane should strike the greater Mobile area, resulting in a temporary loss of power or water at the center, the CDC would be closed. However, we would attempt to reopen as quickly as possible for your convenience. Please always call to see if service is available. Normal fees will apply during temporary closings.

Should one of the public or private schools that we service have to close due to a bomb threat, the CDC bus will not pick up school age children from that school. This plan was adopted for safety reasons.

## **SUPPLIES**

Children in Baby through K5 classes will be charged an annual supply fee. If a child should withdraw from the program after their fee has been paid, there will be no reimbursement of the fee or supplies.

Parents of infants and toddlers must provide disposable diapers or pull-ups until their child is toilet trained. The caregiver will notify the parents on their child's daily report when supplies are running low. The CDC will provide blankets, wet wipes, sippy cups and bibs for all children in these departments.

Supply fees for students in Pre-K through K5 classes will cover the daily curriculum and consumable supplies. These include crayons, pencils, scissors, glue, workbooks, writing tablets, craft materials and other miscellaneous items. The supply fee also includes a CDC logo t-shirt for children in K3 through K5 classes.

## **CLOTHING and OUTDOOR PLAYTIME**

Children should wear clothes that are suitable for playtime, comfortable and easy for them to pull on and off. This is especially important for children who are toilet training. Outfits with zippers, back buttons, suspenders and belts can be frustrating for little ones. Simple outfits will help encourage their independence and give them a sense of self-confidence. We do not require uniforms for our students, but we do ask that all outfits be conservative. Bathing suits should be one-piece, girl's tops should cover the upper torso of the body (no halters or crop tops) and shorts, skirts and dresses should be a modest length.

Toddlers who are still toilet training should keep 2-3 extra sets of clothing in their basket. All Pre-K through K5 students are required to keep 1-2 complete changes of clothes in their classroom. These should be kept in a ziplock bag, marked with the child's first and last name. When a child has an accident, the soiled clothes will be sent home. A clean set of clothes must be returned the following day in a new bag.

For their protection, comfort and safety, children need to wear a full shoe (closed toe and heel) or some type of sneaker once they start walking. Due to the pea gravel on our playgrounds, sandals or cros are not recommended. No type of boots, flip flops or backless slides will be allowed.

Children need an outer garment when the weather begins to get cooler. Each child's jacket, sweater or coat must be labeled with their first and last name. Unlabelled garments will be placed in Lost and Found. Outside playtimes will be observed as follows (wind chills and heat indexes will be taken into consideration)

Summer - All classes will go outside when the temperature is below 95 degrees

Winter - Elementary classes will go outside when temperatures are above 40 degrees

K3 through K5 classes will go outside when temperatures are above 45 degrees

Toddler and Pre-K classes will go outside when temperatures are above 50 degrees

## **FOOD and BEVERAGES**

The CDC will furnish a nutritionally balanced lunch and snacks for all students in our center, once they are on table food. Food allergies or restrictions must be listed on the child's enrollment form and must be verified with a note from their physician. No other food or drink items may be brought to school.

Breakfast is available for elementary or daycare children for an additional weekly fee. Elementary before school students who eat at the CDC must arrive by 6:45 a.m. during the school year. Toddler through K5 and Summer Camp students who eat here must arrive no later than 7:30 a.m.

Parents of infants who are not yet on table food may bring breakfast and lunch items for their child. Bottles must be prepared at home. Once a child is on a sippy cup, the CDC will provide their beverages.

## **PERSONAL ITEMS / SHOW-N-TELL**

Children are discouraged from bringing backpacks, blankets, purses, toys, loose change, etc... from home. The exception is for our K5 students who bring a backpack to take their work home each day.

We try to provide opportunities throughout the year for our preschoolers to bring a special item to share with their friends. These will be listed on your calendar as "Show-N-Tell" days, or other special dedicated days. No toy guns, knives or any other type of weapons may be brought.

Children in our school age department and/or Summer Camp program may not bring ANY type of electronic device on campus. This includes I-Pods, Nintendo DS, Cell Phones, CD Players, or any other type of game, entertainment or communication device.

## **NAPTIME**

All children, with the exception of elementary students, are required by the Department of Human Resources to have a designated rest period each day. The CDC supplies mats and blankets that are reserved exclusively for each child's use while they are here. Our staff will launder the blankets weekly and disinfect the mats on a regular basis. We request that no pillows, blankets or stuffed toys be brought from home for naptime. Elementary students who are here for Summer Camp will have a brief quiet time after lunch daily.

## **FUND RAISERS**

The Child Development Center recognizes that our parents lead very busy lives, and frequently do not have time to participate in fund raising events. In an effort to help in this area, we will attempt to keep fund raising campaigns to a minimum throughout the school year.

## **FIELD TRIPS**

Field trips are an important part of our program. Children in K4, K5 and Elementary classes will be taking several throughout the year. Transportation will be provided on our CDC buses. Due to the child restraint seat laws in Alabama, children in K3 and younger classes will not take trips away from the premises. We will occasionally provide 'in-house' field trips for them. Notices will always be posted in advance with details regarding the trip. Students will be expected to participate in all scheduled field trips and activities with their group. Parents of K4 and K5 students may occasionally be asked to chaperone a field trips if space is available.

Kindergarten and Summer Camp students are required to wear their CDC logo t-shirts or sweatshirts on all field trips. If a child does not wear that shirt on a field trip day, a rental shirt will be provided for a small fee.

