

CDC PARENT HANDBOOK 2012-2013



GOVERNMENT STREET BAPTIST CHURCH CHILD DEVELOPMENT CENTER

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Dr. Charles Brown, Pastor Mrs. Melissa Barnes, CDC Director

Government Street Baptist Child Development Center

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Government Street Baptist Child Development Center

Dear Parents,

As Pastor of Government Street Baptist Church and Administrator of Government Street Baptist School and Child Development Center it has been my privilege to assist the School Board in setting goals and standards for our pre-school department.

I have found that a child care facility providing quality care, has many important parts. Probably the most important part is the staff. Under the direction of our CDC Director, we believe we have employed the very best qualified staff available.

Another integral part of our child care program is the involvement in the overall outreach ministry here at Government Street Baptist Church. Our church established this program so that we would be available to minister to your family's needs and share our love for Christ by teaching His love to your children.

Might I mention also, that probably the most important aspect of family life is a relationship to Jesus Christ and the church home of which it is a part.

If you are not actively involved in a Bible study program, I would like to take this opportunity to encourage you, as parents, to enroll your family in our Sunday School, and under leadership of the Holy Spirit, consider becoming a part of the "Family of God" here at Government Street Baptist Church.

If I, the Pastor, or the staff, can be of assistance to your family, please call us at any time.

In Christ our Lord,

Dr. Charles E. Brown
Pastor

Government Street Baptist Child Development Center

Dear Parents;

This booklet has been prepared so that you will have a better understanding of our operating policies at Government Street Baptist Child Development Center.

When hiring our staff, we strive to enlist Christian adults with warm, loving personalities that will convey God's love to the children in their care. A high school education, a food handler's permit, and CPR / First Aid certification are all required. A thorough background check is conducted and references are checked.

It is my desire for us to provide not only a safe, secure, loving environment for your children, but a place where they will be spiritually and intellectually challenged at an early age to prepare them for school in the years ahead.

We will provide a stimulating educational opportunity based on Christian principles and a Biblical foundation. Our goal is to teach from a spiritual viewpoint. We believe in the spiritual command to "train up a child in the way he should go." (Proverbs 22:6) I believe that the Christian daycare and preschool is an extension of the home and that the primary responsibility of spiritual, emotional, and social training belongs to the parent. However, I want you to know that we are here to assist and support you in your efforts as a parent to bring up your child in the nurture and admonition of the Lord. When we work together as a team, your child will become well-educated, well-trained to make right decisions, able to cope with problems, and ready to accept responsibility as appropriate for his or her age.

If I have not yet had the privilege of personally meeting you, I invite you to stop by my office and introduce yourself to me. I look forward to getting to know you and working with you and your child. I am always open to discussing any concerns or suggestions you may have.

Thank you for trusting us with your most precious possession, your child. We recognize the tremendous responsibility that we have accepted.

*Mrs. Melissa A Barnes
CDC Director*

STATEMENT OF PURPOSE

Government Street Baptist Child Development Center is a part of the weekday outreach ministry of Government Street Baptist Church and is governed by an elected body of church members. This “School Board” is made up of five members elected annually by the Church. All CDC policies must be approved by the School Board under the guidelines set up by the Constitution and By-Laws of Government Street Baptist Church. This ministry for infants and pre-schoolers was brought into being by those who believe that the training of children is the joint responsibility of the home, the church, and the school, in that order. Our aim, in the Child Development Center, is not only to provide quality care for children of working parents, but to introduce children to Jesus’ love.

A Child Development Center is never a substitute for a strong Christian family life. Our objective is not to replace, but to supplement and strengthen the family by supplying as many of the following as possible:

1. Guidance in genuine spiritual growth.
2. Intellectual stimulation at the child’s own level and suited to his/her capacity.
3. Care that promotes healthy physical growth by including:
 - Opportunities for maximum social growth in relationship to adults and other children.
 - Assistance in sound emotional growth.
 - Activities including individual, small group, and large group activities as well as free play time.

