

Dear Parents,

Thank you choosing First Baptist Church of Saks Child Development Center. We are so excited to have your child and family at our center. We look forward to getting know your family. Below is a list of instructions on how to complete the application process. If you have any questions, please feel free to email me at fbcaksweedirector@gmail.com.

APPLICATION INSTRUCTIONS

1. Complete the registration form below. Spots are held on a first come first serve. In order to hold a spot in the fall for your child, they will need to register for the summer session. We provide 3 different programs. We have full time daycare, mini day, and preschool. We also allow part time, starting at 3 days a week, or full time. For more details, please email me at fbcaksweedirector@gmail.com.
2. Complete the application below. Page 7 should be completed by your child's pediatrician. You will also need to attach a copy of your child's immunization form. These are required in order for your child to attend.
3. Once you complete the application, you can scan and email the application to fbcaksweedirector@gmail.com or you can mail the application to FBC Saks CDC, 4723 Saks Rd. Anniston, AL 36206, or bring it to the daycare office.
4. There is a \$50 registration fee per child. This helps cover supplies. You can mail your fee along with your application. We accept cash and check. Make checks out to FBC Saks CDC. Also, please include your child's name on the memo line. The only thing we require children to bring is a nap mat, a change of clothes, and a lunch. We will provide two snacks a day with juice, and we also provide whole milk at lunch. If your child is still in diapers or pull ups, you will need to send diapers and wipes. If you have a child under 1, you will need to send pre-made bottles and baby food.
5. Please read the FBC Saks CDC Policy on the FBC Saks website and print the last page. Please sign and return with your application.

Our summer session is set to start on June 6, 2022. We have a Facebook page, First Baptist Church of Saks Child Development Center. You can like our page and check for updates on any changes.

Sincerely,

Meredith Garrison
WEE Director

First Baptist Church of Saks Child Development Center

REGISTRATION FORM

SUMMER & FALL

Registration/Supply Fee **\$50.00**

Child's Name _____ D.O.B. _____

Parents _____ Date: _____

Address: _____

Email: _____ Phone #: _____

SUMMER SESSION BEGINS JUNE 2023

Full Day-Daycare **M T W Th F** **6:30-5:30**
_____ 3 Days/week (\$90.00) _____ 5 Days/week (\$135)

Mini Day-Daycare **M T W Th F** **6:30-3:00**
_____ 3 Days/week (\$90) _____ 5 Days/week (\$115)

Half-day/Pre-school **M T W Th F** **8:00AM-11:30AM**
_____ 3 Days/week (\$50) _____ 5 Days/week (\$75)

FALL/SPRING SESSION AUGUST 2022-MAY 2023

Full Day-Daycare **M T W Th F** **6:30-5:30**
_____ 3 Days/week (\$90.00) _____ 5 Days/week (\$135)

Mini Day-Daycare
M T W Th F 6:30-3:00
_____ 3 Days/week (\$90) _____ 5 Days/week (\$115)

Half-day/Pre-school **M T W Th F** **8:00AM-11:30AM**
_____ 3 Days/week (\$50) _____ 5 Days/week (\$75)

For Office Use Only:

Please return fees with Registration form.

Registration: Check #: _____ Cash: \$ _____ Coupon: _____ Date Received: _____

APPLICATION

First Baptist Church of Saks Child Development Center

Child's First Name Middle Last Date of Birth

Home Address City/State Zip Code

Mother's/Guardian's Name _____ Maiden _____

Employer _____ Business Phone _____

Phone: 1 _____ 2 _____ Email _____

Church Affiliation _____ Are you a member? _____

If not a member, are you interested in hearing from First Baptist Church of Saks? _____

Father's/Guardian's Name _____

Employer _____ Business Phone _____

Phone: 1 _____ 2 _____ Email _____

Church Affiliation _____ Are you a member? _____

If not a member, are you interested in hearing from First Baptist Church of Saks? _____

