

Parent Handbook



Moffett Road Baptist Child Development Center

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www.mrbcdc.org

Facebook Group Pages

www.facebook.com/groups/MRBCDC/ and
www.facebook.com/groups/526123397455763/

Website www.mrbcdc.org

Welcome!

(Current January 2023)

This handbook contains the guidelines for our childcare work here at Moffett Road Baptist Child Development Center. You will want to read through it carefully, and refer back to it from time to time.

HOURS OF OPERATION

The CDC is open Monday through Friday from 6:00 a.m. until 6:00 p.m. Full time students may attend anytime during those hours. Students enrolled in only the 8:00-2:30 program may attend during those hours. A late pickup fee will apply when children are not picked up on time.

PAYMENT POLICIES

Tuition fees are billed to accounts on Fridays for the upcoming week. An invoice is emailed to every family on Friday morning. Payments are due in advance, when billed. A grace period extends to Tuesday. On Wednesday morning, any account with a remaining balance will be auto drafted from the account on file. A payment drop box is located in the front lobby.

We accept payments by cash, check, money order, VISA, Discover, American Express or MasterCard. Payments may be made on-line through the Procure website or the Procure App, in our front office, or by means of an automatic weekly debit from a checking account. We also offer a 5% tuition discount for any family who wishes to pay for a month in advance by the first Monday of the month. There are no reductions in fees for absences, holidays or closings due to loss of power or bad weather conditions. Any payment that is returned from an auto draft will be charged a \$30 non-refundable service fee.

PARKING and SAFETY

Parking is available in the front and back parking lots on either side of the playground across the street from the CDC. Handicapped spaces in the front parking lot are reserved for those vehicles with a handicap tag. Vehicles are NOT permitted to park anywhere on the street between 6:00 a.m.-6:00 p.m. The circular driveway behind the building is reserved for our buses and for kindergarten dismissal.

REGISTRATION/ENROLLMENT

Pre-registration for the school year begins every February, and pre-registration for Summer Camp occurs each spring. Enrollment may continue through the year as spaces become available. Newborns who are pre-registered before birth will be scheduled to begin at 6 weeks old, or when spaces are available. Students may be enrolled upon completion of a registration form and payment of any applicable fees. We are a weekday ministry of Moffett Road Baptist Church, and as such, we are exempt from state licensing; but on a voluntary basis, we follow the rules and guidelines that are specific for our center by Mobile County and the State of Alabama.

HEALTH INFORMATION

The CDC makes every effort to provide a healthy and safe environment for our students and our employees. We are a “peanut free facility”, and ask that our families do not send any peanut butter or anything with peanuts for our children to eat.

If your child has been sick during the night, or wakes up with fever or symptoms of an illness in the morning, they may not come to daycare. Students who attend 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 child is sent home with fever or a suspected communicable illness, they may not return the following day, unless they are seen and receive clearance from a physician. Additional restrictions and quarantine procedures may be put into place during the COVID pandemic or at other times, as needed.

MEDICATION POLICIES

Prescription medication, issued in the child’s name and having a current date, may be administered. If a child is on a “once daily” or “twice daily” medication, these doses must be administered at home. No over the counter medication may be administered without a doctor’s note. If a child has severe allergies, asthma or other health conditions requiring emergency treatment, they will need to keep an inhaler, Epipen, Benadryl or other necessary medications in the front office.

SECURITY, ARRIVALS, DEPARTURES and AUTHORIZED PICK UP INDIVIDUALS

For security purposes, the side and back doors of the center are kept locked at all times. The front entrance doors to the CDC building will be locked between 9 a.m. and 4 p.m. daily. During this time, visitors will have to be admitted by the office staff. Once inside, parents will enter a 6-digit code and a secondary passcode to open the door and access the rest of the building. Parents are asked to use the front door to enter, and the side doors to exit.

Children will be released only to their parents, or to one of the people who are listed on their authorized pickup list. If individuals are added to or deleted from the list, the office must be notified. If parents are divorced or separated, and there is no custody documentation in place, by law, both parents will be allowed to add or delete names, and both parents may pick up the child from the center. If a custody order is in place, the center must have a copy of the order, and they will follow the guidelines listed on the documentation. If parents were never married, and there is no custody order in place, but the father is listed on the birth certificate or has established a legal relationship with the child, the CDC cannot refuse him access to the child. The CDC is required by law to adhere to court orders.

CLOTHING and OUTDOOR PLAYTIME

CDC students are not required to wear uniforms. Babies and preschoolers should wear clothes that are comfortable and easy to change, and are easy to pull up and down during diapering and bathroom times. Bathing suits for girls should be one-piece or tankinis, and all other clothes should be modest.

Once a child begins walking, they need to wear shoes to daycare. We recommend that they wear a full shoe that will stay securely on their foot and be suitable for playtime, both inside the classroom and on the playground. Each child's jacket must be labeled with their first and last name. Outside playtimes will be based on the daily temperature, and wind chills and heat indexes will always be taken into consideration.