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FEES

The following fee schedule will be effective August 8th, 2011

- Infants – Two Years Old
 - Registration \$55.00
 - Supply Fee \$45.00
 - Weekly Fee \$130.00

- Two Year Olds
 - Registration \$55.00
 - Supply Fee \$75.00
 - Weekly Fee \$125.00

- Three Year Olds
 - Registration \$55.00
 - Supply Fee \$75.00
 - Weekly Fee \$115.00

- Registration and supply fees are NON-REFUNDABLE.
- All fees are payable in advance and are due by 6:00 pm each Monday.
- Accounts not paid in full by 6:00pm on Wednesday will incur a **\$10.00 late fee.**
- All accounts must be kept current in order for the child to remain enrolled.
- All payments made will be applied first to any outstanding account balances. This includes any accounts the parent/ guardian has with the CDC, school, summer camp, and before-school / after-school care.
- If an account becomes two weeks over-due, enrollment may be cancelled.
- Payments are to be made by check, money order, or exact cash only.
- Checks are to be made payable to Government Street Baptist Child Development Center (GSBCDC)
- A charge of \$30.00 will be assessed for each returned check.
- After a second returned check, only money orders or cash will be accepted.
- A total of fees paid during the year will be available on January 31st in the CDC office for IRS purposes.
- In order for the center to hold space for children who are out due to illness, etc., charges for these spaces must continue.
- Because we are responsible for the salaries of our workers and teachers, in the event of weather or natural disaster closings; or other emergencies, full day care fees will apply.
- After 12 consecutive months of enrollment, two weeks at half fee or one week at no fees are set aside for parents to use for vacation or sick leave time. A child may not attend day care or after-school care during vacation time. Parents must fill out a vacation request at least one week in advance of the use of vacation time.
- Before withdrawing a child, parents are required to give a one week's notice or pay an additional week's fee.

ADMISSION PROCEDURES

- Prior to admission, parents must complete a set of forms containing information regarding your child, medical release authorization, and permission to obtain emergency medical care.
- A current immunization form must be attached to medical forms and updated as required by law.
- Parent and child are required to visit the day care center prior to admission.
- Children are accepted for a trial period to determine if the child can adjust to group care. The center reserves the privilege of dismissing any child if, after entering, he seems unable to adjust to group care or participate in group experiences.

FORMS

- The following forms must be completed and returned to the CDC office prior to admission
 - Registration Form
 - Birth Certificate
 - Blue Card (Immunization Record) from your doctor's office or the Mobile County Health Department
 - Current Utility bill verifying parent / legal guardian's physical address
 - Copy of parent / legal guardian driver's license
 - An affidavit must be signed and notarized stating that you are aware that your child is attending an exempt program
 - Authorization for Pick-up form – Children will not be permitted to leave the center with an unauthorized escort.
 - Valid legal court documentation must be submitted and kept in the child's file if either parent is not allowed to have contact with or pick up the child.
- Forms must be kept current.
- The center must be notified immediately of any changes in address, telephone numbers, or parent's work information.

RELEASE OF CHILD POLICY

- The responsibilities that go along with caring for children are many, but none more serious than those concerning the release of the children. We make a sincere effort to make sure our children are released only to persons named on the authorized release form.
- When the parents of a child are divorced, the parent with legal custody fills out the forms when the child is admitted into day care and can change or update this form at anytime. We ask the custodial parent to pick up the child. This is a way of making the list of persons allowed to pick up the child as short as possible. We can get to know these persons by face and name and are less likely to make mistakes in this area.
- When the non-custodial parent has the child for several weeks, he/she is then allowed to pick up the child or make alternate arrangements for pick up since he/she has primary care of the child during this time. In cases of weekend visits, the custodial parent should pick up the child and deliver him/her to the other parent.

CLASS ROOM VISITATION

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- The parent(s) with custody can visit the CDC at any time for any reason. In fact, we feel that it is their responsibility to visit often enough to know their child's teacher and to be sure that their child is well cared for and happy.
- Visits must be made so that they are not disruptive to the ongoing schedule of activities planned by the center. Get to know your child's daily schedule.
- Our center has a definite schedule that is followed every day. We will attempt to help the parent see the child without the child being aware that he or she is being observed. This will allow the parents to see their child while interacting with his or her peers.