Siblings/Ages _____

Who may we thank for recommending us? _____

Address or Email Address _____

PASSWORD-must be used for inquiries _____

EMERGENCY

All contacts must be adults, 18 years or older
List 2 local contacts other than parents/guardians

Name: _____ Phone: _____

Address: _____ Relationship to child _____

Name: _____ Phone: _____

Address: _____ Relationship to child _____

RELEASE

List all names of individuals that this child may be released into their care.
Include names of parents/guardians when applicable

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

MEDICAL INFORMATION:

Child's Doctor: _____ Phone: _____

Address _____ City/State _____ Zip Code _____

Hospital Preference: _____

Child's Allergies/Habits/Special Interest _____

In signing this page, I agree that all the information included in this application is correct and I agree to the terms set for tuition. I also agree to give a paid two week's notice should I need to withdraw my child.

Parent's/Guardian's Signature

Date

Parent's/Guardian's Signature

Date

**Individual Transportation/Departure Plan for Children Transported to Center by:
Parents/Guardians or Other Designated Individuals**

Initial below that you understand and agree with each statement.

_____ I, _____ or an adult authorized by me, will bring my
Parent's name
child, _____ to the Child Development Center of First Baptist
Child's name
Church of Saks at the approximate time of _____ a.m. each day.

_____ I or an authorized adult will accompany my child, _____ into
the Center and place him/her into the care of his/her teacher.

_____ I understand that I or the authorized adult must sign my child IN each day upon
his/her arrival to the Center.

_____ I, or an authorized adult will pick up my child each day at the approximate time
of _____ a.m./p.m..

_____ I understand that I or the authorized adult must sign my child OUT each day
upon his/her departure from the Center.

_____ I also understand that my child will not be released to anyone other than a
person whom I have authorized in writing to receive my child.

_____ I understand that authorized individuals picking up my child must be 18 years
of age or older with a valid/picture I.D. (Driver License) on their person.

***First Baptist Church of Saks Child Development Center does not participate in the following
activities but the State of Alabama requires permission by signature of your understanding.***

1-I give permission for my child to participate in: Activities away from the facility

YES___ NO___ _____
Signature of parents/guardians *Date*

2-Transportation provided by the facility

YES___ NO___ _____
Signature of parents/guardians *Date*

3-Swimming/Wading activities provided by the facility

YES___ NO___ _____

Signature of parents/guardians

Date

First Baptist Church of Saks Child Development Center

**PERMISSION FORM
For
MEDICAL ATTENTION**

Should my child _____ become ill or suffer an accident of any character while he/she is in the care of the First Baptist Church of Saks Child Development Center, the Center shall undertake to contact me immediately. In the event that the Center is unable to reach me immediately, and/or my child needs immediate attention, a designated employee (s) of First Baptist Church of Saks Child Development Center shall be authorized by me to secure and consent to such medical attention, treatment and services for my child as may be deemed necessary.

Any qualified person providing such required medical attention, treatment or services may accept such consent as if given by me in person.

I agree to assume responsibility for payment of all medical costs incurred.
Both responsible parents/guardians must sign this form

_____	_____	_____
Name Printed	Signature of Parent/Guardian	Date

_____	_____	_____
Name Printed	Signature of Parent/Guardian	Date

**First Baptist Church of Saks
Child Development Center
4723 Saks Road, Anniston, AL 36206 256-237-
3468**

CHILD'S MEDICAL REPORT

Child's Name: _____ **D.O.B.** _____

Parents/Guardians _____

Address _____

**In addition to a medical report or medical screening, a
Certificate of Immunization (ADPH-F-IMM-50) is
required for each child younger five years of age and for
children five years of age
that are not enrolled in public or private school.**

TO BE COMPLETED BY THE PHYSICIAN OR ASSISTANT:

History of Allergies:

**I examined this child on _____. I find him/her to be in good
physical condition, free of contagious and infectious diseases and capable of
participating in Preschool / Day Care activities, except as noted below.**

Signature of Physician/Assistant

Date

Dear parents,

We would love to take and share pictures of your child's day with you!

