



# Child Development Center

**Parent Handbook  
2020-2021  
205.631.4575**

## **I. Mission Statement**

It is our goal to lead each child to know  
Jesus Christ as their Lord and Savior.

We can accomplish this with prayer and  
the love we show the children each day.

We pray this love shows in every activity  
as we share our heart with the  
children in our care.

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## **II. ChristWay Child Development Center (CCDC)** **205-631-4575**

### ***A. Introduction to Program***

The CCDC is available for children ages eight weeks through four years of age. CCDC has a comparable child to teacher ratio in each class. All teachers have several years of experience and/or further education in early childhood. The CCDC is housed in ChristWay Church of God and is above the expectations of a church childcare program.

Because a child's play is their work, they are exposed to a variety of age appropriate activities during their day. These activities may include indoor and outdoor free play time, art activities, story time, instruction time, and other extracurricular activities.

CCDC teaches the Abeka curriculum in our three and four year old program as well as other enrichment activities. An instructor spends time with our crawlers and toddlers using different instructional methods to get them ready for the Abeka program. Your child's class will be determined by their age on/or before **September 1<sup>st</sup>**.

### ***B. Hours of Operation*** ***7:00 a.m. - 6:00 p.m.*** ***Monday thru Friday***

### ***C. Arrival Times***

**It is the CCDC'S policy that all children be dropped off between the hours of 7-8:30 a.m. This policy is to prevent any disruptions in play time, lunch and nap. Should your child have a doctor's appointment or any emergency situation that would interfere with this schedule, please call the Director at (205) 631-4575.**

During the preschool year, it is the CCDC policy that no child to be allowed in after 8:30. The CCDC teachers begin teaching their curriculum at 8:30 and it is very distracting to the teacher and the other children when you come in the classroom after that time.

### ***D. Parking***

For your convenience parking is available in front of the playground. Please park in the designated parking spaces only, parking in front of the door is prohibited. This could result in a ticket to you and closing for us due to this being a fire lane that has to be kept clear.

## ***E. Holiday Closings***

The CCDC will observe the following holidays:

- New Year's Eve & New Year's Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve & Christmas Day

By observing these days, the CCDC as well as the church, will be closed. If any of these days fall on a Saturday the Holiday will be observed on Friday and a Sunday observed on Monday.

## ***F. Closing due to Inclement Weather***

***We follow Jefferson County Board of Education for school closures. We monitor the weather closely and will move the children to our safe areas until parents arrive upon an early closure. Should Jefco delay opening by two hours we will follow suit (7 to 9 am). We will use our phone tree to call parents when we delay opening, closing early or closed for the day.***

## ***III. Registration***

### ***A. Our Year is August to August:***

Children will be registered at CCDC from August to August. Each child will be allowed one week of vacation after they have been in our program for one consecutive year.

### ***B. Registration Process***

Registration for ChristWay Child Development Center:

- Completed registration form
- Registration fee paid (non-refundable)
- Signed DHR Exemption Letter
- Signed Acknowledgment of Parent Handbook
- Updated Record of Immunization
- Custody Agreement (if applicable)
- K2 students must be completely potty trained to enter K3

- **Registration form and fees must be completed in the CCDC office 24 hours before the child begins any service of the CCDC. All fees must be paid and the registration form must be completed in its entirety (front & back) before it will be accepted.**
- **The emergency contact must be someone other than the parents/legal Guardian of the child and must be a local person & number.**
- **The registration form must be signed by the child's parent or legal Guardian and notarized on the signature. (I will**
- **Any false or inaccurate information on the registration form will forfeit the registration of any child.**

#### **IV. Financial Matters**

##### **A. Payment Policy**

Weekly payments are due on Monday by 6pm for the upcoming week and a late fee of \$25 will be assessed on Tuesday at 9 am. Your payments can be made weekly, bi-weekly or monthly by check or cash