OPERATING HOURS

- The center is open 5 days a week (Monday through Friday), twelve months a year except for designated holidays.
- The center will close for the following scheduled holidays: New Years Day, Mardi Gras Day, Fourth of July, Memorial Day, Labor Day, Thanksgiving Day, the day *after* Thanksgiving, Christmas Eve, and Christmas Day. The full fee will be charged for the weeks in which these holidays occur.
- The center opens at 6:00 a.m. and closes promptly at 6:00 p.m. An overtime fee will be strictly enforced. The late pick-up fee is as follows: \$10.00 for the first ten minutes, after ten minutes, the charge is \$10.00 for every five additional minutes the child remains at the Child Development Center. Please kindly give us a courtesy call if you see that you will be late.
- Children should not be left at the center any longer than your work hours plus transportation time. *For the benefit of your child, this is not to exceed ten hours per day.*

ARRIVAL AND DEPARTURE PROCEDURES

- Upon arrival, the child must be delivered into the hands of his/her teacher. The day care staff cannot be responsible for the child's safety if this policy is not followed.
- Parents must park in a regular parking space, turn the car motor off, and escort their child into the center.
- Parents must not block the drive-thru drop-off. Per fire department regulations, NO PARKING is permitted, even for a brief time in the drive-thru drop-off. This is an emergency lane and is not intended for a parent to park their care while escorting their child into the facility.
- No child should be left unattended in a car for any reason.
- Traffic safety rules are to be followed by parents at all times. Speed limit is 5 m.p.h. in all parking lots and around buildings. Parents must stay alert for groups of children moving from one area to another.
- Children will be released only to properly identified persons as specified in his/her release authorization form. Authorized pick-up persons must be registered into our computerized fingerprint system.
- In emergency situations, parents may call the CDC office to advise us of changes or additions to the release authorization form. This must be followed by an updated, signed release form.

PERSONAL BELONGINGS

- All clothing and **personal belongings must be labeled with the child's name.** The center does not accept responsibility for unmarked clothing or personal property. Lost or left over property will be kept until the end of each month then donated to a local mission group.
- Children are required to have a complete change of clothing available at all times (a sufficient supply of disposable diapers, outside clothing, socks, underwear, etc.).
- Children should wear clothing that is easily laundered and comfortable.
- Children are required to wear shoes with backs on them. Flip-flops or sandals without back straps are not acceptable due to safety hazards in the event of an emergency. Loafers or tennis shoes are safest.

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- When weather permits, children will be taken outside daily. Children should bring appropriate outer clothing for outside use.
- Earrings must be small post – loops will be removed and returned to parents in an envelope. The center is not responsible for the loss of valuable jewelry.
- The center has an adequate supply of toys and videos. Children are not allowed to bring toys and videos from home.
- Due to health and sanitary reasons, during potty-training, pull-ups **must** be worn.

HEALTH

- Our CDC staff is required to be trained in and hold a current CPR / First-Aid Certificate.
- Sick children **must be kept home**. A child showing any symptoms of a contagious illness **will not** be admitted to the center. This includes, but is not limited to, vomiting, diarrhea, fever, and rash.
- A child who does not appear to be fully recovered from an illness will not be re-admitted to the center without **a notice from his/her physician**. This notice should state that the child has been seen and/or treated by the physician, is no longer contagious, and is able to return to and participate in the activities of the center.
- Outside play is also a health measure and is an important part of the daily schedule. Whenever weather permits, the children will go outside. Please do not ask for your child to be kept inside unless there is a **note** from his/her doctor saying that the child is unable to play outside.
- Should a child become ill at daycare, he/she will be isolated from the group. Parents will be notified and required to come immediately for the child or make provisions for someone else to pick up the child.
- If your child is sent home due to illness, he/she must be kept home for at least 24 hours (one full weekday) and free of symptoms before returning to day care. (Example: if a child is picked up at 10 a.m. on Monday, he/she will not be allowed to return until Wednesday.)
- The child must be able to remain fever-free WITHOUT medication.
- Parents are asked to notify the CDC when their child has been diagnosed with a contagious illness.
- Children have to be physically able to maintain the daily schedule. A teacher must care for a group of children and is not able to give a sick child the individual attention he/she requires (such as holding for long periods, extra naps, etc.).
- If an ill or injured child's parents or designated emergency contact cannot be reached or if the injury or illness is severe, the CDC staff will obtain emergency medical treatment as deemed necessary.