Please read the following and choose an option:

_____ I give permission to staff of The First Baptist Church of Saks Child Development Center to photograph my child to be used for crafts and displays within the center.

_____ I do not give permission to staff of The First Baptist Church of Saks Child Development Center to photograph my child to be used for crafts and displays within the center.

We have a private Facebook group, where only staff/parents of children enrolled can see pictures posted. All posts will be approved by an admin. You may see a staff member to be added to the group. Please choose an option:

_____ I give permission to staff of The First Baptist Church of Saks Child Development Center to post pictures of my child to the center's private Facebook group.

_____ I do not give permission to staff of The First Baptist Church of Saks Child Development Center to post pictures of my child to the center's private Facebook group.

Date: _____

Child's name: _____

Parent/guardian's signature: _____

Parents,

For the continued safety of our children and staff, we are updating our current COVID-19 policy, effective immediately. We will continue to follow CDC/ADPH guidelines and appreciate your support and patience as we all navigate the COVID-19 situation.

General Guidelines

1. Parents are asked to keep their child at home if they exhibit any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

If a child exhibits any of these symptoms while at the center, parents will be called to pick them up immediately. If your child is sent home with any of the symptoms listed above, a doctor's excuse is required before they can return to the center.

2. We will continue to check temperatures each morning at drop-off.
3. Only staff members are allowed in the classrooms at this time.
4. Masks are encouraged for parents and staff at drop-off and pick-up times.
5. Frequent hand-washing and sanitizing is practiced throughout each day.
6. The water fountain will not be used. You may send a cup/water bottle for your child (please write their name on it), or they can use disposable cups we provide.
7. An extra sanitizing fogging spray will be administered each week throughout the center's facilities as needed after children and staff have left for the day.

Quarantining/Testing

1. Per CDC guidelines, if your child is exposed to a person with Covid-19, they will need to quarantine for 5 consecutive days from the initial exposure, be symptom-free, and receive a negative test for the COVID virus before returning to class.
2. If a child or staff member tests positive for COVID-19, they will also need to quarantine for at least 5 consecutive days, be symptom-free, and receive a negative test for the COVID virus before returning to class.
3. After studying current policies and regulations concerning healthy practices, it has been determined that the center will remain open if a child or staff member receives a positive COVID-19 test. Parents will be informed of the infection, in order that they can decide whether to send their child to class as normal each day or to remain home for the 5 days.

I have read and agree to the terms of the COVID-19 policy dated January 6, 2022, for First Baptist Church of Saks Child Development Center.

Child's Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

First Baptist Church of Saks Child Development Center

Emergency Operations Plan

The following is the Emergency Operations Plan for First Baptist Church of Saks Child Development Center. This plan is in place to ensure the safety of the children and staff that work at and attend FBC Saks CDC.

Power Outages

Power outages for prolonged periods of time can create an emergency situation in itself. Alabama State Law prohibits the continued use of our facility if there is a power outage lasting longer than 30 minutes.

- In the event of a power outage that lasts longer than 30 minutes FBC Saks CDC will begin contacting parents/guardians to arrange the pickup of your child/children.
- Notifications will be posted on the First Baptist Church of Saks Child Development Center's public and private Facebook page as well as communication apps.
- A text message will be sent out to all parents as well.

Water Outages

Water outages for prolonged periods of time can create an emergency situation in itself. Alabama State Law prohibits the continued use of our facility if there is a water outage lasting longer than 30 minutes.

- In the event of a water outage that lasts longer than 30 minutes FBC Saks CDC will begin contacting parents/guardians to arrange the pickup of your child/children.
- Notifications will be posted on the First Baptist Church of Saks Child Development Center's public and private Facebook page as well as communication apps.
- A text message will be sent out to all parents as well.

