



**Child Development Program**

**FIRST BAPTIST CHURCH**  
TUSCALOOSA

# Parent Handbook

*2011-2012*

802 23rd Avenue Tuscaloosa, AL 35401  
205-366- 4411- office 205-391-3108 - fax

## **THE PURPOSE OF THE PROGRAM**

The Child Development Program of First Baptist Church is founded on the belief that children are truly gifts from God. We are entrusted not only to care for them, but also to love them and teach them about His word. We achieve this by our actions, words and attitudes. We, as preschool teachers, are blessed and privileged to help shape the lives and futures of the little ones who pass through our doors.

We recognize each child as a unique individual. We understand they will all learn differently and at different rates. Our role as preschool teachers is to be enthusiastic, reassuring, creative and positive. The experiences the children have while they are with us will affect their feelings toward school, other children, adults and the world around them. Our goal is to help insure that the feelings and attitudes they develop will be positive ones.

## **ADMISSION POLICY**

The Child Development Program (CDP) is a nonprofit organization. Priorities for enrollment are as follows:

- 1<sup>st</sup> Current CDP students, their siblings and children of staff
- 2<sup>nd</sup> First Baptist Church Members
- 3<sup>rd</sup> Children on the waiting list
- 4<sup>th</sup> General public by date inquiry is made

Children will be placed in classes according to their age as of September 1<sup>st</sup> (public school cut-off).

If a child is entering our program at the following stages, they must have reached the developmental level described below:

- Toddler children must be walking.
- Three-year-old class children must be potty trained.  
(We realize that it is perfectly normal for children to develop at different times. Not being able to reach these criteria, does not necessarily signal a problem.)

## **ENROLLMENT**

Enrollment is open to any preschooler, six weeks through four years old as of September 1<sup>st</sup> of that year, provided our program can meet the needs of the child. Children are enrolled with a standing reservation for the school year on a first come basis. A \$50.00 registration fee per child is payable upon enrollment in the half-day program, along with an \$80.00 supply fee. The registration fee for the full day program is \$60.00, also a \$110.00 supply fee, and \$20.00 cot fee for children ages one through four years old. Registration fees for both programs are non-refundable. Supply fees are non-refundable after the school year has begun. After maximum enrollment is reached in each room, a waiting list will be established.

After August 1<sup>st</sup>, in order to hold a spot for an infant, we must begin receiving tuition at six weeks of age.

If a child is transferring from another preschool program, we reserve the right to contact the previous program regarding the financial status of the child's account. Admission into CDP may be refused based on this information.

## **DIS-ENROLLMENT**

The CDP program reserves the right at any time to permanently remove a child from the program for the following reasons:

- Non-payment of tuition and fees by the end of each month
- If the CDP Director feels that the needs of the child or the needs of the program are not being met
- If the parents or guardians display inappropriate behavior, such as, but not limited to: profanity, physical aggressiveness, verbal abuse etc. towards staff members, other parents, or any child/children on the premises
- If the parent or guardians fail to follow the policies listed in this handbook.
- If excessive behavioral problems persist with a child

## **WITHDRAWAL POLICY**

Parents are required to submit a written thirty-day notice before withdrawing from the program. If a child does not attend all or part of these 30 days, payment must still be submitted for the time. Your written notice must be submitted to the Director of the Child Development Program.

## **RATIO**

While the Department of Human Resources guidelines allows for larger classes, the below ratios reflect those of CDP:

Infants	1:4	(staff person: children)
Transition	1:4	
Ones	1:6	
Twos	1:6	
Threes	1:7	
Fours	1:8	

## **TUITION**

Tuition paid on a weekly basis is due on Monday of the week for which payment applies. If not paid by Wednesday, a late charge of \$25 per child will be applied. Bi-weekly payments are considered late on the 8<sup>th</sup> and the 22<sup>nd</sup>. If you choose to pay tuition on a monthly basis, payment is due prior to the first day of the month, and considered late by the tenth day of the month. Tuition plus late charges not paid by the end of the month may result in the child's place being forfeited. Please contact the director if special circumstances exist that prevents you from paying on time. Tuition should be paid by check or money order and may be given to the director or placed in the drop box located in the front office. Please do not give money or checks to teachers or other personnel. A \$30 handling fee will be assessed for all checks returned due to insufficient funds. Tuition remains the same with no deductions made for absences, scheduled vacation days, or days that the daycare is closed such as Thanksgiving, Christmas, etc. All checks should be made payable to CDP.

\* You will receive a 10% discount for your second enrolled child.