MEDICATION

- Whenever possible, please give medication at home.
- Medication must not be handled by children.
- No medication or medical procedures (prescription or over-the-counter) shall be administered without a written, signed authorization, on the required authorization form, from the child's parent/ guardian. This authorization form will be valid for no more than 7 days unless accompanied by a written physician's statement.
- Any prescription drug must be in its original container with pharmacy label and clearly labeled with the child's name, name of drug, and directions for administering.
- Over-the-counter drugs shall be in the original container, clearly labeled with the child's name and directions for administering the drug. Over the counter drugs will only be administered within the written guidelines as per child's age, weight, and dosage directions. Any alterations to these directions must be accompanied by a note from the child's physician. A measuring device (if medication requires measuring) shall be provided by the parent for each child's medication.
- Medication or medical procedures shall be administered to the child by the designated CDC office staff only.
- Health laws require that all medicine be brought and kept in a container (such as a zip lock bag) and clearly labeled with the child's name.

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- Parents should provide, in writing, the time of all medication dosages to be administered to the child while at the center. The request must be signed and dated by the child's parents.
- Medication will be secured in a locked storage in the CDC office, inaccessible to children.
- Medication/ drugs will be returned to the parent / guardian or disposed of properly when no longer needed.
- Time and date of all medication dosages or medical procedures administered at the CDC will be documented, in writing, signed by the staff person administering the medication or procedure and kept in the child's file.

FOOD

- All food is furnished by the center.
- Children will be encouraged, but not forced, to eat.
- Breakfast will be served at 7:30 a.m. In order for your child to have breakfast at the center he/she must be here *before 7:30* a.m. Breakfast served late delays the entire class schedule.
- Child must *finish* any outside purchased breakfast before entering day care center.
- Breakfast consists of one of the following:
 1. Pancakes/Waffles, Syrup, Milk/Juice
 2. Cereal/Milk, Toast, Milk/Juice
 3. French Toast, Syrup, Milk/Juice
 4. Grits, Toast, Milk/Juice
 5. Oatmeal, Toast, Milk/Juice
 6. Sausage, Biscuits, Milk/Juice
- A copy of the lunch menu will be posted in the office and sent home in the monthly newsletter.
- Lunch service begins at 10:00 am. Preschoolers who miss lunch will not be served lunch if arriving after 10:00am
- Afternoon snack is served around 2:30 p.m.
- If your child has a special diet, you may send easily prepared items.
- It is the parent's responsibility to notify teacher, in writing, of known food allergies.

EMERGENCY PLANS

- **Weather** – When emergency weather conditions exist, the center will stay abreast of any emergency measures needing to be taken.
- If weather becomes too severe, parents will be required to come for their child. Example: hurricane warning.
- If rapidly developing situations occur and parents would not be able to get to the center in time (such as cited tornadoes), all children will be taken to the safest part of the building.
- **PLEASE NOTE: THE CENTER WILL NOT BE CLOSED UNLESS WE FEEL IT IS ABSOLUTELY NECESSARY. ONCE YOU ARE NOTIFIED TO PICK UP YOUR CHILD, YOU ARE EXPECTED TO COME IMMEDIATELY.**
- Fire – Government Street Baptist Child Development Center has regularly scheduled fire drills. The buildings are inspected periodically by the Mobile County Fire Inspector. The exit plans now in use have been approved by the fire department.
- Government Street Baptist Church, School and Child Development Center has Emergency Operations Handbook Policies & a Crisis Management Team that will go into effect immediately in case of an impending emergency or disaster.
- In the unlikely event of an emergency evacuation where we must vacate the premises, children will be adequately supervised by teachers and staff and will be transported to the nearest safe

location using all possible safety precautions and care. Parents will be notified where to pick up the children.

