

First Baptist Church

Child Development Center

Parent Handbook – 2011 – 2012

CDC DIRECTOR: Megan Franklin

PASTOR: Dr. Garnett P. Starnes, III

ASSOCIATE PASTOR: Education/Administration: William R. Carr

CHILDREN'S MINISTRY DIRECTOR: Ashleigh Parmer

PRESCHOOL AND DAYCARE COMMITTEE:

Mrs. Angela Dorman, chairperson, Mrs. Litia Harrison,

Mrs. Amanda Selph, Mrs. Trelles Thomaston

Rev. Bill Carr, Dr. Chip Starnes, Mrs. Megan Franklin, Ms. Ashleigh Parmer

**First Baptist Church
Child Development Center
FEES AND TUITION**

All registration fees are to be paid yearly and are due in August. ALL REGISTRATION FEES ARE NON-REFUNDABLE.

Registration Fees:

There is a \$100.00 annual registration fee for children ages 12 months to 5 years old who are enrolled in our Pre-School Program and/or Day Care Programs.

The Before and After Care Program for School Age Children (while public school is open) has an annual \$45.00 registration fee.

The annual registration fee for our Summer Care Program (children ages 5-11 years) is \$55.00 and must be paid by the end of May.

Materials Fee:

There is a \$100.00 per year materials fee which may be paid in two payments. The first \$50.00 payment is due in August or the month your child starts the program and the remaining payment of \$50.00 is due by January 15.

The Summer Care Program has a materials fee of \$50.00 per year and is due by the end of May.

Mat Fee: There is a mat fee of \$30.00 per year for children who stay all day.

Tuition Fees: All fees (including co-pays) are due and paid at the beginning of each week. Special arrangements may be made to pay monthly or bi-monthly. All fees/dues are to be paid in advance. There will be a \$35.00 additional fee for fees/dues paid in arrears.

ALL TUITION IS DUE ON MONDAY OF EACH WEEK. THERE IS NO REDUCTION IN FEES FOR HOLIDAYS, CHILDREN'S ABSENCES OR CENTER CLOSING FOR HOLIDAYS, TEACHERS' WORKDAY, AND BAD WEATHER DAYS.

TUITION DROP BOX:

All tuition and fees must be brought by the parent to the CDC office and placed in the drop box that is located on the director's desk. (PLEASE USE A "TUITION ENVELOPE" TO ENSURE THAT YOUR ACCOUNT IS PROPERLY CREDITED). It is not the responsibility of any staff member to check for payments in bags or bring payments to the office. All checks and money orders are to be made payable to FBCDC.

PAST DUE ACCOUNTS:

There will be a \$35.00 late fee on all tuition accounts that are two weeks past due. Tuition payments and all fees **MUST** be kept current to retain your child's position.

RETURNED CHECKS:

There is a \$35.00 service fee for all checks returned to the Child Development Center. The amount of the check and the service fee must be paid in cash or money order. After a returned check, the parent may be required to make future transactions in cash or money order.

VACATION:

Only the children that are enrolled in the 12 month full day program will receive one week vacation without pay per year. Two weeks' notice must be given to the center's director before the time may be taken. These days do not roll over from year to year.

WITHDRAWAL:

If you decide to remove your child from our center, we ask that a two weeks' notice in writing be given and all tuition and fees are paid before leaving. If fee/tuition is not paid, we reserve the right to take legal actions for collection of such fees.

All Day Care – Hours are from 6:00 am until 6:00 pm (lunch and afternoon snack are provided).

12 -18 months: \$135.00 up to 9 hours; 10-12 hours \$145.00

19 month – 5 years: \$130.00 up to 9 hours; 10-12 hours \$140.00

One-half Day Care: 8:00 am – 11:30 am – 19 months and above: \$18.00 per day. This includes lunch. Full time fees apply, with the exception of mat fees.

Before School Care – Fees are \$50.00 per week for hours 6:00 am until 7:00 am (van ride to school is provided).

After School Care - Fees are \$45.00 when Public Schools are open. During Christmas and Spring Break the fees are \$130.00 per week. Day care for school children when public schools are closed is \$30.00 per day.

