

# **Central Baptist Church Child Care Center Parent Handbook**



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Lexington, KY 40517**

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# Welcome to Central Baptist Church Childcare Center!

We are excited that your family has become part of our church's child care center. The parent handbook has been designed to give you important information about our center. If you have any additional questions, please feel free to contact the child care office at **859-278-5913**.

## Our Center's History and Philosophy

Central Baptist Church Child Care Center (*CBCCC*) is a non-profit child care center. CBCCC was organized by Central Baptist Church as a service project in 1970, to help meet our community's early childhood education needs. Our center operates under a standing committee of the church.

### Central Baptist Church Child Care Center strives to meet the following goals:

1. To develop in all children a love for God, themselves and those around them.
2. To develop in all children positive self-concepts, so that they see themselves as worthy individuals.
3. To provide quality care to meet the individual needs of each child by treating each child as an individual.
4. To provide all children with opportunities for creative expression through music, language, large and small muscle activities, art and dramatic play.
5. To provide all children with opportunities for the development of basic learning skills.
6. To develop in all children a curiosity for the world around them and an enthusiasm for learning.
7. To provide opportunities for all children to develop and grow physically through rest, proper food and a safe learning and play environment.
8. To help all children develop satisfying social relationships with both children and adults.
9. To encourage parents to be aware of the behavior expectations for their child's age group.
10. To encourage parent participation in all aspects of CBCCC.

Children at CBCCC are grouped in classes that are determined by their age on October 1. The groups usually move to the next age level during the first week of January and the first week of August. Movement of children between classes at any other time during the year is determined solely by the Director.

CBCCC is licensed by the Kentucky Cabinet for Health and Family Services, Office of the Inspector General, Division of Regulated Child Care. CBCCC meets or exceeds all the state licensure requirements for staff/child ratios.

Our teachers are chosen for their love and concern for children. On-going in-service training helps our staff stay current with today's families' ever-changing needs and the latest theories in early care and education and developmentally appropriate practices with young children. Our director and our teachers continually evaluate their teaching skills and the curriculum.

CBCCC's curriculum includes opportunities for small and large muscle development, free play, dramatic play, music, listening skills, reading readiness, math readiness, science, and art.

## **ADMISSION POLICY**

Enrollment at Central Baptist Church Childcare Center is open to any child provided the center and staff are trained and able to meet the physical, developmental and behavioral needs of the child within a group setting.

CBCCC has a non-discrimination policy regarding gender, race, religion or political affiliation of parents or children. All children and parents are welcome.

Your child's enrollment position is held only when his/her registration fee and first week's tuition are paid. The position may only be held for two weeks before regular payment is to begin. All paperwork **MUST** be turned in to the center's office prior to your child's starting day.

Your child's enrollment and continued care is at the discretion of the center and its staff. If our center feels it necessary, a child's enrollment may be terminated at any given time for the following ***(but not limited to)***:

- Failure to pay fees
- Failure of child to adjust to group care after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook and center policies
- False information given by parent (*verbally or in writing*)

Our staff will work with you and your child if a serious discipline issue should arise. If the problem cannot be resolved so that your child can interact effectively in group care, CBCCC will be forced to terminate our care of your child.

## **TUITION & FEES**

As an added benefit to parents we offer an Automatic Debit for your weekly tuition. We also take checks and money orders. We do not accept cash. Tuition rates are as follows:

\$160 per week for infants  
\$ 145 per week for toddlers  
\$ 135 per week for 2's  
\$ 130.00 per week for 3's  
\$ 130 per week for 4's  
\$ 130 per week for Pre-K

\$35 per child annually for registration fee

Families with more than one child in the Center receive a \$ 10 per week discount for the tuition of the second child and a \$ 5 per week discount for each child after the second.

The registration fee must accompany the application when enrolling and, thereafter, once a year in August. This fee covers your child's insurance and curriculum materials.

## **ENROLLMENT PROCEDURES**

A child's enrollment at CBCCC begins with a visit to the center and the opportunity for parents to visit classrooms and meet teachers. During the visit, parents are given a copy of the parent handbook, a registration form, and a food program application.

These completed forms and your child's immunization record from his/her doctor **MUST** be turned in to the center office before your child begins attending the center.

## WAITING LIST

If CBCCC has no open slots in the age range a family needs, a child's name may be placed on the waiting list by telephone or in person. Preference is given to families who have toured the center while on the waiting list. This helps expedite the enrollment process. Our director maintains the waiting list. When a vacancy occurs, parents on the waiting list are contacted to see if the family is still interested in a child care slot at CBCCC.