DISCIPLINE

Teaching a preschooler acceptable limits requires patience, firmness, and consistent guidance. We try to take into consideration a child's need to assume some responsibility for his/her own behavior at each level of development, and also to provide the needed guidance in making decisions beyond his/her knowledge and experience. We try to take care of every situation using love, patience, kindness, and fairness. The use of physical punishment, such as spanking, is strictly prohibited at GSB CDC. Any form of verbal abuse such as yelling or shouting at children is also prohibited. "Time-Out" is used as needed to refocus a child's behavior and attention. A visit to the CDC Director's office may be needed for repeated behaviors.

Parents shall always be made aware of developing problems. Every effort will be made to solve discipline problems, but in the event that a child continues to be a disruptive influence, or the director feels that the center personnel doesn't have the necessary training to dissolve conflicts, enrollment may be terminated.

GENERAL GUIDELINES

- Birthday Parties – Children are allowed to have parties at school. Parents must provide refreshments. Parties must be arranged in advance with the teacher.
- No balloons or whistles, please.
- No party invitations will be distributed unless entire class is included.
- A child must be *escorted* into the center by an *adult*. (see Arrival & Departure Procedures)
- A child must be picked up by an authorized adult and not by another child.
- Children are provided with toys at the center and should never bring guns, sharp objects, mouth toys, and other small pocket toys to the center.
- Absolutely no one is allowed to smoke in the buildings or on the grounds. We discourage smoking around children.
- Earrings are discouraged (see Personal Belongings).
- Children must be dressed and not brought in night clothes.

INFANTS

- All bottles should be plastic, NOT glass.
- All food and formula must be clearly labeled with child's name. Health laws prohibit open jars of food being accepted because of possible contamination.
- Baby bottle nipples must be covered.
- Sufficient clothing should be sent each day for your infant.
- Children in infant and toddler rooms are kept out of cribs and on the floor as much as possible. We try to keep traffic in these areas to a minimum.
- It is the responsibility of the parents to bring an adequate supply of baby food, formula, and disposable diapers.

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- For the safety of the infants, older children are not to enter infant rooms. They must wait at the door and not disturb infants.
- The center will furnish apple juice and homogenized milk.
- Center personnel will begin feeding toddlers from the menu when requested by parents.
- Reminders will be sent home when food, diapers, formula, etc. supplies are low.
- Children must be dressed in day clothes, and not brought in night clothes.

About the Infant and One Year Old Schedule

The schedule in these age groups must be highly flexible to meet the children's individual needs.

Play times for children are times the teacher uses for holding, rocking, talking, and playing with the children to convey a sense of security, love and acceptance.

Each age group has times throughout the day when the teacher sings and expresses Bible thoughts such as: God loves us; God gave us mommies and daddies; God made the trees, birds, flowers, etc.; Thank you God for food, dogs, squirrels, etc.

Children are exposed to a variety of learning experiences such as songs, music, pictures, books, and toys designed to stimulate learning and development for this age child.

Diapers are checked and changed, faces and hands are washed, and hair is combed as often as needed.

About the Two-Year Old Schedule

Afternoon rest time/ naps are a required part of a child's day in a full day program. Please help your child to understand that this is an important part of the school day and is necessary for the health and happiness of all children. With your help, nap time need not be an unpleasant time for your child.

- A BEKA Curriculum guides are used.
- Units include a variety of subjects on the child's level; coloring, painting, pasting, etc.
- Short attention spans make it necessary to have several short learning periods rather than one long session
- Number concepts, colors, poems, songs, stories, verses, nursery rhymes, finger plays, etc., are emphasized.
- Development of large muscles through exercise is of primary importance.
- Bible stories and truths are an integral part of our daily program.
- Parents are informed of progress and papers are sent home regularly.

About the Three-Year Old Schedule

The 3 year kindergarten schedule is more relaxed with times changing according to the attention span and interest of children in the group. Afternoon rest / nap times are still a part of the child's day.

- A BEKA Curriculum guides are used.
- Beginning sounds (phonics) are taught.
- Children learn number concepts, counting, colors, stories, songs, verses, drawing, coloring, painting, pasting, cutting, arts and crafts.
- Large muscle development still takes priority over small muscles at this age.
- Unit studies continue and expand the three year olds' world.