## **ARRIVALS AND DEPARTURES**

### **Half-Day Program:**

Children are to arrive no earlier than 8:30 am and are to be picked up promptly between 12:15 p.m. and 12:30 p.m. Drop off is offered from 8:30-8:45 a.m. Pull in the drive thru and a teacher will escort your child to his/her class. If you wish to take your child to his/her classroom, please park your car in a parking space not in the drive thru. Please knock on the classroom door, and a teacher will come and receive your child at the door. We ask that you do not disrupt the learning environment by entering the room.

We provide a pick up service beginning at 12:15 and ends at 12:30 p.m. A late charge of \$1.00 per minute will be charged after 12:30 p.m. The official clock to monitor all preschool activities, drop-off and pick-up times is located in the office of the Children's Center. If an emergency arises which delays you, please call 391-3115 and inform us of the problem. Please send a note to your child's teacher if someone different is to pick up your child on a particular day. They must be prepared to show picture identification.

### **Full Day Program:**

Childcare begins at 7:00 a.m. It is required that parents sign their children in and out each day on the class Sign-In Sheet.

Childcare ends at 5:30 p.m. A late fee of \$1.00 per minute will be charged to your account beginning at 5:31 p.m. The clock located in the Children's Center Office will be used to monitor pick up times.

## **ATTENDANCE**

Continuity and consistency are important elements in your child's growth and development. Regular attendance will contribute to a smooth adjustment to the preschool setting. Please call the CDP office as soon as possible and let us know if your child will be absent.

## **RELEASING OF CHILDREN**

Children at the school will not be released to any adult other than the parent or adults listed on the enrollment form without permission from the parent or legal guardian. In an emergency situation, when a parent has to phone and give permission for someone other than those listed on the child's enrollment form to pick up a child, the information will be given to the teacher. The driver's license of the person picking up the child will be checked.

## **CURRICULUM**

We have chosen to write our own curriculum and it will be used to teach age appropriate academic activities as well as Bible stories. Developmentally age appropriate activities will be implemented with all age groups.

## **LEARNING CENTERS**

Our rooms are arranged into learning centers. In these learning centers, children make choices, handle items first hand, and enjoy using their senses and participating in individual and group activities. Activities are provided in the following learning centers: home living, puzzles, books, concept development, nature, music, multimedia, and art.

## **ART**

With preschoolers, it is the process and not the end product that is important when considering artwork. To that end, please know that much of what your children bring home as "art" will be unidentifiable. However, this affords you a wonderful opportunity to talk to your child about the colors they used, how they worked with their hands to make their art, and what they were learning about in their classroom on that particular day. Please be aware that we will be collecting the best artwork each week to put into a book which will be presented to you at the end of the year.

## **MUSIC**

Music is a wonderful tool for teaching young children. All ages will be exposed weekly to various songs, instruments, and musical experiences. Children enjoy all aspects of music; therefore a variety of activities will be included in each teacher's lesson plans.

## **MULTIMEDIA**

The Multimedia is available to three and four year old children in the Full and Half Day Programs. Activities include educational computer games, Geo-Safari, and flannel board stories.

## **PHYSICAL EDUCATION**

All children will participate in activities geared toward the development of large motor skills. This includes playtime on one of our outside playgrounds or in the indoor play area. Older children also enjoy going to the Family Life center to play in the gym. Playtime is a fun and safe time for children at CDP. Teachers continue to interact and watch children closely while they are in larger areas. Playtime will be outside, weather permitting.

## **BIBLE TIME**

Bible time is a special time set aside to share Bible stories and sing songs with our preschoolers age two through four. It will be in the chapel room on Monday – Thursday from 9:00-9:15. The Bible story or character we will be studying will be in our curriculum.

## **SHOW AND TELL**

We may designate a specific Show and Tell day for her class and will inform parents of that day. This is a time for children to bring a special toy or special item to share with the class. Please do not allow your child to bring toy guns or knives to school on this day. We also ask that, other than on Show & Tell day, your child leave their toys and other personal items at home.

## **FIELD TRIPS**

On occasion, our three and four year old classes will be going on educational field trips to enhance our topic of study. You will receive information about each field trip as well as a field trip permission form to be filled out and returned to your child's teacher. No child will be taken off campus without a written permission slip. Parents are welcome to go on field trips and walk with the class. We will also have educational experiences brought into our school. We love to have people visit us.

## **LUNCHES**

Lunches should be sent for all children. Please send milk or juice and nutritional finger foods in easily opened containers for your child. Whole milk is recommended for children two years of age and under. Juice boxes are easier for threes and fours. Please make sure that all items are clearly labeled with your child's name. It is recommended that you limit the amount of sweets. Ones and twos will need a sippie cup for snack and lunch.