On rare occasions, field trips may be scheduled that would take place during the child's lunchtime. On these days, the parents may be asked to provide a sack lunch for their child. The center will provide drinks. There is a nominal fee for some field trips. These fees will be due before or on the day of the trip.

## **BEHAVIOR GUIDANCE / DISCIPLINE**

The Child Development Center promotes a positive approach to managing behavior of all children. Positive redirection and limit setting are used in the classroom on an ongoing basis to help prevent conflicts and find solutions. A time out period will be implemented when a child is unable to break a negative or attention getting pattern of behavior. Corporal punishment is never used at the center.

Each parent of children from birth through K4 will be provided with a daily report. For infants and toddlers, this will give an overview of their child's activities during the day. For Pre-K, K3 and K4 students, the report will focus on their behavior in the classroom. If there are any minor problems, the teacher will note it on these reports. All K5 students will receive a weekly behavior report each Friday.

Occasionally a severe behavior problem may require a Discipline Report. If a child receives three reports, a conference will be scheduled with the parents, the teacher and the Director. Our goal is to work with the parents to encourage the social and emotional development of the child in an effort to eliminate behavioral problems.

## **PROGRAM / CURRICULUM**

The Child Development Center believes that each child is a unique individual. We strive to provide a loving, nurturing and creative learning environment for all children. We provide developmentally appropriate programs that focus on the process of learning while also helping them to enjoy many other successful experiences. We encourage not just learning, but also the love of learning.

Our baby caregivers work with our infants on developing their large motor skills. They also seek to stimulate them with visual aids and music. Toddlers begin developing social skills as they learn to share and interact with others in their age group. Toilet training is also an important milestone during this time. We focus on positive reinforcement and consistency during this training period.

Children in our Pre-K classes will be using a combination of curriculum materials that will introduce them to sizes and shapes, colors, music and movement, and other age-appropriate concepts.

Each student enrolled in one of our K3 through K5 kindergarten classes will use the highly regarded ABeka curriculum. This is a strong phonics based program published by Pensacola Christian College. This curriculum focuses on numbers, Bible, unit-related studies and supplementary materials. For K4 and K5 students, the curriculum teaches reading and writing. Computer labs and software designed for preschoolers are included for our K4 & K5 students. Spanish, Music and P.E. classes are also included as part our weekly routine.

Summer Camp is available for children entering the first grade up through those who are completing the fifth grade. These students are exposed to a variety of activities, which may include Bible, P.E., crafts, music and field trips.

## COMMUNICATION

A newsletter will be sent home at the beginning of each month with information regarding upcoming events, special days, menus, etc...Along with this will be a detailed calendar for the month for each of our Pre-K and Kindergarten classes. Parent memos may also be sent periodically throughout the year.

All worksheets, craft projects and parent bulletins will be sent home at the end of the week in the child's diaper bag or classroom folder. Folders will need to be returned at the beginning of the following week. Activity and behavior reports will be sent home each day through K4 and on Fridays for K5 students.

Parent involvement is valued and therefore encouraged. We ask that you support our efforts here at the daycare, and we will do all we can to support your incentives from home. We welcome you to express your concerns regarding your child, or to submit suggestions for the improvement of our program. Teachers are available for conferences. In order for them to give the parents their full attention, a mutually convenient conference time should be scheduled.

## ACCIDENTS

If a child should have a minor accident during the day, an 'Accident Report' or 'Ouch Note' will be filled out and sent home. When necessary, the parents will also be contacted. It is the responsibility of the parent to list their primary insurance carrier when they enroll their child. The CDC has a supplemental policy that covers any student injured on our premises while in our care. This is a secondary policy that will pay any remaining balance after the student's primary coverage has been filed.

## PAYMENT POLICIES

**REGISTRATION/SUPPLY FEES:** Registration and supply fees are due at the time of enrollment and again annually. Fees are listed on our accompanying rate sheet.

**TUITION:** Weekly tuition fees are due in advance on Fridays for the upcoming week. A grace period extends to the following Wednesday afternoon, after which a daily late fee will be assessed. If an account becomes one week past due, service will not be provided for the child. If an account becomes two weeks past due, the child will be removed from our enrollment

Payments may be made weekly, bi-weekly or monthly, as long as the payment is made in advance of the due date. We accept cash, check, money order, VISA or MasterCard (credit or debit). We also offer online "Click-to-Pay", or an automatic weekly debit from your checking account. Tuition paid online or with a debit or credit card will be charged a 1% service fee per transaction. Please do not send payments in backpacks or folders.

A statement of the current month's charges and credits will be sent home on the last business day of each month for all CDC families. Statements during the month are available upon request from the office.

**VACATIONS / LEAVES OF ABSENCE:** After attending for one year, each child will be granted two weeks of vacation time without paying. Vacations must be taken on a full-week (Monday through Friday) basis and they will run on a calendar year. Leaves of absence are granted for one of the following conditions. No fee is charged to hold the child's space during these periods; however, vacation time must be forfeited if used:

- Up to 4 weeks for summer non-custodial parent visitation (documentation required)
- Up to 3 months for children of school teachers or students as a summer exemption
- Up to 6 weeks for children of parents who are out on maternity leave.

**MISCELLANEOUS FEES:** An after 6:00 pickup fee will be charged for students not picked up by closing time. There will be service charges assessed on all returned checks. After the second check returned for NSF, all payments must be made with cash, cashier's check or money order.