

2022-2023

## Operational Policy

First Baptist Church of Saks  
Child Development Center



# License Exempt Status

Parents:

The First Baptist Church of Saks Child Development Center was established in 1967. On January 31, 2001, the Child Development Center claimed the status of *Licensed Exempted*. The Child Development Center has continued to meet standards set by the State for teacher/child ratios, child care and curriculum for our classes. The qualifications we require in hiring teachers exceeds those set in the Minimum Standards.

A copy of the Minimum Standards can be reviewed in the preschool office or obtained from the Department of Human Resources at 50 Ripley Street, Montgomery, Alabama.

The State of Alabama requires the Child Development Center to inform each of our parents of our License Exempt status. This notice is verified yearly through the documentation of affidavits signed by each parent of a child enrolled in our program. Your signed affidavit will be mailed to the State Department of Human Resources.

## ***From the Directors Pen:***

***Dear Parents,***

***My staff and I welcome you to a new school year with First Baptist Church of Saks Child Development Center. This Center was established over fifty years ago!***

***I began my journey as the Center's Director just recently. I am very excited to get to know the families and children who this center serves. My goal for this center is to provide quality childcare in a loving and Christian environment and to seek God's will in every decision that is made.***

***This year, you will notice a remarkable difference in your child's life from the first of the year to the end of the year. We are privileged to be a crucial part of teaching and leading in your child's development. We seek God's direction in our work and also pray for the children and their families. A year holds many changes, challenges, and opportunities. Our staff keeps a prayer request book in the office. If you ever have a prayer need, feel free to share your request with us and we will pray for you or your family. Please also share your joys with us; we want to hear how God has blessed you!***

***It is our desire for you to be able to leave your child in our hands each day with confidence knowing that your child will receive care and love in a safe and nurturing environment. We strive to provide your child the best opportunity to grow physically, mentally, socially, and spiritually through academics and play.***

***Thank you for allowing us this opportunity. May God bless you as we begin this journey together.***

## **Purpose**

The First Baptist Church of Saks Child Development Center was established in 1967. The Child Development Center offers a safe and happy learning environment where all children can receive developmental instruction. We strive to provide quality care by loving Christian teachers and staff.

## **Mission**

It is our mission to reach out to the community as we share Jesus Christ with others, to nurture and care for His children and to be an example of His love.

## **Schedule**

First Baptist Church of Saks Child Development Center is open year round. We offer two opportunities during the year; School Session and Summer Session.

The School Session begins in August and ends in May. We keep the same beginning and ending dates as the Calhoun County School System. We are open Monday through Friday 6:30AM to 5:30PM. During the school year, the Center offers Pre-School, Mini Day, and Full-Day options. Due to state regulations for child/teacher ratio, space is limited in all of our classes. Parents are notified by letter each spring of our annual Early Registration for the Summer Session and School Session.

Summer Session begins in June and ends with the beginning of school. A child's slot for the School Session can be assured when he/she is actively enrolled during the summer. We offer partial week slots through the summer. Late Registration occurs at the end of July when and if open slots are still available.

Parents receive a list of scheduled holidays and school closings. Full tuition is due weeks in which holidays occur unless otherwise noted. The Center remains open during the fall and spring breaks observed by the Calhoun County School System and full tuition is due these weeks. However, no tuition is required the week of Christmas when the center is closed. The Center is also closed one day of a required training for our staff at Shocco Springs. The date normally occurs at the end of April or beginning of May.

Graduation will be held the last week of May for children completing Preschool 4. Parents will be notified in a letter of the date and details.

## **Admission**

Admission to the First Baptist Church of Saks Child Development Center is open to any child. Priority for admission is considered for staff, First Baptist Church of Saks members, In-House children and/or their siblings. Priority registration begins before Spring Registration opens. Applicants must complete the enrollment process correctly within the designated time limits.

## **Enrollment**

### **Required Fees:**

Registration/Supply Fee (non-refundable)  
Tuition  
4 year Graduation Fee when applicable (non-refundable)

### **Required Forms:**

Application of Enrollment  
Certificate of Immunization  
Medical (completed & signed by the attending physician)  
Arrival/Departure Plan  
Emergency/Transportation Release  
Tuition Agreement  
Policies (signed)

### **Changes or Withdrawals**

Permanent changes to a child's records must be made in the C.D.C. office.

Temporary changes to a child's Release must be made in writing and handed to the child's teacher or Director. The request should include all of the following:

- Child's name
- Parent's signature
- Date of request
- Nature of request

## **Password**

A password is chosen by the parent for their use only and will be kept confidential by the Center. The password to inquire about their child by phone or email. We reserve the right to require additional identification of the parent/guardian at any time before supplying information.