Drop In Care – Fees are \$35.00 per day, up to 8 hours. (Lunch and afternoon snack are included). Drop In Care can be only once per month without incurring registration, materials, and mat fees.

First Baptist Church Child Development Center Policies and Procedures

AGE OF CHILD:

Child must be at least one year old at the time of his/her enrollment at First Baptist Church Child Development Center.

After school care and summer care is available for children 5 years to 11 years of age.

HOURS OF OPERATION:

First Baptist Church Child Development Center is open from 6:00 am until 6:00 pm. We will not take children before 6:00 am. **A late fee of \$3.00 per minute** per child will be charged for any child not picked up by 6:00 pm. This fee will be paid when the child is picked up. **NO EXCEPTIONS!** To minimize class disruption and provide an accurate count for lunch, **all children are required to be in the center by 9:00 am.**

HEALTH OF CHILDREN:

At the time of registration each year, parent/guardian must provide the child's Health Record (blue immunization form) to First Baptist Church Child Development Center. This may be obtained from the child's primary physician or an officer of the Health Department. All immunizations, including the chicken pox vaccine, must be current before a child will be accepted into the program.

The center can accept only well children. A child with the following symptoms will not be accepted at the Center: earache, pink eye, fever of 100+, vomiting or diarrhea, skin eruptions, or any symptoms of a virus or other contagious illness. If any of the above symptoms are observed in a child, the parent/guardian will be notified and will be required to make arrangements for the child to be picked up in a timely manner. Any child sent home cannot return for at least 24 hours and must be symptom free without the help of fever reducing medication – ie. Tylenol, Motrin, etc.

Any child with a communicable disease may not return to the center until a doctor has released the child and is completely symptom free. We must have a written release form from the doctor stating that the child is no longer contagious and may return to the center without risk of infecting other children and staff. The child must be symptom free of any contagious disease such as strep throat, influenza, conjunctivitis, RSV, etc. for 24 hours before returning to the Center.

Parents/guardians must report any exposure to a communicable disease that occurs while the child is away from the center. The Director and/or staff will inform all Parents/guardians of such exposure without publishing the name of the child or children exposed.

EMERGENCY CONTACTS:

Parents/guardians must keep a current record at the Center of telephone numbers and addresses at which they may be reached. It should include the name and telephone number of the child's doctor and also a list of emergency contacts complete with names, telephone numbers and addresses.

All possible precautions will be taken to insure the safety and well-being of the children in our care. However, should an accident or illness that requires medical attention occur; the child's parents/guardians will be notified immediately. If we are unable to contact the parent/guardian, the director and/or child's teacher will take the child to the emergency room at North Baldwin Infirmary or to the child's doctor. If necessary, an ambulance will be used to transport the child to a location where he/she can receive proper medical attention. Attempts to reach the child's parent/guardian will continue until someone has been contacted. Please read, sign and return the Emergency Medical Attention Form attached to your child's application.

MEDICATIONS:

The Director or a staff member may administer prescription medications only if a Medicine Administration form has been completed, signed and dated. The form must be completed each day that the medicine is administered. The forms are found in the red pouch hanging in the CDC office. All medications must be given to the director or the child's teacher. All medications must have the correct name, dosage and date on the label. Any medication needing refrigeration will be kept in a container in the center's refrigerator. When the medication has been administered, the form will be completed by the staff member and placed in your child's file. **NO OVER-THE-COUNTER MEDICATIONS WILL BE GIVEN BY THE DIRECTOR OR ANY STAFF MEMBER OF FIRST BAPTIST CHURCH CHILD DEVELOPMENT CENTER TO ANY CHILD. NO EXCEPTIONS!**

HEAD LICE POLICY:

Inspections for head lice will be conducted at regular intervals at the Center. If lice and/or nits are found in a child's hair, that child will be separated from the other children and the parent/guardian will be contacted to pick up the child immediately. The child may not return to the Child Development Center until all lice and nits are removed from the child's hair. A head check will be made by a staff member upon return in the presence of the parent/guardian to ensure that no lice or nits are present.