STUDENT / TEACHER RATIOS

Our student / teacher ratios are based on the average age of the students enrolled in each age group.

6 wks.-12 mos.:	1 to 6	3-year-olds:	1 to 13
12 mos.-24 mos.:	1 to 8	4-year-olds:	1 to 18
24 mos.-36 mos.:	1 to 12	Elementary:	1 to 25

STAFF QUALIFICATIONS

Our staff members are carefully selected and hired based on their education, experience and ability to care for, train, instruct and work with children of all ages. Full time staff members have extensive training in their departments, and part-time staff members receive on-the-job training, working with a supervisor.

All employees are required to have a Criminal Background Check, including fingerprinting. They will also need to have clearance through DHR's Central Registry system. In addition, they will have to receive a physical and TB test, have a drug screening, and be cleared to work with children.

FIELD TRIPS

Children in our K4 and Elementary classes will be taking field trips throughout the year. Advance notice will always be given and students will be expected to participate in all scheduled field trips, if they attend on those days. Siblings are not permitted to attend field trips, unless they are also enrolled in the same department.

Transportation will be available on one of the CDC buses. Parents who attend the field trip may ride on the CDC bus, space permitting, or drive their personal vehicle and carry their child with them.

TOILET TRAINING

The staff at the CDC feels that there is a window of opportunity around 18-24 months when toilet training can be the most successful. Our goal is to have each student toilet trained by 2 ½ years of age. When toilet training begins, pull-ups are allowed for the first few months. After that initial adjustment period, children should be placed in underwear. Parents must provide disposable diapers or pull-ups until their child is toilet trained.

ELECTRONIC DEVICES

Elementary students and/or Summer Camp students are allowed to bring electronic devices, with limitations. They may not be used in the classroom or on the buses. The CDC assumes no liability for any lost, stolen, or damaged items brought to the center. Everything should be clearly marked with the child's first and last names.

PROGRAM / CURRICULUM

The CDC's goal is to provide a loving, nurturing and creative learning environment for all children. We encourage not just learning, but also the love of learning.

Our baby caregivers work with our youngest infants on developing their large motor skills. They also seek to stimulate them with visual aids and music.

Our K2, K3 and K4 classes use the highly regarded A Beka curriculum, which includes grade level appropriate recognition of numbers, shapes and letters of the alphabet, and for the K4 class, reading and writing. The curriculum also includes Bible stories and memory verses, focusing on basic family and Christian values.

Summer Camp is available for children who have completed K4 kindergarten up through those who are completing the fifth grade. Activities vary by age groups, but can include daily devotions, arts and crafts, swimming and water play, skating, bowling, music, and depending on the grade level, field trips.

FOOD and BEVERAGES

Parents will need to bring two snacks, lunch and beverages for their children each day. Bottles for children in our Baby 1 classroom should be premixed at home and must be labeled with the child's first and last name. Meals sent from home can be refrigerated and heated for students in Baby 1-3; however, once a child moves to a K2 classroom, all snacks, beverages and lunches will need to be "ready-to-eat" with no refrigeration or reheating required. Elementary students will need to bring an afternoon snack and beverage during the school year, and two snacks and lunch and beverages during the summer. Please do not send anything with peanuts, as we are a peanut-free facility (see Health Information above).

BEHAVIOR GUIDANCE / DISCIPLINE

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. Teachers will communicate with the parents through daily reports and strive to work with them to correct any ongoing issues. Corporal punishment will never be used at the center.

COMMUNICATION

Daily activity reports will be sent home each afternoon for babies up through K4. Children's artwork, curriculum papers and projects will be sent home in their backpacks each week.

Parent invoices and notifications will be emailed or texted through the Procure system. The CDC also maintains a website and two private Facebook groups (listed on the front cover of this Parent Handbook)

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 scheduled.

New Year's Day	Good Friday	Independence Day	Thanksgiving (2 days)
MLK, Jr. Day	Memorial Day	Labor Day	Christmas (2 days)
Mardi Gras Day	Juneteenth	Veterans Day	New Year's Eve

WITHDRAWALS and DISMISSALS

Parents may 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. If the parent withdraws the child without giving a one-week notice, or if they leave with an outstanding balance, the center is permitted to immediately charge the full remaining balance due to any credit card that the parent has placed on file, per the parent's signature on the registration forms. If this is not possible, the center is permitted to use whatever collection methods are necessary to clear the account.

It is the center's policy to dismiss a child from our program, only as a last resort. The following circumstances may result in such action having to be taken:

- 1) Serious Behavior Issues - If a child is dismissed, the parents will be given sufficient notice.
- 2) Non-Payment of Fees - If an account becomes two weeks past due, the child will be removed from our roll.
- 3) Reckless Endangerment - If a domestic situation arises that could potentially place the staff and other students at risk, the center has the option to dismiss the child from our program.

In addition, the CDC reserves the right to dismiss a child due to other mitigating circumstances. Once a child is dismissed from the program, they will no longer be eligible for re-enrollment.