## **SNACK**

Morning snack is provided by CDP. However, it is a good time for parents to send special treats for birthdays or other special events. Please let your child's teacher know ahead of time if you wish to send a snack for all the children to share. Snack time is held before 10:00 a.m. for all the classes so that it does not interfere with lunch.

## **REST TIME**

Children in the full day program will have a scheduled rest time each day. Infants and Transition children will rest according to individual schedules. Ones, twos, threes, and fours will have rest time according to their room schedule. Children are required to rest on their cots for at least 45 minutes. If you choose to send in a movie for the children to watch during rest time, please remember that we will only show G rated movies.

## **CLOTHING**

Dress your child in clothing for play and outdoor activities. Select clothing that is washable, sturdy, free of complicated fastenings (especially for children who need diaper changes or are being potty trained) and weather appropriate. Please put labels or names in all outer garments, including hats and mittens. Label all diaper bags, blankets, bottles, etc. Disposable diapers are required. All children need a change of clothing in their bags, as well as extra pants in case of potty accidents. Children have a difficult time running and climbing on the playground equipment with sandals, flip-flops or boots; therefore, these shoes are discouraged due to safety concerns.

## **PARTIES**

Birthday parties can be observed during the snack time. Cookies are suggested rather than cake. Parties should be kept simple: cookies, drink, party napkins, and cups. Please do not bring or send balloons. Invitations to individual birthday parties can be sent home with the children provided all the children in the class receive one. Address lists for the class will not be given out without permission from all parents. Please do not send flowers, candy, or balloon bouquets to your child while they are at preschool.

## **PARENT INVOLVEMENT**

We encourage parents to become involved in our program by assisting with occupational experiences, show and tell, field trips, holiday activities, and more. Parents wishing to chaperone any classroom activities are required to fill out the Child Protection Policy paperwork. These policies are available in the CDP or church office.

Parents are welcome to observe their children at work and play while in our care. There are windows in each classroom door to observe. If a parent requests to visit inside the classroom, it may be pointed out that the children do not behave normally when others are present, especially a parent.

## **ILLNESS**

Please call the CDP office at 366-4411 if your child will not be attending school due to illness. Please keep your child home if they experience any of the following symptoms:

- Fever of 100.5 degrees Fahrenheit or higher during the previous 24 hour period.
- Discolored mucus from nose for 3 days or more (green/gray mucus is a sign of infection)
- Vomiting two or more times in a 24 hour period
- Diarrhea (2 or more loose stools) during the previous 24 hours
- Signs of contagious infection (strep, croup, etc.) or infestation (head lice, scabies, fleas, etc.).
- Any unexplained rash and/or skin infection such as (boils, ringworm, or impetigo)
- Pink eye and other contagious eye infections (conjunctivitis, etc.)

With any or all of these symptoms a Doctor's note is required in order for the child to return to school.

While in our care you will be called to pick up your child if any of the following symptoms occur:

- Fever of 100.5 degrees Fahrenheit or higher
- Vomiting two or more times in one day
- Diarrhea (2 or more loose stools in one day)
- Signs of contagious infection (strep, croup, etc.) or infestation (head lice, scabies, fleas, etc.)
- Any unexplained rash and/or skin infection
- Pink eye or other contagious eye infection (conjunctivitis, etc.)

If you have to pick up your child because of illness we ask they remain at home for 24 hours before returning.

With any or all of these symptoms the Director may require a Doctor's note in order for the child to return to school.

## **ADMINISTERING MEDICATION**

We will not administer oral medication of any kind. Creams and ointments can be administered as long as the following guidelines are observed:

1. Prescription medication must be in the original container labeled with the child's name, date, directions and the physician's name.
2. The center will administer the medication as directed on the label.
3. Medications that are outdated will not be given.
4. Non-prescription medication must be in the original container with directions. If label directs: "consult physician if child under 6 years of age," a note from the physician must accompany the medicine.
5. A medicine permission form from the parent or legal guardian must accompany the medication that is to be given (prescription and non-prescription).

The teacher administering the medication must initial the permission form and note the time it was given. The note will be put in the child's file.

## **RECORDS**

All parents receive a handbook, which contains information and policies. A parent must fill out a Child Information Sheet listing allergies, doctor's name, emergency phone numbers, etc. on each child in the program.

An Emergency Room Treatment Release form must be signed by a parent. Because emergencies may arise, please keep us up to date on home, business and emergency numbers.