INSURANCE:

All students and teachers are covered by our school insurance policy. The policy covers: Injuries sustained while participating in school activities sponsored and supervised by the Policy Holder, and, injuries sustained while traveling with a group in connection with school activities under the supervision of the Policy Holder.

FIELD TRIPS/OUTINGS:

Field trips will be taken occasionally during the year by the 4 year old classes and school age children in our care. All parents will be notified in advance of any field trips and cost. In most instances, the church van or bus will be used to transport the children. However, parents may be asked to take cars for transportation on occasion if the van or bus is not available. The 4 year olds and school age children may walk to the children's park (weather and staff permitting). Again, parents will be notified of any outings.

LEAVING AND PICKING UP A CHILD OR CHILDREN

Children should be brought in and picked up from the center by a reliable person no younger than 18 years of age. The person that brings the child into the center must sign the child in and remain in the center until your child is left in the care of a staff member. We ask that you do not allow your child to walk into the building and into the classrooms on his/her own. Your child will not be released from our care to anyone who is not listed on the release form. If you need someone else to pick up your child, please let the director know in writing. If this is not possible, due to an emergency and someone comes to get your child, you will be contacted and will need to give verbal permission for your child to leave with such person. Anyone coming into the center to pick up a child must present valid picture identification to the director or staff member before your child will be released. If the person refuses to present ID, the child will not be released and you will be contacted. We strive to make sure that all children are protected. Children are to be signed out each day when they are picked up. Your first and last name is required on the sign in/out form. Children are not allowed to sign themselves in or out of the center. Verbal messages brought by the child to the teacher will not be accepted. Please send a written message or call the Center's Director or ask to speak to your child's teacher.

Again, all children are in the center and in their classroom no later than 9:00 am.

FOOD:

A weekly menu will be posted at each end of the building each week. The center will provide lunch with milk and an afternoon snack with juice each day. The center does not provide breakfast or a morning snack. The staff will serve breakfast if brought in. Breakfast will not be served after 7:30 am. Please note that if you bring in items such as grits or oatmeal, the teacher may not be able to prepare these items due to child/teacher ratio, or if the teacher is busy with a child. The child may be given something else or the grits/oatmeal will be prepared as soon as the teacher/staff is able.

SNACKS:

Parents are to provide morning snacks for your child each day. There will be a fee of \$2.00 per day that a child does not bring snacks. We encourage parents to send healthy snacks. No gummies, suckers, candy, cookies and cakes please. All snacks must be brought in the child's bag or a bag with the child's name on it.

DRINKS:

The center will provide juice for morning snack, whole milk for lunch and juice for the afternoon snack. Water is available to all children throughout the day. If your child would like to bring a juice for morning snack, please make sure that it is not in a glass bottle or container. All items must be labeled with the child's name. If your child is in the 1, 1 1/2, 2 or 2 1/2 year old classes, you may send a "sippie" cup. Please label all cups with your child's name. No initials please.

CLOTHES:

Washable play clothes and comfortable closed toe shoes are the most suitable for day care. Please do not send your child to the center in shoes that have rollers on the bottoms. Each child must have a complete change of clothing (underwear, shirt, pants and socks) in their backpack each day. All items are to be labeled with your child's name. Jackets/sweaters, etc. are also to be labeled with the child's name. **THE STAFF/DIRECTOR WILL NOT BE RESPONSIBLE FOR ITEMS THAT MAY BE DAMAGED, MISPLACED OR LOST.**

TOYS:

Children are NOT to bring toys from home, unless given special permission from the teacher and/or the center's director for show and tell and special occasions. **STAFF WILL NOT BE RESPONSIBLE FOR DAMAGED OR LOST TOYS.**

QUIET TIME:

All full time children are required to participate in rest time after lunch. A yearly mat fee of \$25.00 is charged in August or the month that your child begins. This fee is for the cleaning and maintaining of the mats and blankets.

BIRTHDAYS:

We encourage you to send a cake or cupcakes or other goodies for your child's birthday. You are welcome to attend. Please check with your child's teacher for time and number of students in the class.