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- Bible truths and stories are an integral part of the daily program.
- Parents are informed of progress and papers are sent home regularly.

SUMMER FUN – ACTIVITIES (Pre-Schoolers)

During the summer weeks our program changes into days of fun-filled activities that include Water days, VBS, crafts, picnics, and many other activities.

EXEMPT STATUS OF CENTER

Government Street Child Care is not licensed by the State of Alabama, but has standards that comply with and exceed their requirements. The center is inspected regularly by the Mobile County Health Department and the Mobile County Fire Department.

The Department of Human Resources has several requirements that must be met by church centers. They are explained in this excerpt from the Alabama Child Care Law.

**ALABAMA
(Regular Session, 1981)
Act. No. 81-310 AN ACT**

To amend Section 38-7-3, Code of Alabama 1972, relating to the licensing of child care facilities, so as to exempt certain preschool programs operated by churches and religious nonprofit elementary schools from the requirement of being licensed, and provide further for the operation of said child care facilities.

Be it enacted by the Legislature of Alabama:

Section 1, Section 39-7-3, Code of Alabama 1975, is hereby amended to read as follows:

Section 38-7-3. License to operate or conduct child-care facility-required; exemption for church pre-school programs, filing of notices, maintaining records, etc., form for affidavits by parents or guardian; investigation of complaints by district attorney.

No person, group of persons, or corporation may operate or conduct any facility for child care, as defined in this chapter, without being licensed or approved as provided in this chapter; provided, however, that nothing in this section or in this chapter prohibits an employee of the department from carrying out the duties of the department as provided in this title. Provided, further, the provisions of this chapter shall not apply to pre-school programs which are an integral part of a local church ministry or a religious non-profit elementary school unit, secondary school unit or institution of higher learning under the government board or authority of said local church or its convention, association, or regional body to which it may be subject; provided that notice is filed by the governing board of authority of the church or school with the department that said church or school meets the definition of a local church ministry or a religious non-profit elementary school under terms of this Act and are exempt from regulation by the department and a notice of intent to operate said programs is given to the appropriate fire and health requirements for such programs. In addition, all exempt churches hereunder shall publish annually, on church letterhead, a notice to the department certifying that the following records are being maintained by the church; fire and health inspection reports; immunization verification for all children; medical history forms for all staff and children and that the following information shall be available to parents or guardian prior to enrolling their children in said church ministry; staff of curriculum used in the learning programs; the religious teachings to be given each child; and the type of lunch program available; provided further that prior to enrolling and

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annually thereafter parents or guardian and a responsible individual representing the governing board as authority of the church or school be required to sign and file with the department the affidavits provided by this Act that the individual that the church or school has filed notice and is exempt from regulation by the department. The district attorney of the county in which the pre-school program is located shall, upon presentment of charges, investigate at his direction any allegations against any such church under the laws of the State of Alabama.

SECTION 2. FORM OF AFFIDAVIT (for parent/guardian)

**STATE OF ALABAMA
COUNTY OF**

Before me, a Notary in the aforesaid State and County, appeared _____ and is known to me, after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child/children _____; that affiant has been notified by _____, a representative of Church/ School, that said church or school has filed notice and is exempt under law from regulation by the Department of Human Resources.
_____ Parent/ Legal Guardian Sworn, or affirmed to and subscribed before me this day of _____20__.

**FORM OF AFFIDAVIT (for Church/School)
STATE OF ALABAMA
COUNTY OF**

Before me, a Notary Public in the aforesaid State and County, appeared _____ And is known to me, after being duly sworn or affirmed says as follows:

That affiant is the designated representative of Church/ School and that the below listed parents/ guardians have been notified prior to enrollment/ re-enrollment that _____ Church/ School has filed notice with and is exempt under law from regulation by The Department of Human Resources: _____ Representative Sworn or affirmed to and subscribed before me this day of _____20__. _____Notary Public.

These forms will be presented for parents or guardians signature once every year and kept as a part of our permanent file on your child. A copy of this form is sent to the Department of Human Resources annually in compliance with the requirements of Section 38-7-3 of the Alabama State Law.

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