In case of accidental injury, we will attempt to contact a parent. If necessary, emergency officials will also be contacted. Parents will be expected to assume responsibility for any resultant expense.

An immunization record MUST be on file at the preschool office prior to the first day your child attends school. These cards must be kept up to date. CDP must have the original copy. We will be more than happy to make a copy for your records.

A copy of the child's insurance card is needed for his/her file.

## **DISCIPLINE**

We strive to maintain a stimulating environment, which helps in preventing negative behavior. Discipline shall be based on understanding the individual needs and development of a child and shall be directed toward teaching the child responsible behavior. We ask that teachers seek to re-channel behavior or problems and teach the child to respect the rights of others and to work within defined limits.

The following disciplinary measures shall be taken:

1. Verbal/physical redirection (taking child out of the situation).
2. "Time-Out" One minute per year of age. If time-out is used, it is important to explain to the child in a calm manner why he/she is in time-out and what the appropriate behavior should be.
3. In extreme cases, the Director should be notified.

Should the problem continue, the Director will determine the next course of action taken.

When the following behavior problems occur:

1. Continually disrupts the class.
2. Endangers another child or himself (biting, scratching, hitting, throwing, etc.).
3. Destroys equipment or property of others.
4. Is defiant to authority.

and the child is repeatedly told "no", the parents will be informed at the end of the day.

All disciplinary problems are handled on an individual basis according to the circumstances involved. We will always work with the parent to attempt to correct the situation. Temporary withdrawal is always our last choice. We reserve the right to permanently withdraw a child if disciplinary problems or other considerations warrant permanent withdrawal.

## **SECURITY SYSTEM**

A Keypad Entry System accesses the First Baptist Church Children's Center. All employees, CDP parents and other designated people are assigned a four-digit access code that is used to enter the building.

This system was established in June 2000. It is a way for administration to monitor the people entering the Children's Building. Parents are given access to the building from 7:00 a.m. to 5:30 p.m. Camera surveillance also monitors these entrances. Your code is registered in the system every time it is used.

Each parent has his or her own access code. We ask that each parent use his/her own assigned code. Do not share your codes with anyone.

## **BAD WEATHER CONDITIONS**

Sessions will not be held during icy or snowy weather. We will comply with the Tuscaloosa County School Board concerning closing school due to weather conditions. During severe storm warnings, the children will be taken and seated in the indoor play area. Please listen to the Fox affiliate, WBRC Channel 6 and radio station WTXN 98.1 FM or dial the county's hotline number, **342-2900** for all weather information and school closing. Please be aware that if the County School System closes the schools that First Baptist will be closing and your child must be picked up by the appropriate time announced.

## **EXTRA CURRICULAR ACTIVITIES**

We will be offering some extra curricular activities during school time for your child to participate in on a sign up basis. These activities will not be part of the monthly fees and will be billed by the different providers selected by the director. Some activities will include computer, gymnastics and soccer. These children that participate will be taken out of the classroom and the children left in the room will continue their daily activities and will be made to not feel left out.

## **SPECIAL EVENTS**

Special events will be planned throughout the year beginning with Open House in August and a Parent Night in September. We will have special event centered on holidays and ask for parent participation on occasion. Your teacher may ask that you bring something special for a class party or to give money for a special lunch.

## **COMMUNICATION**

Realizing the importance of parents and teachers working together as a team, parent communication is a vital part of our program. Parents are welcome to drop by any time. Some aspects of our parent/teacher communication are

- Parent Handbook
- Monthly calendars
- Weekly reminders posted
- Parent Meetings
- Teacher conferences in the spring
- Additional conferences if needed.
- Daily records for infants regarding diapering and feeding
- Additional notes sent home when needed

## **WAYS TO PREPARE YOUR CHILD FOR SCHOOL**

A positive experience in school can have a great influence on a child. The child usually reflects what he has learned in the home and his parents usually govern his attitudes.

1. Talk to your child.
2. Listen to your child.
3. Read to your child.
4. Praise your child.
5. Help your child to keep well rested.
6. Give your child responsibilities appropriate for his/her age.
7. Accept your child as he/she is.
8. Review with your child the units of study being covered.
9. Teach them what it means to make right decisions.
10. Keep up with what is happening at school.