**There are no deductions to the weekly payment for absences due to illness, inclement weather, etc.**

**If your account is delinquent more than two weeks the CCDC Director will have a statement for you with the past due amounts. You may be informed of an exact amount and date for a payment to be made before your child can return.**

**If your account has been two weeks past due more than 4 times in a fiscal year (August to August), we reserve the right to withdraw your child/children from the program.**

**The facility closes at 6:00 p.m. If you see you will be late, please call the Director, although calling to say you are running late will not necessarily keep you from paying a late fee. You will be subject to a late pick up fee of \$1.00 per minute, due at time of pick up.**

##### **B. Withdrawal Policy**

A two-week notice must be given to the CCDC Director as soon as you know you will be withdrawing your child. If a two week notice is not given, then a 2 week tuition payment will be due upon your departure.

**C. Fees**

**School Year August to August (All fees are annually)**

**ALL CHILDREN**

Registration Fee (non-refundable) \$100.00

**INFANTS & TODDLERS**

Supply Fee \$ 35.00  
Activity Fee \$ 65.00  
Weekly tuition \$140.00

**K2**

Book & Supply Fee \$110.00  
Activity Fee \$ 65.00  
Weekly tuition \$130.00

**K3**

Book & Supply Fee \$110.00  
Activity Fee \$ 85.00  
Weekly tuition \$130.00

**K4**

Book & Supply Fee \$110.00  
Activity Fee \$160.00  
Weekly tuition \$130.00

**Key Fobs**

First One \$ 10.00  
Additional Ones \$ 15.00

**Tuition changes upon entering into that age group class, not at their Birthday.**

**D. Supply fee covers the following:**

**\*\*Babies: Clorox wipes, changing table cover sheets, detergent, Clorox, Kleenex, paper towels, Anti-Bacterial spray, jumpies, walkers, etc..**

**\*\*Toddlers: All the above, plus; water paint, crayons, paper, glue and other miscellaneous art supplies.**

**\*\*\*\* Three & Fours: Same as toddlers, plus their Abeka Curriculum.**

## ***V. Information for Parents***

### ***A. Personal Belongings***

When deciding what to let your child/children bring to the CCDC, please remember the following:

- Items of significant importance to your child or family should **NOT** be brought to the CCDC. These items could be misplaced and we, at the CCDC, do not wish to upset you or your child.
- Your child should not be allowed to wear anything that could be damaged or cause injury to another child such as watches, bracelets, and other jewelry. the CCDC will not be liable for lost or broken personal items.
- Items such as toy guns, swords, knives and any other toys of this nature should **NOT** be brought to the CCDC.
- If the CCDC Director finds these items, she will hold them with her until the child is picked up at the end of the day.

### ***B. Clothing***

All children must have a change of clothes, including underclothes, to be left at the center. When potty training, your child will need more than one set of clothing. These items must be in a gallon size Ziploc bag with their name on the bag as well as on their clothes. In case of an accident, the soiled clothes will be sent home in the Ziploc bag. We ask when this happens to please remember to bring another set of clothes the next day. Also, remember as the seasons change please bring appropriate clothes.

Parents of children in diapers and/or pull-ups should provide those items along with wipes to be kept in their child's cubby. The teacher will advise the parent when the supply needs to be replenished. Children should wear clothes and shoes that will allow them to participate in all activities in the CCDC. This includes going outside on the playgrounds as well as as the big room. We will not go outside if the temperature is below 50\* or above 100\*. This means your child should have a coat and hat if the weather is cold. Please dress your child weather appropriate.

Each child is required to bring a fitted crib sheet with his/hers child's name on the inside. These are placed on the crib mattress or nap mate for nap time. A blanket or nap toy are allowed, but only at nap time. These items will be sent home each Friday to be washed and returned on Monday.

### ***C. Birthdays***

Please feel free to bring something special for your child's class on his/her birthday. We encourage you to keep it simple with cupcakes and chips or similar refreshments. Contact your child's teacher in advance to let them know of your plans. Because of a choking hazard, we ask that you **DO NOT** bring latex balloons.