CLASS PARTIES:

On holidays or special class events, your child's teacher will post a sign up list next to her classroom door. We ask that you please bring at least one item from the list. Parents are welcome to attend. Note: there may be some parties that the teacher wishes to have with just her class. Please see your child's teacher for such events.

PARENTS:

Parents are asked to be involved with your child and certain center activities as much as you are able to. One of our goals here at First Baptist Church Child Development Center is that the director, staff and parents work together to meet all of your child's needs. Parents are invited to submit suggestions to the child development center's director. If any problems or concerns should arise, please see the director as soon as possible to resolve issues or to schedule a conference including your child's teacher or staff member that is involved.

Parent-Teacher conferences result in better understanding and guidance and team work for the child and are encouraged. The center's director will request a conference with parents if there are concerns about health, behavior or personal development of the child.

Parents are welcome to visit the center. There are, however, certain times of the day when a visit could be disruptive to the smooth operation of the child care program. Please make arrangements with the director or your child's teacher prior to visiting.

We ask that when you drop off your child in the morning that you leave promptly. This helps the child ease into the day. We have noticed that the longer a parent stays the harder it is for the child to adapt to the morning schedule. You may call and check on your child throughout the day.

When dropping off or picking up your child, we ask that you please pull up as far as you can so that the traffic will not be blocked. If you know that you will be awhile, we ask that you park in the parking areas.

We ask that you are not on your cell phone when entering the building. Your child's teacher may need to speak to you when you come in.

First Baptist Church Child Development Center cannot accommodate children (friends, relatives, etc.) who are not enrolled in our center visiting with your child.

DISCIPLINARY ACTIONS/DISMISSAL OF A CHILD:

Our form of disciplinary action is "time out". On occasion we have children who display continued disruptive behavior. This includes: biting, fighting, kicking, continued classroom disruption, hitting or spitting on teachers/staff or other children, name calling of teachers/staff or other children, any disrespectful or rude behavior towards teachers/staff. When this occurs, the center's director has no alternative but to dismiss the child at any time from the care of First Baptist Church Child Development Center. Teachers, staff members and center's director will notify parents of such behaviors and then complete a Parental Notification form, submit it to the Center's director. Then the parent will be asked to sign the form and it will be placed in the child's file in case questions should arise.

The Center also reserves the right to dismiss any child from the center at any time for any of the following reasons: the child's inability to participate in a group experience, disruptive behavior, abusive actions (hitting, biting, pinching, scratching, bullying or any actions listed above) towards other children and teachers/staff, illness that endangers the health of the other children or teachers/staff, as well as unpaid tuition. Please note that there may be times that such action will take place and **time/notice will not be given.**

WEATHER:

If temperature outside is 45 degrees or below/90 degrees or higher, playtime will be in the gym or other activities/games may take place in the classrooms.

If Baldwin County Schools in Bay Minette are closed due to weather, First Baptist Church Child Development Center will be closed. If public schools close during the day because of weather, so will FBCDC. You are expected to come and pick up your child immediately. In case of a Hurricane, the center will reopen as soon as the facility is able to function properly regardless of school closings. Parents will be alerted of reopening of the center by email, news media or you may call the center. **THERE ARE NO REFUNDS OR DISCOUNTS FOR SCHOOL CLOSURE DUE TO INCLEMENT WEATHER. ALL TUITION MUST BE PAID ACCORDINGLY.**

SCHOOL AGE CHILDREN:

For children who are enrolled in our after school care the church van will pick the children up from Bay Minette Elementary and Bay Minette Intermediate schools only and transfer them to First Baptist Church Child Development Center.

The Afternoon program includes, but not limited to, the following activities:

- Snack and juice upon arrival

- Assistance with homework

- Arts and Crafts

- Group games and activities

- Outside/Gym play

- Music and Movies (TV time is limited to special occasions and/or outside/gym is not available.

- Field trips and outings (Parents will be notified in advance of such activities)

- Special events such as class parties, fundraising, collection of food for the church pantry and items for local charities will occur throughout the year.

The fee for school age children's program is \$45.00 per week while public schools are open. Morning and Afternoon van riders: \$50.00 per week.

Registration for School term is \$45.00.

Registration for the summer is \$55.00.