## **Child Development Program** **2011 – 2012 Calendar**

August 7	Open House
August 8	Classes Begin – Full Day
August 15	Classes Begin - Half-Day
September 5	Labor Day - CDP Closed
October 7	Tusc Sch. In-Service Day - Half-Day Closed
October 10	Tusc Sch . - Fall Break - Half-Day Closed
October 11	Tusc. Sch. – Weather Day - Half-Day Closed
November 11	Veterans Day - Half-Day Closed
November 23-25	Thanksgiving Break – CDP Closed
December 22– January 4	Christmas Break - Half-Day Closed
December 22 – 26	Christmas Holiday - CDP Closed
December 30	New Years Holiday - CDP Closed
January 16	MLK Holiday - Half-Day Closed
February 20	Tusc Sch. Presidents’ Day -Half-Day Closed
March 12-16	Tusc Sch. Spring Break - Half-Day Closed
April 22	Good Friday - CDP Closed
May 23	Half Day Last Day of School - Half-Day
May 28	Memorial Day - CDP Closed
July 4	4 <sup>th</sup> of July - CDP Closed

# 2011-2012 Curriculum

<u>Month</u>	<u>Unit Study by Week</u>	<u>Important Dates</u>
<b><u>August</u></b>		
Bible / Creation	8th Starting School	7th- Open House (2:00-3:00)
Circle	15th Our World	8th- First Day for Full Day
Red	22nd Me and My Family	15 <sup>th</sup> - First Day Half
Letters: A / B	29th Manners	
Numbers: 1 / 2		
<b><u>September</u></b>		
Noah	5th Our City	5th- Labor Day Holiday
Triangle	12 <sup>th</sup> Community Helpers Part I	8th- Parent Night at 6:00
Yellow	19th Community Helpers Part II	
Letters: C / D	26th Transportation	
Numbers: 3 / 4		
<b><u>October</u></b>		
David	3rd Fall	7 <sup>th</sup> -Half Day Closed
Square	10th Human Body	10 <sup>th</sup> -11 <sup>th</sup> Fall Break
Orange	17th Farm Animals	(Half Day Closed only)
Letters: E / F / G	24th Fun with Pumpkins	24th- Fall Festival (6:00-7:00)
Numbers: 5 / 6 / 7	31st Reptiles / Amphibians	31st- Class Party
<b><u>November</u></b>		
Moses	7th Fruits & Vegetables	11th- Veterans Day Holiday
Rectangle	14th Pilgrims & Indians	(Half Day Closed Only)
Brown	21st Thanksgiving	23th- 25th- Thanksgiving Holiday
Letters: H / I	28th Bears / Hibernation	
Numbers: 8 / 9		
<b><u>December</u></b>		
Jesus' Birth & Childhood	5th Christmas	21st- Christmas Party
Star	12th Christmas Fun	22nd- 26th- School Closed
Green	19th More Christmas Fun	Christmas Holiday
Letters: J / K	26th Dinosaurs	30th- New Year's Holiday
Numbers: 10		

<b>Month</b>	<b>Unit Study By Week</b>	<b>Important Dates</b>
<b><u>January</u></b>		
Jesus' Life & Miracles	2nd Winter	
Octagon	9th International Week	2nd-CDP Students Return from Holidays
White / Gray	16th Nursery Rhymes	5th- Half Day Returns
Letters: L / M / N	23rd Fairy Tales	16th- Half Day out for MLK Birthday
Numbers: 11 / 12	30th My 5 Senses	
<b><u>February</u></b>		
Daniel	6th Circus	14th- Valentine's Party
Heart	13th Valentines / Friends	20th- Half Day out for President's Day
Pink	20th Space	
Letters: O / P / Q	27th Wind & Weather	
Numbers: 13 / 14		
<b><u>March</u></b>		
Joseph / Jonah	5th Dr. Seuss Week	12th-16 <sup>th</sup> - Spring Break for Half Day
Diamond	12th Birds	
Purple	19th Zoo Animals	
Letters: R / S / T	26th Pet Animals	
Numbers: 15 / 16		
<b><u>April</u></b>		
David / Ruth	2nd Easter	
Oval	9th Plants / Flowers / Seeds	
Blue	16th Sports	
Letters: U / V / W	23rd Money & Measurement	22nd- Out for Good Friday
Numbers: 17 / 18	30 <sup>th</sup> Bugs, Bugs, Bugs	
<b><u>May</u></b>		
Review	7th Music & Movement	20th- Preschool Sunday & Graduation
Letters: X / Y / Z	14th Ocean	
Numbers: 19 / 20	21st Summer Fun	23rd- Last Day for Half Day
	28th More Summer Fun	28th- Out for Memorial Day

**Dates are subject to change with notice to parents but we will try to abide by the dates of this calendar.**

**PARENT SIGNATURE PAGE**

Please detach this sheet, sign it, and return it with enrollment papers, stating that you have read and understand the policies outlined in the Parent Handbook. By signing this you are stating you agree to abide by these policies.

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_