## HOURS OF OPERATION

Our center is open from 6:30 AM to 6:00 PM, Monday through Friday.

**Please note that according to state regulations, children may only remain at the center for 10 hours in any one day.**

**HOLIDAYS/VACATION:** CBCCC is closed for the following nine holidays:

New Year's Day, Memorial Day, Labor Day, Martin Luther King, Jr. Day, July 4<sup>th</sup>, Thanksgiving Day and the following day, Christmas Eve and Christmas Day.

**VACATION: When families and children go on vacation, parents are still responsible for their child's weekly tuition. The Center's expenses remain the same, even when your child is not present.**

## WEATHER

In the event of inclement weather the center will do its best to remain open. Should the child care center find it necessary to close due to inclement weather, we will contact the media for a public service announcement of CBCCC's closing.

## ARRIVAL

Families are given an access code for our front door. Please keep this code in your family unit.

Please use the childcare entrance to the church. It is located on the left hand side of the building. Be mindful of the classroom schedule when deciding when to drop-off your child. A child may not be accepted if he/she is brought after breakfast or lunch without eating that meal before coming. Also, children cannot be dropped off during naptime.

All children must be signed-in when in attendance at the sign-in binder located outside the front office.

## DEPARTURE

Please pick up your child promptly by 6:00 PM. Central Baptist Child Care Center charges \$1.00 per minute per child for every minute past 6:00 PM. This fee is paid when you pick up your child, to the staff member who has had to stay late. A receipt will be issued to the parent upon payment. If payment is not made at time of pick up, the staff member will have the parent sign a late pick up form. The late fee plus a **charge of \$ 10.00 per child will be added to the family's bill.** A copy of the late pick up form will be given to the family and a copy will be placed in the child's folder. If the family has two or more late pick up in any 3 month period, they may be subject to the dismissal from the center.

All children must be signed-out at their departure every day.

## PICK-UP/RELEASE POLICY

State regulations require that we have a signed release from parents before permitting a child to leave with anyone other than parents or escorts listed on the application form. If the need arises during the day for someone else to pick up your child, you may call the office and leave the name of the person who has your permission to pick up your child.

## **DENIED AUTOMATIC WITHDRAWAL AND NSF CHECKS**

Payment is expected for maintaining your child's enrollment at CBCCC. A \$25 fee will be withdrawn for every denied Automatic withdrawal charge. Repeated denial may result in the discontinuation of services.

If a check is returned to our center for non-sufficient funds, you will be required to pay a \$25 fee for the returned item and any other fees the center incurs as a result of the returned check.

Child care services may be halted until full money order payment has been made for tuition and other charges the center may have incurred as a result of the returned item. If our center has received an NSF check from you, money order payments will be required from that point forward.

## **HELPING YOUR CHILD ADJUST TO GROUP CHILD CARE**

If this will be your child's first experience in group child care, you both may find it helpful for you to arrange to stay with your child for all or part of his/her first day at our center.

Some children are upset and cry when first separated from their parents. If your child does cry, staying a few minutes to help your child get busy with a favorite activity may help your child separate more easily. When you leave, telling your child to have a good day and that you will return can be reassuring to him/her. Most children adjust rapidly after parents leave. If your child does not make the adjustment, we will call you.

## **OPEN DOOR POLICY**

At Central Baptist Church Childcare Center (CBCCC), parents and families are a vital part of our program. We encourage parent participation in all aspects of our program. Parents are invited to drop-in, unannounced, at any time.

## **CLOTHING**

Our program encourages active participation. Shoes with rubber soles are safer for running, climbing and skipping. Please let your child wear easily washable play clothes to school. We want your child to feel comfortable and relaxed, not worried about soiling his/her good clothing. A labeled change of clothes and socks should be supplied for all classes.

Always see that your child has adequate clothing for each season of the year. Outside play is an important part of our program. We will attempt to go outside daily, as state regulations and best practice recommend. Please label any outer clothing such as coats, sweaters, mittens and hats.

## **NAP TIME**

We supply a cot and cot sheet during nap time. Bring a blanket to insure the comfort of your child. One naptime sleeping toy is allowed.

## **TOYS FROM HOME**

We ask that toys from home not be brought to the center. If your child's teacher approves, a book, cassette or CD may be brought in.

Some older classes may have a "share day" when all the children in the class are allowed to bring a toy from home to share with the class for that day.