Fire

Fire emergencies pose a great risk for the loss of life and property. While your child is at First Baptist Church of Saks Child Development Center their safety is our first priority. There are Fire Emergency Plans hanging in each room with evacuating routes. Each plan has two routes for evacuation in the case that one exit route is blocked. In the case that a fire extinguisher is needed, FBC Saks CDC has three tagged fire extinguishers on our floor of the building. The following steps will be taken in the event that children and staff need to evacuate:

- In the event of a fire emergency, the staff will gather children and evacuate the building by following the fire evacuating rout with their emergency backpack.

- A staff member will conduct a secondary sweep of the daycare rooms to ensure all children and staff have exited the building if it is safe to do so.
- Once outside the building and at our predetermined meeting spot, a staff member will conduct a head count to ensure all children and staff members are accounted for.
- Parents will be notified of the fire emergency as soon as all children and staff are at the meeting spot and accounted for. Parents will be contacted via social media, communications app, and/or by phone.
- Attached are fire exit routes each class will take to exit the building.

Tornado

Tornadoes are one of the most violent and dangerous natural disasters that we face in northeast Alabama. In the event of a severe weather threat the staff at First Baptist Church of Saks Child Development Center will monitor the weather via weather apps, social media, and our weather radio to receive updates as to the potential threats and hazards that may be experienced. First Baptist Church of Saks Child Development Center follows the delays/early releases/closures that are released from the Calhoun County School System. In the event that a severe weather threat poses while at The Center we will take the following steps to ensure safety of all children and staff by:

- Moving all children and staff to a safe, lower-level area in the Fellowship Hall at the announcement of a **Tornado Watch**.
- Children will sit and line the wall at their designated area.
- Children ages 6 weeks-18 months will be transported downstairs and placed in various playpens until a warning is released. Once a warning is released, if the infant has a car seat carrier left at the center, they will be placed in their carrier until the warning expires.
- All children and staff will remain in their safe place until an “ALL CLEAR” is given by Emergency Management and/or the Director/Assistant Director.
- Drills will be conducted monthly.
- Attached is the tornado route each class will take to their safe place in the Fellowship Hall.

Severe Winter Weather

Winter weather emergencies such as snow and ice storms are not common in our area, but do happen. In the case that winter weather causes transportation issues and parents are unable to pick-up their child/children, First Baptist Church of Saks Child Development Center will have supplies on site to help care for your child/children for a 48 hour period. The center will be able to provide:

- The Center will have nonperishable foods such as spaghetti, canned soups, apple sauce, water, etc. We will also be able to provide two snacks per day.
- It is important to send extra formula to keep at the center in the case that your infant would need to be here for 48 hours or more in this emergency.
- Children will remain in their classrooms with a schedule of activities and games.
- The staff at the center will use children’s extra clothing to change as needed.

- The Center will keep a few packs of diapers of each size to help in the case that a child runs out of their own diaper and/or wipes while here. It is still very important that parents send plenty of diapers/pull-ups/wipes for their child/children as needed.
- Children will sleep on their cot and nap mats and/or cribs in their assigned nap rooms for nap as well as through the night.

High or Low Temperatures

In the case that First Baptist Church of Saks Child Development Center has complications with the heating or the air conditioner, and the building is too hot or too cold and warrants the closure of the center, parents will be contacted. Parents will be contacted via social media, communication apps, and/or via text message. According to OSHA, workspaces should be kept between 68 to 78 degrees. FBC Saks CDC would need to close if temperatures are as follows:

- If the temperature rises to or above 79 degrees.
- If the temperature lowers to or under 65 degrees.