Material and Craft fee for the summer is \$25.00 and is to be paid at registration.

The fee is \$130.00 per week during spring break and summer.

Public school holidays \$30.00 per day.

Our DISMISSAL POLICY applies to school age children as well.

PARENTAL CHECK LIST:

The center is to have the following:

- All forms completed, accurate and signed.
- Blue Card
- Backpack with extra clothing, snacks
- Diapers, pull ups, wipes (if needed)
- “Sippie” cups for children under the age of three years

REMEMBER THAT ALL ITEMS ARE TO BE LABELED WITH YOUR CHILD’S NAME.

MONTHLY CALENDARS:

Monthly calendars will be sent home with each child. It will list the unit of study on Mondays for the week along with scheduled events and activities. Please note that all events and activities are subject to change. Please look for special notices posted on the main and classroom doors.

TENTATIVE UNITS OF STUDY FOR 2011-2012

AUGUST

- 15 – Back to School
- 22 – God Made Me Special
- 29 – Five Senses/Health

SEPTEMBER

- 6 – Family
- 12 – Fall
- 19 – Apples
- 26 – Western Fun

OCTOBER

- 3 – Fire Prevention
- 10 – Community Helpers
- 17 – Transportation
- 24 – Down on the Farm

NOVEMBER

- 1 – Eric Carle
- 7 – Bears
- 14 – Bible Heroes
- 21 – Thanksgiving
- 28 – Christmas

DECEMBER

- 5 – Christmas
- 12 – Happy Birthday Jesus
- 19 – Happy Birthday Jesus
- 26 – Center Closed

JANUARY

- 2 – Review Week
- 9 – Winter
- 16 – Creation
- 23 – Solar System
- 30 – Dinosaurs

FEBRUARY

- 6 – Valentines
- 13 – Wacky Week
- 20 – Zoo/Jungle
- 27 – Dr. Seuss

MARCH

- 5 – Birds
- 12 – Reptiles
- 19 – Pond Life
- 26 – Insects

APRIL

- 2 – Spring
- 9 – Taking Care of our Earth
- 16 – Easter
- 23 – Gardening

MAY

- 1 – Mother's Day
- 7 – Camping
- 14 – Ocean Life
- 21 – Sports
- 28 – Hello Summer

JUNE

- 4 – VBS
- 11 – Father's Day
- 18 – Eric Carle
- 25 – Celebrate America

JULY

- 2 – Camping
- 9 – Wacky Week
- 16 – Beach
- 23 – Luau

AUGUST

- 1 – Circus
- 6 – Goodbye Summer

WHAT CHILDREN NEED TO KNOW BEFORE ENTERING KINDERGARTEN

1. Tie Shoes
2. Buckle, button pants and zip
3. Recognize colors
4. Recognize numbers 1-10
5. Write his/her name
6. Recognize his/her name
7. Be able to point to body parts: waist, hip, knee, foot, eye, chin, ear and elbow
8. Count to 10
9. Know differences and similarities (can point out the house from three trees, triangle from three squares)
10. Know shapes: circle, oval, square, triangle, rectangle, diamond, star, heart
11. Can cut on lines with scissors
12. Hold pencil or crayon correctly
13. Knows left to right progression
14. Knows ABC's and sounds or at least has a general concept of sounds
15. Able to write lower case letters
16. Child can sit still for 10-15 minutes at a time (stay on task)
17. Has concept of rhyming words (hop, pop, cop; see, bee, tree)
18. Strive for quality work (not trying to be the first one finished)
19. Follows classroom rules
20. Sorts objects according to size (large, medium, small)
21. Sorts objects according to similarities (cars, houses, colors)

First Baptist Church Child Development Center
Holidays 2011-2012
(FBCDC Will be Closed)

September 5, 2011	Labor Day
November 11, 2011	Veteran's Day
November 24-25, 2011	Thanksgiving
December 26-Jan 1, 2011	Christmas Break
January 16, 2012	King/Lee Day
April 6, 2012	Good Friday
May 28, 2012	Memorial Day
July 4, 2012	Independence Day
August (TBA)	Teacher Work Day & Open House