## ***D. Menu***

Tuition includes breakfast, lunch and a snack with milk or water. A menu will be sent home the first of every month. Please review the menu and feel free to send a breakfast or lunch any day you feel your child will not eat what we are serving. Please consult your teacher about any allergies of the other children before sending any food.

## ***E. Nutrition Policy***

All food served in our center comply with USDA recommendations for meals and snacks.

Water shall be available at all meals and snacks

No sugar sweetened beverages shall be served to children

Only 100% juice (6 oz or less per day) for children over 12 mos

Each of the following will be served once a week, orange vegetable,

Dark green vegetable and Legume.

At least half of grains served each week shall be whole grains.

Menus are posted on bulletin board outside of office and on the counter.

Please do not bring fast food in for your child's lunch (McDonald, Chick fil, Burger King, etc). unless you bring enough for the entire class

Breast feeding mothers must supply formula in case for an emergency, (Breast milk spoils, bottle accidently spills or run out of bottles).

## ***F. Illness Policy***

**The Director reserves the right to withdraw any child from the program if this Illness Policy is not followed. The Director also reserves the right to request a doctor's excuse after a child has been diagnosed with an infectious illness.**

Exposure to a new group of children may cause more illness during the first few weeks until immunity is developed. Keep in mind you may need an alternative plan for child care in case of long illness. The CCDC takes every precaution to safeguard your child against illness. Children will be required to participate in outdoor and indoor activities. The only exclusion will be an excuse from your doctor stating your child has restrictions from activities. If your child is not feeling well enough to participate in day to day activities, you will be contacted to pick up your child.

All employees of CCDC are expected to follow the same illness policy as our children.

**If your child has a temperature of 100.0 degrees or more, the parent will be called and asked to take the child home. Your child *CANNOT* return to the CCDC until he/she is fever free for thirty-six (36) hours *WITHOUT* the aid of medication, such as Tylenol or Motrin.**

The Director will evaluate the child on an individual basis and will send a child home for the following reasons:

- Vomiting
- Diarrhea (three (3) or more loose bowel movements within a one hour period with or without a fever)
- Eye infections
- Throat infections such as Strep
- Chicken Pox
- Rashes with fever
- Ringworm
- Head lice (Lice and eggs must be completely clear and the child must be seen by the CCDC Director before returning to the program.)
- Ear infections
- Thick nasal discharge
- And any other contagious illness.

Your child should not return to the CCDC until thirty-six (36) hours after they are symptom free and they are well enough to participate in the daily activities and are no longer contagious.

**In the event of an emergency, the parent and/or emergency contact person will be notified. If the CCDC Director cannot reach the parent and/or the emergency contact, 911 will be called. If it is necessary for your child to be transported and the parent and/or emergency contact cannot be reached, a member of the CCDC staff will ride with your child.**

**When contacted by the CCDC Director regarding your child's illness, please make every effort to pick up your child within an hour of the call. It is also suggested that you have an alternate plan for someone to pick up your child in the event that you are unable to come immediately.**

## ***G. Medications***

If your child is to be given medication while in the CCDC.

- The child's parent/legal guardian must complete a medicine authorization form. This form must be used for all prescription and non-prescription medication.
- All medicine must be in its original container.
- Asthma inhalers and EpiPens are subject to the same procedure.

## ***H. Allergies***

***All allergies (food, medicine, environmental, etc) must be listed on child's registration forms. If child develops an allergy after registration it is parents responsibility to notify CCDC immediately. Failure to report allergies could result in harm to your child.***

***We do not assume any responsibilities for allergic reactions that your child may experience for non-disclosure.***

## ***I. Immunizations***

It is the parents responsibility to make sure we have an up to date immunization records. Once your child's immunization form expires you have 10 days to replace it. We will send you a letter a month before it is to expire, another 10 days before it expires and another one when it expires. Your child will not be allowed to attend after the expiration date. We must have a current immunization form on each child on file at all times per Jefferson County Health Department.

## ***J. Physical Activity & Screen Time Policy***

Children are allowed to watch only 2 1/2 hours of TV per week.

Each will have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather permits and indoors when weather is rainy, cold or too hot. Children 3 years and up shall have at least 90 minutes per day of activity and children 12 months to 3 years shall have at least 60 minutes.

## ***K. Discipline Policies and Procedures***

We expect the children at the CCDC to be well behaved. Children will be expected to follow the staff's instructions at all times and observe all rules. The CCDC asks for parents to encourage this by supporting our rules with their children at home.

**Children will not be subjected to discipline that is severe, humiliating, or frightening. Discipline will not be associated with food, rest time, or entire play times. Spanking or any other form of physical punishment will not be allowed on the premises of ChristWay Church of God.**

When having difficulty with a child's behavior, the teacher will: 1) talk with the child, 2) place the child in time out (one minute per age ex: 2 min for a 2 yr old ) 3) **take child to the Director. At that time the Director will determine if parent needs to be contacted.**

***If we have a child with continuous bad behavior (biting, hitting, spitting, playing in feces, etc.), we will meet with parents and determine a form of punishment agreeable to both. If behavior continues, we will suspend child for 3 days; If the bad behavior continues we will remove child from the CCDC program. Suspensions and removal will be at the Directors discretion.***

**You will *NOT* receive a refund for your child's tuition if they are suspended or expelled.**

Discipline issues will *ONLY* be discussed with the parent or legal guardian of the child.

- In the event you wish to speak to a teacher regarding your child, you *MUST* have the Director present.
- If at any time, a parent disrupts or disturbs day to day operation by arguing, yelling, using inappropriate language, or exhibiting aggressive behavior, he/she will be asked to leave the premises immediately as this can be frightening for many children.
- Parents who choose not to comply with the above procedures will be asked to withdraw their child from the CCDC.

It is our hope that we can help you with any concerns you may have. Please feel free to set up a meeting with us and we will be glad to speak with you at an agreed upon time.

**Important Note:**

**Parents or legal guardians are required to disclose any physical, emotional, or behavioral limitations, needs or concerns about their child in writing prior to registration. The Director reserves the right to deny your registration if it is determined that our program is not suited or staffed to meet your child's needs. Furthermore, The CCDC reserves the right to withdraw any child from the program at any time if behavioral and/or emotional problems with a child disrupt the day to day operations, if another person's safety is jeopardized, or if the CCDC Director determines the child makes it unreasonably difficult to meet the needs of the other children in the program.**

***L. Security Policies and Procedure***

If you need to enter the CCDC facilities between the operating hours of 7:00 a.m. and 6:00 p.m. and you do not have a key fob, you may ring the buzzer and someone will assist you. Please do not push the buzzer during nap time (12-2:15) so the children will not be disturbed. If someone is picking up your child without a fob please notify the CCDC office, give us their name and have the person picking up to bring their ID in so we may check it.

For added security, we have included a space on the registration form where you may list any person (s) **NOT ALLOWED** to pick up your child. We will need legal documentation for cases in which a legal guardian or biological parent is not allowed to pick up their child. We will not release a child without proper identification or to anyone under the age of 16. If you have any questions regarding this procedure, please feel free to contact the Director.

## ***M. Emergency Evacuation Plans***

### ***Fire Escape Plan***

Each room has an fire escape plan posted near the door. The fire evacuation is indicated in red. Each teacher has reviewed the plan and know where nearest exit is located. We have regular fire drills, so our teachers know to remain calm, get the children out of the building as quickly as possible. When they reach their safe area, each teach will check their roll to assure they have all children. Infants should be put into baby beds (four or five) and rolled to safe area.

The Director or charge person will check all rolls and start calling parents immediately for children to be picked up, if there was actually a fire.

### ***Severe Weather or Tornado***

Each room has an escape plan posted near the door. Tornado is indicated in blue. When a severe weather or tornado watch or warning occurs, an emergency management siren will sound. Everyone will remain in their room until the CCDC Director or charge person informs everyone the warning is for our area. Please remain calm and move the children as quickly as possible. Everyone will remain in their safe area until the Director or charge person gives us the all clear.

The Director or charge person will check all rolls and start calling parents immediately for children to be picked up, if there was actually a tornado.

### ***Active Shooter***

All children will be moved into large playroom in center of building where there is no outside access. All children will be placed next to center wall away from any glass doors or windows. The Director or Charge Person will call 911 immediately when there is an intrusion. The Director or Charge Person will also begin calling parents as soon as the situation is under control.

## **VI. Afterschool & School Camp Days**

### **A. Registration & Fees**

Afterschool is available for children 1st to third grade. Registration will be held the same time we register for pre-school. Weekly fee covers us picking them up from school (Gardendale, Mt. Olive, Bryan and Snow Rogers). We will provide an afternoon snack and crafts for each child.

<b><u>Annual Fee</u></b>	
<b>Registration</b>	<b>\$100.00</b>
<b>Supply</b>	<b>\$ 35.00</b>
<b><u>Weekly Fee</u></b>	<b>\$ 60.00</b>
<b>Camp Days (Enrolled in AS)</b>	<b>\$ 12.00</b>
<b>Camp Days (Holidays Only)</b>	<b>\$ 26.00</b>

### **B. Rules and policies**

All rules and policies previously given apply to afterschool children as well

### **C. Bus rules**

All children must get onto the church bus as quickly as possible and find a seat  
Seat belts must be put on immediately.

All children must follow directions of driver & assistant

All children must respect the other children's space and belongings

Please instruct your child to go to the office immediately if they miss the bus

The school will contact us and we will return to the school to pick them up

If your child is absent or checks out early, please notify CCDC by 1 pm

### **D. Inside rules**

When arriving at CCDC each child is to gather all their belongings  
and exit the bus as directed

Please enter quietly and in an orderly manner

Please do not run or scream in the hallways

Any child that is disrespectful to the bus driver, teachers or any  
other staff will not be able to continue to attend CCDC

All children must be picked up by 6 pm.

If your child is leaving with another child we must have written permission or a phone call from child's parent before the child is picked up, otherwise the child will not be allowed to leave with another child.

## ***VII. Summer Camp Kids***

### ***A. Registration & Fees***

Summer camp is available for children 1st to third grade. Your child must be registered by May 1 to participate in our summer program. Your weekly fee covers breakfast, lunch and a snack (Except on field trip days and a sack lunch will be required). We will have variety activities for your child including some field trips. Your child will be enrolled for the entire summer and you will be required to pay for all 10-11 weeks of summer.

<b><u>Annual Fee</u></b> <b><u>Registration</u></b>	<b>\$100.00</b>
<b><u>Weekly Fee</u></b>	<b>\$130.00</b>

### ***B. Field Trips***

Field trips will be scheduled and must be paid for at the beginning of the summer. No field trips will be allowed on a weekly basis. Field trip money (\$20) is included in your weekly fee and is non-refunded for any field trips missed.

### ***C. Discipline***

Children must abide all rules and directions given by their instructors. If a child misbehaves on a field trip they will be given one warning then will not be allowed to go on another field trip. No refunds will be given for field trips.

## ***VII. Smoking Policy***

ChristWay Child Development Center prohibits smoking at all times. No smoking within 10 feet of an any entrance or exit. No smoking in any CCDC vehicles that are used to transport children. Smoking is not prohibited in sight of the children. If an employee has been smoking before their shift they must wash their hands before touching the children or any food products. Employees shall not bring any clothing with a smoke smell into the center.



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