## **Notice of Withdrawal or Drop from Enrollment**

The parents/guardians may withdraw their child from enrollment upon a notice of two weeks or upon payment of two additional weeks. Likewise, the Weekday Early Education Ministry or W.E.E. Director reserves the right to drop any child from enrollment with notice to the parents/guardians. However, if it is determined that the program is not meeting the needs of the child or there is a perceived threat to the welfare of others, the child may be dropped from enrollment immediately without notice.

## **Procedure for Arrival/Departure**

**ONLY AUTHORIZED ADULTS, 18 YEARS OR OLDER WITH PROPER I.D. MAY SIGN CHILDREN IN OR OUT.**

**Proper I.D. should include:**

- Name
- D.O.B.
- Picture

We reserve the right to ask anyone for additional identification before releasing a child. Parents are responsible for keeping the Release List current.

### **Arrival:**

Upon arriving at the Center, parents and guardians should:

- Sign your child into our care and record the time of arrival
- Deliver your child at the top of the stairs with their daily supplies
- Children must be signed in no later than 9:00AM. It must be approved by the director if you plan to bring your child to the center after 9:00AM.

### **Departure:**

Before departing with your child, parents and guardians should:

- Sign your child out of our care and record the time of departure
- Wait for a teacher/Director to bring your child and their belongings to you at the top of the stairs.

### **Sign In/Out Forms:**

Sign In/Out forms become legal documents and are the property of the First Baptist Church of Saks Child Development Center. To protect the privacy of the child, a copy of these documents will only be released to requesting individuals through a subpoena. A fee will be required and determined by the C.D.C. office for any additional work necessary.

<b><u>Nutrition</u></b>

Morning and afternoon snacks are provided by the Center. In cases where a child requires special needs or adjustments to the snack due to allergies, a detailed written notification from the child's physician will be required. *Parents may be asked to supply snack in cases of severe allergies in their child.*

Parents are required to send a packed lunch with their child each day. Parents are asked not to send any food that would require heating or refrigeration.

Each child's birthday is celebrated in their class with a special snack provided by the Center on or near their birthday. Parents are allowed to send a special treat for the classroom as long as it is store bought. Anything sent from home that is home-made will not be served.

Parents may be asked to participate in Holiday parties by sending bought snacks specified by the teacher. No homemade items are allowed.

## **Health and Medical**

A medical report written and signed by the child's physician or Health Department is required upon admission to the C.D.C. A current Certificate of Immunization is also required.

Children should not be brought to the Center if they have severe colds, an undetermined rash or spots, fever, headaches, upset stomach, diarrhea, and/or other symptoms of illness. If any signs of illness occur, a parent or guardian will be notified to pick up their child immediately.

A Medical Release Form will be required for children to return to the Center after having a communicable disease. **A child must be free of fever, vomiting and/or diarrhea for 24 hours without medication before returning to the Center.**

Medication can be given to a child if there is a current form on file for that specific medication. Forms can be obtained from the Director. The form needs to be completely filled out with the child's:

- Name
- Medication Name
- Dosage of Medication
- Times to be given to child
- Instructions on how to administer/apply medication
- Time and date of last dosage of medication given at home
- Signature of parent/guardian

## **Home/Center Cooperation**

### **Clothing/Supplies**

Children should wear comfortable clothes suitable for indoor/outdoor play. Athletic shoes are preferred for playground wear. Shoes that should be avoided are sandals, cleats, or any slick bottomed shoes or boots. Children may not wear flip-flops because of the risk of falling.

Parents should provide a change of clothes, labeled with their child's name to be kept at the Center for emergencies (underwear, shirt, pants/shorts, socks). Parents should provide pull-ups/diapers and wipes for children that are not yet potty-trained.

No backpacks or bags are allowed in the classroom at any time. Car seats, overnight bags, etc. must be left at the office or on the shelf by the staircase.

Personal toys should be kept home. Children are provided with a variety of toys to play with at the Center. An exception would be made for a child's security toy or blanket to be used during nap time. The child's security item will need to be child safe to be allowed during nap and not a distraction to others while napping. (ex. Soft toy with sewn on eyes, nose, etc.)

### **Napping**

Children who attend the Center Full-Time or Mini-Day, ages 12 months to Pre-K, will need to have their own nap mat to sleep on daily. Nap mats will be sent home weekly to be washed. Children will nap from 12:30PM-2:30PM. Children must be able nap for those hours, or rest quietly on their nap mats without disturbing the other children in the room. If a child is unable to nap or lay quietly during the two hours of nap time, parents will be contacted and other arrangements for the child will need to be made.