Infant & Adult CPR/First Aid/AED

According to Minimum Standards of Alabama for Daycare Centers, it is required that at least one staff member be on site during working hours who is certified in CPR/First Aid. At First Baptist Church of Saks Child Development Center all staff members are certified in CPR/First Aid. At The Center each classroom, office, and all emergency backpacks are equipped with a CPR face shield as well as a First Aid Kit. The church also is equipped with AED machines. They are located in the sanctuary and church office. In the case that CPR is needed:

- The staff member will assess the person in need as instructed during CPR training.
- They will yell for assistance.
- The staff member will start CPR.
- Another staff member will call 911 and assist the staff member performing CPR as needed or directed by the 911 dispatcher until first responders arrive on scene.
- The parents of the child that warranted CPR and medical attention will be contacted immediately.

Lockdown

A lockdown can go into effect for several different reasons. The most common is for an active shooter situation or an armed intruder, however these are not the only reasons to warrant a lockdown. For example, if law enforcement conducts a traffic stop in close proximity to the center and someone flees on foot, a lockdown could take place. This procedure is to ensure the safety and wellbeing of the children and staff. If a situation arises that warrants a lockdown the following will occur:

- All exterior classroom doors will be locked. All exterior doors to the outside of the church remain locked 24/7, but the bar to the daycare door will be locked, so no code will be able to work to let outsiders in.
- All children and staff will shelter in their safe place. The safe places are predetermined by staff and kept confidential for the safety of your children.
- All lights will be turned off.
- Everyone will remain silent, or as quiet as possible.
- Law Enforcement will be contacted by the Director, Assistant Director, or Office Worker.
- No one will be allowed inside or outside the building for any reason except Law Enforcement who adequately identifies themselves.
- If possible, a notification will be sent out via Facebook app, text messages, or other communications apps.
- Understand NO ONE will be allowed inside or outside the building except Law Enforcement who adequately identify themselves until the “ALL CLEAR” is given by Law Enforcement and/or Emergency Management Agency.

Evacuation

A number of situations can warrant an evacuation such as a Hazardous Materials incident involving an overturned tractor trailer, natural gas or liquid propane leak, or a large fire producing large amounts of toxic smoke in close proximity. With FBC Saks CDC being located off of a highway, heavy with traffic and commercial traffic as well as being located closely to The Anniston Army Depo, an incident occurring that could cause an evacuation is a possibility. The following describes the procedures that will be followed to ensure each child and staff member is evacuated safely. Also, provided below is a list of evacuation sites that have been coordinated by FBC Saks CDC and the staff of off-site evacuation location. If evacuation is needed, The Center will use one of the church vans to relocate the children to the off-site location.

Saks Community Center
473 Brightwood Avenue
Anniston, Al
36206

FBC Saks CDC EMERGENCY CONTACT FORM

Child's First Name _____ Middle _____ Last _____ DOB _____

Home Address _____ City/State _____ Zip Code _____

Mother's/Guardian's Name _____

Employer _____ Business Phone _____

Phone: 1 _____ 2 _____ Email _____

Father's/Guardian's Name _____

Employer _____ Business Phone _____

Phone: 1 _____ 2 _____ Email _____

EMERGENCY

All contacts must be adults, 18 years or older.
List 2 local contacts other than parents/guardians

Name: _____ Phone: _____

Address: _____ Relationship to child _____

Name: _____ Phone: _____

Address: _____ Relationship to child _____

RELEASE

**List all names of individuals that this child may be released into their care.
Include names of parents/guardians when applicable**

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

MEDICAL INFORMATION:

Child's Doctor: _____ Phone: _____

Address: _____ City/State: _____ Zip Code: _____

Hospital Preference: _____

Child's Allergies/Habits/Special Interest/Current Medications:

I give permission for my child to be transported off-site in the case of an emergency that warrants all children and staff members off the premises of First Baptist Church of Saks Child Development Center.

_____ Yes, I give permission for my child to be transported off-site in the case of an emergency.

_____ No, I do not give permission for my child to be transported off-site in the case of an emergency.

In signing this page, I agree that all the information included on this form is correct and I understand the terms of the Emergency Operations Plan.

Parent's/Guardian's Signature:

Date:
