



Student Handbook 2022 - 2023

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Gardendale, AL 35071

Dear Parents and/or Guardians,

I would like to express to you what a pleasure it is to have your child here with us at ChristWay Child Development Center. I, along with my staff, are very excited about the opportunity to be your childcare provider as I realize that your child is your most valued treasure.

Therefore, the care of your child is not a duty my staff and I take lightly or for granted. I am conscious of the trust and confidence you have placed in us for your childcare needs and we will always strive to make this facility one that you will be proud to have your family a part of.

The love of Jesus is what our staff and I desire to show you and your child, and it is our prayer that you will have a wonderful experience during your child's tenure here.

If I can ever be of assistance to you, please do not hesitate to call or stop by our office as my door is always available.

Sincerely,

Linda Lewis
Director

****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, ChristWay Child Development Center, its Director, Pastor and/or Daycare Board 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 it is determined the child makes it unreasonably difficult to meet the needs of other children in the program.

General Policies and Procedures

Revised April 7, 2022

Admission Procedures

In order for your child to be enrolled in any program at ChristWay, the following items must be completed and submitted to the Administrative Office prior to your child's starting date at the center:

- Registration Forms
- Affidavit (signed and notarized)
- Financial Policy (If child resides with both parents, a signature is required from each)
- Teacher Information Card (*Blue Card*)
- Student Handbook Affidavit
- Updated Record of Immunization (*Blue Form*)
- All applicable fees must be paid in full prior to your child being admitted to the center.

These forms and fees must be submitted in full to the center before a child can attend any class. Admission to the daycare is open to any child, provided the conditions of all our policies are met. We do not discriminate on the basis of race, sex, or creed.

Security Policies and Procedures

We take safety and the well being of your child very seriously. This may seem to cause some inconveniences at times. We thank you for cooperating with our regulations. We must strive to enforce them 100% of the time, even when we know you.

Our motivation for our security measures come from several factors. One of these is, like many other schools and childcare programs, that a number of parents using our programs are in unfortunate situations that strictly forbid certain people, even relatives, from picking up their child or even being near them.

Whether it is a divorce situation or other reasons, there are individuals who could potentially be a danger to our staff and to the children in our care. Therefore, **always** enter the daycare through the main door located at the rear of the building. This allows the staff to monitor who comes in and out of the building.

Also, as a precaution, there is a security system in place that keeps the main door locked at all times. Key fobs are available for purchase in the administrative office. The key fobs will give you access to the main door.

Daycare Policies and Procedures

General Information

- ChristWay Child Development Center Daycare program is available to children ages 6 weeks through 5 years of age. We also make available After School Care and Summer Camp programs.
- Our operating hours are from 7:00 a.m. until 6:00 p.m. Early arrivals are not permitted.
- Each child of age is provided with breakfast, lunch and snack. Parents should check the menu to determine if they should send a lunch with their child for any specific day.
- Please note that if you wish your child to be served breakfast at the daycare, the serving time is from 7:30 a.m. until 8:00 a.m. We cannot serve breakfast beyond this time. We also cannot allow breakfast to be brought and eaten in the classrooms. It is permissible for your child to bring his/her breakfast; however, we ask no drinks be brought into the daycare. We serve milk and/or water in the lunchroom at each meal as well as snack.
- A nap/rest time is set aside for each age group between the hours of 12:00pm and 2:15 – 2:30 p.m. Infants will sleep at intervals determined by a different schedule.
- Because a child's play is their work, they are exposed to a variety of activities during the day. These activities include indoor and outdoor free play time, chapel, art activities, story time, instructional time, and other extracurricular activities as well as field trips.
- We do not allow minor siblings and relatives to enter the classes of their family members also enrolled at CCDC. This is for safety, health and wellness precautions.
- We are open year-round (with holiday observances) and our school term follows the Jefferson County Board of Education calendar year.

Parking

Parking spaces for daycare parents are provided in front of the playground area. Please do not park on the front door curb as this is a fire lane.

Arrival Procedures

Upon arriving, the child must be accompanied into the daycare and must be left in the care of a teacher. It is the Daycare's policy that if a child is not brought to the Center by 8:30 a.m. they may be asked to be kept out until 2:30 p.m. unless approved beforehand by the Director.

This policy is to prevent any disruptions during class time, nap and lunch time. This will also ensure our Kindergarten classes stay on schedule and have adequate time to complete classroom work. Should your child have a doctor's appointment or any emergency situation that would interfere with this schedule, please call the Administrative Office.

We ask that arrivals and/or departures do not occur between the nap/rest time of 12:00 p.m. - 2:30 p.m. as to not disrupt the children sleeping. If your child will be picked up during this time, please call the Administrative Office.

It is the responsibility of each parent to make sure your child is signed in upon arrival and signed out when leaving.

Late Pick Up

The daycare closes at 6:00 p.m. There is a \$1.00 per minute late fee up to the time that the child leaves the center beginning at 6:00 p.m. Payment for late fee should be made at time of pickup to the staff member that is responsible for the child's care. Payments not made at time of pickup could result in your child's dismissal from the center and forfeiture of all prepaid tuition and registration fees. You may also see late pick-up charges added to your child's account. Repeated late pick up can and will result in your child's dismissal.

For the safety of your child, if prior arrangements have not been made with the Director contact is not established with a parent/guardian by 6:15 p.m., the caregiver on duty may notify the proper local authorities to take charge of the child.

Please notify the Director immediately if your child cannot be picked up before 6:00 p.m. It is the parent's responsibility to have someone listed on your child's Blue Card available to pick your child up from the day care by 6:00 p.m. in the event you are unable to do so.

Pick up List

It is the responsibility of the parent/guardian to maintain accurate information on the child's pick-up list. Identification will be checked, and any person not listed on the child's pick-up list will not be permitted to remove the child from the center.

Any changes in the pick-up information must be made by the custodial parent or guardian. The Director or a teacher is not allowed to make any changes to your child's pick-up list. Telephone notification to pick up a child by persons not on the pick-up list is not allowed.

For added security, we have included a space on the Teacher Information sheet so that you can 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.

Contact Information

It is the responsibility of the parent/guardian to provide accurate and current contact information to the director. When contact information changes, parents must notify the director, in writing, immediately. This information is necessary in the event of emergency.

Photographs - Facebook - Social Media

We respect the right for every child's privacy at our Daycare. No teacher and/or staff member of ChristWay Child Development Center is permitted to photograph any child via camera, iPhone, SmartPhone and/or other picture taking devices and print those pictures and/or post those pictures on any social media sources (i.e. Facebook, Twitter, SnapChat, Instagram, etc) without permission granted by the parent/legal guardian.

For various events and occasions throughout the school year, we may offer opportunities for your child to have their picture taken with packages to potentially purchase. Information for these pictures are sent at those specified times.

We have a private Facebook page for our daycare where only those parents/legal guardians that have been granted access to our private page may view daycare photos.

K3 / K4 Classes

K3 and K4 classes are somewhat specialized classes designed to prepare your child for future learning. We utilize the ABeka Curriculum in all classroom studies.

Therefore, the following items should be noted: No child may be allowed to enter K3 until they are **fully potty trained**. Also, pacifiers and bottles are not permitted in any Kindergarten class (K2, K3, or K4).

Because we want your child to have the full benefit of learning from the ABeka structured curriculum, no child will be moved up from K3 to K4 during the school year.

After School Care / Summer Day Camp Policies and Procedures

General Information

The After-School Care Program is provided for students in Kindergarten through 3rd grade who attend Gardendale Elementary, Bryan Elementary, Snow Rogers Elementary and Mt. Olive Elementary.

A staff member will pick up the children from their school and transport them back to the daycare facility. We do not transport children from daycare to school in the morning.

Students will be served a snack, given relaxation/play time and craft time. A time for Bible devotion will be done regularly as well.

If your child is not riding the van on a certain day, please call the daycare office before 2:00 p.m. This is very important! Our drivers will wait for your child for a few minutes to give the school time to call them one more time.

If your child misses the van, you will be responsible for transportation to the program. All schools are required to provide supervision for thirty minutes after the bell rings.

The Summer Day Camp Program is designed for those students in Kindergarten through 3rd grade for the summer months. There will be a calendar of events and activities which will keep your child involved, busy and happy.

Fees Schedule

All payments must be made payable to ChristWay Child Development Center (or CCDC) and submitted by Monday and may be considered late if not paid by Tuesday at 6:00 p.m. Please do not leave payments with teachers and/or teacher assistants or on clip boards.

Please deposit all payments in the payment box located at the daycare office. The daycare accepts cash, check or money order.

If you are paying your account in cash, you must have a member of the Administrative Office verify the funds placed in the envelope and initial the front of the envelope. Failure to have your funds verified is done at your risk.

We strive to keep our fees reasonable and affordable. Due to economic and/or industrial trends, we reserve the right to amend our fees schedule if needed to properly fulfill the required needs of the Daycare.

Please note that all fees are non-refundable with no exceptions. Weekly Tuition is also subject to be non-refundable. Our fee schedule is as follows and is subject to change with and/or without notice:

Annual Registration: All classes and ages	\$115.00
Annual Book & Supply Fee: (Ages 2 and older; K2, K3, K4 Classes)	\$ 120.00
Annual Supply Fee: (Ages 1-2; Toddler Classes, After School)	\$ 40.00
Annual Event/Activity Fee: Infant A & B	\$ 70.00
Toddler & K2 Classes	\$ 70.00
K3 Classes:	\$ 70.00
K4 Classes: *Includes field trip(s), graduation expenses, but does not include Graduation Pictures)	\$170.00
After School: *Does not include field trip expenses	\$ 50.00
Summer Camp: *Children who were not enrolled during the school term	\$ 20.00
Weekly Tuition: Infant & Toddler Classes: (Or until 2 years of age; tuition rate lowers the week after their second birthday)	\$155.00

K2, K3, K4 Classes: \$145.00
(2 years of age and older)

After School Care: \$ 75.00
(Kindergarten – 2nd Grade)

Summer Camp: \$130.00

*Some additional fees and/or costs may be applicable depending upon scheduled activities and/or events.

Key Fobs: \$ 10.00 (additional fobs \$15.00)

Discount for additional child(ren): \$ 5.00
This may be applied to the older child(ren); restrictions may vary for AfterSchool and/or Summer Camp.

Additional After School Fees:

Public school holiday(s)/Non-holidays (ie Professional work days, etc.):

(Children enrolled in After School Care) \$ 15.00 per day + \$ 75.00 weekly

(Children not enrolled in After School Care) \$ 35.00 per day

Even if your After Schooler does not attend Daycare on a non-school Professional Day, Holiday, Spring Break and/or extended holiday season (i.e. Fall Break, Thanksgiving, Christmas, Holiday Break, etc.) the Weekly Tuition of \$75.00 per child is still due. The aforementioned Additional After School Fees may apply should your After Schooler attend any of the above mentioned days. Also, After Schoolers are not eligible for vacation weeks.

***** There are no deductions in tuition due to illness, inclement weather, etc. *****

If you have any questions regarding your account at any time during your child's enrollment, please direct them to the Director. The teachers/caregivers are unaware of your financial status with the daycare for privacy and confidentiality.

Accounting

All accounts must be kept current and up to date. If your account becomes delinquent more than 2 weeks for Daycare, After School Care or Summer Camp, an immediate payment may be required, or your child may be suspended or terminated from the program. If dismissal occurs, no refund of any prepaid tuition, registration or other fees will be given.

Late Charges

Daycare tuition payments must be made by closing time on Monday of each week and is considered late if not paid by Tuesday at 6:00 p.m. A \$25.00 late charge may be added to your account if it is not current for one to two weeks or if other financial circumstances arise.

Returned Checks

If at any time during the course of your child's enrollment at the center you have 2 returned checks from your account, you will be required to pay by cash, money order or cashier's check for the remainder of the time your child is enrolled in the daycare. The fee for a returned check is \$35.00 plus the original amount of the check.

Holiday Closings

Full fees will be due for the weeks which holidays are observed. **No discounts and/or pro-rates are offered during a week in which a holiday occurs.** The Daycare will be closed on the following holidays:

- ◆ New Year's Eve and New Year's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Independence Day (July 4th)
- ◆ Labor Day
- ◆ Thanksgiving and the Friday following
- ◆ Christmas Eve and Christmas Day

If any of these holidays fall on a weekend, the Daycare Board will determine which day of the week the holiday may be observed.

Inclement Weather Policy

The weather conditions are monitored through a weather radio located the Daycare office. If unstable conditions arise, the children are moved into the proper plan of action.

If the Jefferson County Board of Education determines the closure of schools, we too will deem it necessary to close for the safety of your child. It is the responsibility of the parent to have an emergency plan in place.

In the event the Board of Education deems it necessary to close the schools, and your child is enrolled in the After-School Program, it is the responsibility of the parent to pick your child up at school or find the means by which your child is retrieved from the daycare.

In the event the Daycare closes due to inclement weather and Jefferson County Schools remain closed, it is the responsibility of the parent to verify with the Center whether or not we are open. We will make every effort to be open without risking the safety of all concerned.

***** There are no deductions in tuition due to illness, inclement weather, etc. *****

Drills - Lockdown

Regularly performed drills for fire, thunderstorms, tornadoes, power outages and lockdown are done for all classes. Teachers are trained for such events and all classes have flashlights with diagrams and instructions for various drills and lockdown.

Vacation

Each child enrolled in daycare will be given one week of vacation after 52 consecutive weeks of enrollment. Vacations are for the months of January thru December. The one week vacation renews every year.

Please advise the Director of your vacation week at least two weeks in advance in writing. We will post it on your account record and you will not be charged for that week. Because of limited daycare availability, no other weeks except this vacation week may be taken without charge. In order to receive your vacation week, tuition must be current.

Withdrawal Policy

A two-week notice must be given to the Director when planning to withdraw your child from daycare. A financial penalty may be imposed for withdrawal without notice. Daycare students may be charged a weekly fee for withdrawal without notice.

Health Policy

Your child must have up-to-date immunizations upon admission to the daycare. All immunizations must be kept current during the time your child is enrolled. Due to changes in the Alabama State Law, we are required to maintain a current Blue Card for all children enrolled in any program and in their file at all times.

We are required to enforce this law without exception. It is the responsibility of the parent/guardian to keep a completed and updated Blue Form on file with the daycare at all times. You may be notified periodically as your child's Blue Form needs updates. Your child may be dismissed if a current Blue Form is not submitted in a timely manner.

Allergies

All allergies (i.e. food, medicinal, environmental, etc.) are to be disclosed with your child's teacher and the Director. Both the permanent file and Blue Card must be updated with any known allergies and the child's classroom and kitchen shall display said allergies as well.

Failure to report known allergies could result in harm to the health of your child. The responsibility of disclosing allergies falls to the parent/guardian of every child.

We do not assume any responsibility for anything that occurs to your child in the event of non-disclosure of any allergies your child may or may not have.

Illness Policy

Exposure to a new group of children may cause more illness during the first weeks until immunity is developed. Building up this immunity may only take a short time.

Please keep in mind you must have an alternative plan for child care in case of illness. We take every precaution to safeguard your child against illness.

After a child's temperature reaches and remains at 100.5°, the parent/guardian will be called to take the child home.

During flu season and/or sickness epidemic, if your child's temperature reaches and remains at 99.5°, the parent/guardian will be called to take the child home.

The child may not return to the center until the temperature has been below 100.5° for 24 hours without the aid of medication.

The Director will evaluate each child on an individual basis. We may send a child home, or parents should keep their child home for any of the following reasons:

- Chicken Pox
- Vomiting
- Diarrhea (3 or more loose bowel movements with or without fever)
- Eye infections (of any nature)
- Strep infections
- Rashes (with or without fever)
- Fever of 100.5° or more
- Ringworm
- Head lice
- Impetigo (or other skin infections)
- Ear infections
- Thick nasal discharge
- Any contagious illness (i.e. Thrush, RSV, Croup, etc.)
- Anything questionable in the nature of your child's general health and/or attitude in general

The child cannot be returned to the daycare until they are feeling well enough to participate in the program and/or are no longer contagious, which is usually dependent upon the diagnosis.

We ask that no child returns to the daycare before the appropriate amount of time to prevent the spread of infections, sicknesses, etc. to the other children and staff.

We reserve the right to request a doctor's excuse in the event of a child's illness to verify if they may return to the daycare. If it is suspected that any of the above conditions (and/or other illnesses) have not ran its appropriate course of time, we reserve the right for a detailed note from a doctor with clearance to return to the daycare.

Staff can recommend that the parent be called if the child's behavior indicates that they are too ill to participate in the day's activities.

In the event of an emergency a parent will be called. If neither parent nor contact persons can be reached, we will call 911 for immediate assistance.

If it is necessary for the child to be transported to the hospital and no relative can be reached, a staff member will accompany the child.

COVID and all potential variants/strands poses a unique situation as each child and/or staff member may display various symptoms. Every situation will be handled with great care and concern and some basic guidelines will be utilized in determining the sequence of events when potential exposure, quarantine and diagnosis transpire:

- If a child is in contact and/or exposure to a positive case of COVID and/or all potential variants/strands, they may be required to quarantine for 5 - 10 days or a particular number of days deemed by the Director.
- If a staff member tests positive for COVID, they will be excused from the daycare and any class they were involved with will need to quarantine anywhere from 1 – 5 days or a particular number deemed by the Director.
- Any child and/or staff member that displays symptoms and/or yields a positive test result from an exposure will be required to quarantine and not return until their quarantine is completed or a doctor releases them due to no longer being contagious or showing symptoms.

As COVID and all potential variants/strands is still being researched and tested, new protocols and guidelines may be enforced. Please bear with us as we navigate through this together as our common goal is the health and safety of every child and staff member.

THE DIRECTOR, PASTOR AND/OR DAYCARE BOARD RESERVES THE RIGHT TO WITHDRAW ANY CHILD FROM THE PROGRAM IF ANY ILLNESS POLICY IS NOT FOLLOWED.

Medications

If a child needs to have prescription or non-prescription medications administered, the parent/legal guardian must sign a release form for administering medication each day that the medicine is to be taken.

All medications must be kept in the original container. All medications must be taken home on Friday of each week. Asthma inhalers, Epi pens, etc. are subject to the same procedure. Breathing treatments are not done at the Daycare unless they are approved by the Director prior to the child's drop-off.

Disciplinary Practices

Limits or rules shall be understandable to the children with whom they apply. Discipline in the form of time-out and/or kind but firm voice will be used. Punishment shall not be associated with food, nap and/or bathroom privileges.

Corporal punishment in any form is not administered at this daycare. Should a child's behavior warrant corrective action beyond time-out, the parent will be notified to immediately pick up the child and deal with the misbehavior.

If the behavior persists, the parent may be required to remove the child from the daycare. A written report of each behavioral incident will be given to the parent for signature and will be kept in the child's file for reference.

Any child receiving 3 written incident reports from the Director may be dismissed from the daycare. If dismissal occurs, no refund of any prepaid tuition, registration or other fees will be given. While we are happy to work with every parent and child to correct behavioral problems, parents must correct all behavioral problems at home.

Children who bite, slap, physically harm another child or staff person, or continuously disrupt a class will be placed in time out following each incident. Parents may be notified depending upon the seriousness of the incident.

Repeated biting, slapping, disruption, or other acts of aggression will not be tolerated. Any child that uses profanity will be written up and the parent notified.

If any of the aforementioned problems persist, the child may be dismissed from the daycare and **no refund of tuition or registration fees will be given.**

Parent - Teacher Conferences

Conferences between parents and teachers are encouraged as we believe they result in better understanding and guidance for your child. If a teacher has concerns regarding the health, behavior, or development of your child, they may ask the Director to contact the parents/guardian and arrange a meeting to discuss the issues.

Likewise, any parent may contact the Director and arrange a conference if they have questions regarding the health, behavior, or development of their child.

Conferences may only be set up through the Director. In the event you wish to speak to a staff person regarding your child, you must have the Director present.

Problem / Conflict Resolution

While we endeavor to meet all requirements and requests of parents and children, from time to time a problem does arise. In the event that a problem or difficulty does arise concerning your child, please feel free to contact the Director.

We will gladly meet with you and discuss your concerns. Problems, complaints or other issues can only be resolved by initially bringing them to the attention of the Director.

Clothing - Linens

All children must bring a change of clothing each day with them to daycare. Please label each item sent to daycare with your child's name. The daycare is not responsible for unmarked clothing. Also include a large Ziploc bag with your child's extra clothing to enclose soiled items if needed.

Our daycare policy is that outdoor activities are an important part of the program and that children will be expected to participate in outside play. Therefore, children must be adequately dressed for the season and weather for outdoor play on each day of attendance.

Children will generally go outside if it is not raining and too hot or too cold. Parents are expected to provide a warm jacket with a hood, toboggan or hat and mittens on cold days.

If a child is too ill to participate in outdoor activities, please make alternative plans for their care until they are well enough to resume normal activities. Parents of children in diapers and/or pull-ups must provide those items along with wipes to be kept in their child's bag. The teacher will advise the parent when the supply needs to be replenished.

It is a policy of the center that your child wears shoes while at daycare.

Fitted crib sheets with your child's name written on the inside are required for all children to be placed on their naps for nap/rest time. A blanket and/or "lovie" for nap/rest time are also allowed. Linens may be sent home at the end of each week for washing.

Infant classes have a different list of needs. You may see your child's teacher for those classes to find out what is required to bring.

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, cake and other refreshments. Contact your child's teacher in advance and let her know of your plans and to coordinate an appropriate time for the party so not to interfere with the schedule of your child's class. Please do not bring latex balloons into the daycare as they present a choking hazard for children.

Toys and Personal Belongings

Your child is allowed to bring one sleep toy to daycare for nap/rest time. We ask that no guns, swords, or other toys of this nature be brought to the daycare. The center provides many toys and activities for your child to enjoy. If you do not want your child's toy to be at risk of loss or damage, please leave them at home. The center will not be responsible for any toy, video, DVD or electronic device that is lost or damaged.

All items brought from home by any child must be clearly marked with your child's name. Any video or DVD brought to class must first be screened by the Director as certain types of videos and DVD's are not appropriate for certain age groups.

Menu and Personal Food Items

Tuition includes breakfast, lunch & morning snack with milk. (No peanut butter, honey or table food on primary hall unless parental/guardian consent). Parents of Infant A&B should supply food on days where concerned. If the menu has food your child will not eat, please bring a lunch in a non-glass container at room temperature.

Sippy cups are supplied by CCDC with their names on each individual cup, so personal ones from home should not be brought into the daycare. Cups are washed and sanitized daily.

NURSING BABIES

For babies that are fed breast milk, if their breast milk is spilled, spoiled, or damaged in any way, it is our responsibility to contact you. Per Jefferson County Department of Health, you are required to provide new bottles of breast milk and /or come nurse, or have someone come pick up your baby.



Child's Name: _____

Student Handbook Affidavit

If child resides with both parents / legal guardians, both parents / legal guardians must sign this form prior to enrollment of the child.

I / We have received a copy of the current ChristWay Child Development Center Policies and Procedures Handbook.

I / We have read and understand the policies and procedures as outlined in the ChristWay Child Development Center Policies and Procedures Handbook and do agree to abide by these policies and procedures as long as our child is enrolled in the center.

I / We understand that if at any time we do not abide by these policies and procedures, our child may be dismissed from the center and that all prepaid fees, tuition or other monies will not be refundable.

Signature of Parent or Legal Guardian

____/____/____
Date

Signature of Parent or Legal Guardian

____/____/____
Date