### **Center Visits**

A keypad entrance is used for protection. The code is primarily for parents and guardians or those authorized to pick up a child. Visitors will enter through the front of the church entrance during office hours of 8:30AM – 4:30PM.

Parents may enter the Center at any time to pick-up their child. However, meetings with the teacher or Director will need to be scheduled through the office. Parents should not interrupt the Center's class or schedule when delivering or picking up their child.

## **Photos/Videos**

The Center has a private Facebook group where pictures are posted of currently enrolled children. Parents are to fill out the Photo/Video Form to inform the Center and the teachers if their child/children are allowed or not allowed to be photographed or videoed.

Parents and guardians (only) will be allowed to bring in cameras and/or video cameras to the Center during special events. It will be left to the discretion of the parents/guardians to adjust attendance to the Center's functions if they choose for their child to not be photographed.

## **Behavior/Discipline**

The Center uses positive techniques of discipline. Praise and encouragement are given to children for appropriate behavior. IF a child is unable to act in accordance with established rules, he/she may need to be removed from a situation temporarily. Parents may be classed to the Center should a child's behavior need to be addressed. The Center does not use physical punishment. Discipline shall be appropriate to the age and developmental level of each child.

Parents are encouraged to inform the Center of situations at home that might affect a child's normal behavior such as a new baby, death, illness, separation, or divorce.

## **Biting Policy**

Biting is a normal and natural development stage in many children. Usually, this is a temporary condition that is most common during the months of 13-24 months or during the time that a child is teething. The safety of our children is our primary concern. The Center's biting policy addresses the actions necessary to protect the children in our care.

### **When a child or teacher is bitten:**

The teacher will not overreact. The biter will be interrupted with a firm "No, we do not bite people!" The child will be removed from the situation to sit elsewhere. The teacher will assess the wound and comfort the bitten child. The teacher will cleanse the wound with soap and water. Should the bite break the skin and cause bleeding, both parents will be notified immediately. Otherwise, the parents will be given an Incident/Accident report.

An appropriate form, an Incident or Accident Report will be filled out and given to the parents of both children involved with any bite.

Confidentiality of all children involved will be maintained by our staff.

The bitten area should continue to be observed by parents and staff for signs of infection or bruising.

**When biting continues:**

The parents of the biter are forewarned that there is a great possibility that their child may have to be removed from the Center during the duration of the biting stage. This will be determined by the Center's Director.

<b><u>Emergency</u></b>
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**Medical Emergency**

In case of a medical emergency, an attempt will be made to notify the parents immediately. If parents cannot be reached and/or if the situation warrants, the child may be transported to a local hospital to receive medical attention. A staff member will go with the child.

*Parents are required to keep phone numbers current for emergency contacts.*

**Fire**

Routine fire drills are conducted by the Center's staff. In the event of an actual fire, drill procedures will be followed.

**Chemical Accident**

In the event of a chemical accident, the procedure of the First Baptist Church of Saks Child Development Center will be to **SHELTER IN PLACE**.

**Weather**

When a watch or a warning is issued by the National Weather service for tornadoes, severe thunderstorms, etc. or in the event evacuation becomes necessary, procedures for the Center outlined by the County Coordinator for Civil Defense will be followed. For closings, you will be notified by the Director or the staff member in the office at that time.

In the case of hazardous conditions due to weather, the Center follows the guidelines determined by the **Calhoun County School System (C.C.S.S.)**. If inclement weather warrants a delayed opening or early closing of the schools, the Center will abide by the C.C.S.S.'s time of delay or closing. An attempt will be made to post a Facebook message concerning closings or delays, text messages, posting to our Parent's FB page, and phone calls. It is not always possible with weather and road conditions for our staff to reach the Center. Parents should monitor the situation based on the local news and/or the Calhoun County School System reports. Call this number for updates: (256) 741-SNOW (7669).

## **Outages**

If there is a temporary outage of power, heat, air conditioning or water at the Center, we will endeavor to remain open at all possible. We cannot, however, compromise the health and safety of the children. In a case of weather emergencies or extended loss of power, heat, air conditioning or water, parents may be notified to pick up their child early due to the Center's need to close.

## **Tuition**

*Tuition rates are reviewed periodically and subject to change. Parents will be notified two weeks in advanced of any tuition increase. A child may be dropped on the 2<sup>nd</sup> Tuesday from enrollment if an account becomes two weeks overdue and the Director has not been contacted by parents.*

### **Full-Day Daycare:**

6:30AM-5:30PM

Full-Time (5 days/week): \$135/week

Full-Time (3 days/week): \$90/week

Late Pick-up Fee: \$1.00 per minute charged for any child signed-out after 5:30PM.

### **Mini-Day Daycare:**

6:30AM-3:00PM

Mini-Day (5 days/week): \$115/week

Mini-Day (3 days/week): \$90/week

Mini-Day Late Pick-up fee (after 3:00PM): \$6/day

### **Pre School/Half Day (Child must be 2 years or older)**

8:00AM-11:30AM

Pre School (5 days/week): \$75/week

Pre School (3 days/week): \$50/week

Pre School children picked up after 11:30AM will be charged a late pick up fee of \$2.50 or \$10/week.

Extended Day for Pre School (8:00AM-12:00PM): The child may stay for lunch for an extra \$10/week.

Pre School extended day (picked up after 12PM): \$12/day

## **Tuition Payments**

Full tuition for the week is due on Monday in advance of the week intended and is considered late on Tuesday after 9:00AM. We accept cash or checks. We do not accept debit cards, post-dated checks, or hold checks for payment.

## **Late Tuition Fee:**

A \$10.00 late fee is due when tuition is paid after Tuesday at 9:00AM. If payment is not made by the following Monday, the child may be dropped from enrollment.

## **Absences**

No reduction of fees will be made for absences of any nature. Full tuition is due for any weeks in which a holiday occurs, children are absent, or there are weather related closings.

## **Registration/Supply Fees**

A \$50, **non-refundable**, registration fee is due at time of enrollment.

## **Return Check Fee**

Checks returned for insufficient funds will be cleared by payment **in cash with a \$35.00 service charge**. Cash payments will be required after a returned check.

## **Income Tax Statements**

A statement of tuition paid will be available at the end of January for the responsible parent to pick up. Parents of children not currently enrolled may call and request a statement by mail in January.

## **Notice**

A **two weeks' notice with payment** is required prior to the child's last day of attendance.

# *First Baptist Church of Saks Child Development Center*

## CALENDAR OF EVENTS

2022-2023

**Full tuition is due for weeks in which a holiday occurs with the exception of Memorial Day week & the week of Christmas.**

<b>2022-2023</b>				
<b>Date</b>	<b>Weekday</b>	<b>Holiday</b>	<b>Center Open</b>	<b>Center Closed</b>
May 29- June 3 2022	M-F	Memorial Day/week (No tuition due this week)		Closed
June 6 2022	Monday	First Day of Summer Session	Open	
July 4 <sup>th</sup> 2022	Monday	Independence Day		Closed
August 1 <sup>st</sup> 2022	Monday	First Day of School Session	Open	
September 5 <sup>th</sup> 2022	Monday	Labor Day		Closed
November 11 <sup>th</sup> 2022	Friday	Veteran's Day		Closed
November 24 <sup>th</sup> & 25 <sup>th</sup> 2022	Thursday & Friday	Thanksgiving Holiday		Closed
December 26 <sup>th</sup> – 30 <sup>th</sup> 2022	M-F	Christmas Holiday (No tuition due this week)		Closed
January 2 <sup>nd</sup> 2023	Monday	New Year's Day Observation		Closed
January 16 <sup>th</sup> 2023	Monday	M.L.K. Day		Closed
February 20 <sup>th</sup> 2023	Monday	Presidents Day		Closed
April 7 <sup>th</sup>	Friday	Good Friday		Closed
End of April/Beginning of May (TBA) 2023	Friday	Professional Development Day		Closed

# POLICY MAKING PROCEDURES

The policies of First Baptist Church of Saks Child Development Center were established by the Weekday Early Education Committee and Staff. If you have any questions, comments, or suggestions concerning these policies, you are welcome to notify the Director or W.E.E. Committee in writing before signing the policy.

Parents, return this copy after signing to complete your child's file.

\_\_\_\_\_/\_\_\_\_\_  
*Child's Name* *Date*

By signing this policy, I am stating that I have read, understand, and agree with the Operational Policies and of First Baptist Church of Saks Child Development Center.

If for any reason, I should need to withdraw my child, I agree to give the F.B.S.C.D.C. a written notice and pay for the two weeks in advance.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Parent's Name* *Parent's Signature* *Date*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Parent's Name* *Parent's Signature* *Date*

Both parents/legal guardians must sign this policy.