## **NUTRITION**

**Parents with children in the infant room are responsible for providing all of the child's formula/food.**

We will provide your child (toddler through Pre-K) with a breakfast in the morning; a well-balanced meal at noon and an afternoon snack. Breakfast consists of a serving of fruit, milk and a bread or bread alternative. A typical lunch consists of meat or protein, two vegetables, bread and milk. A typical afternoon snack consists of two of the following four components: milk, juice/fruit or vegetable, meat, bread or bread alternative. Monthly menus are posted on the bulletin board for you to see.

Children should not bring food of any kind to the center unless an agreement has been made beforehand with the director for special food allergies and religious practices. Parents can plan in advance with their children's teachers to bring special treats for the entire class. Chewing gum is not allowed at our center.

Please list any food allergies your child may have on the registration form.

## **BIRTHDAYS**

Birthdays are an important part of your child's life. Parents are invited to attend and provide healthy refreshments such as fruit or vegetables for the whole class for their children's birthday parties. As an alternative to refreshments, parents may want to provide the daily art project or directions for the birthday child's favorite game.

Please work out the details with your child's teacher. Also, we ask that no invitations be brought to school to pass out unless the entire class is included.

## **FIELD TRIPS**

Children learn through interacting with their environment. We will occasionally take the children to nearby businesses, the library and other interesting places. Teachers are always interested in finding new places for field trips.

Parents must provide transportation for and accompany their child on every field trip. A parent may elect another family member to transport and accompany their child on a field trip. If a parent is unable to attend then alternative care will be provided for the child at the childcare center.

## **HEALTH/ILLNESS POLICY**

Your child's health is very important to us. We cannot accept any sick children at our center. A child who is sick exposes the other children and our staff to illness. If your child becomes ill while here, you will be contacted immediately.

If your child exhibits any of the following symptoms before coming to the center, he/she should be kept home OR if your child exhibits any of the following symptoms while at our center, he/she will be sent home:

- Diarrhea – this means more than one abnormally loose stool in a day.

If your child has diarrhea during the evening, night or in the morning before coming to our center, you **MUST** keep your child at home. Diarrhea is **VERY CONTAGIOUS**.

Your child must be diarrhea free a full 24 hours before returning to our center.

If your child is taking medication that can cause diarrhea, you **MUST** provide our center with written documentation from your child's doctor or pharmacist stating your child's diarrhea has been caused by medication or your child will be excluded from our center until the diarrhea ceases.

- Elevated temperature (*morning temperature of 101° or higher while take medication or morning temperature of 100.5° with additional symptoms*)

**Your child MUST be temperature free a full 24 hours before returning to our center.**

- Unusual cough
- Sore throat or difficulty swallowing (*possible strep throat that is highly contagious*)
- Difficult or rapid breathing
- Vomiting-Your child should be vomit free a full 24 hours before returning to our center.
- Chills
- Yellowish skin or eyes
- Pinkeye (*tears, redness or eyelid lining irritation, followed by swelling and discharge of pus*)

If your child has eye discharge that is allergy related, you must provide our center with written documentation from your child's doctor stating the discharge is allergy related and not contagious to other children or our staff.

To protect all our children and staff, without written documentation from your child's doctor, our center must consider any eye discharge to be contagious.

If medication is prescribed by your child's doctor for eye discharge, your child must be on that medication a full 24 hours before he/she will be allowed to return to our center.

- Headache or stiff neck
- Unusual spots or presence of a rash
- Infected skin patch(es) (*crusty, bright yellow, dry or gummy areas of skin*)
- Severe itching of body, scalp or scratching of scalp (*these may be signs of lice, scabies, ringworm*)

If your child has been prescribed medication for a communicable disease, your child must have been on that medication a FULL 24 HOURS before he/she will be allowed to return to our center.

Please notify our center office if your child has been exposed to a communicable disease (*chicken pox, strep throat, mumps measles, whooping cough, etc.*) Cooperation from all our parents is essential in helping us prevent the spread of communicable disease in our center.

## **MEDICATION POLICY**

State regulations require licensed child care centers to have DAILY written permission and instructions from parents to administer ANY medication. Your child's teacher will provide you with our center's daily medication permission form.

Without a completed DAILY medication form, state regulations prohibit our staff from administering medication to your child.

State regulations require that ALL medications be in their original containers.

Prescription medication may only be given to the child whose name appears on the container.

Over-the-counter medications may be administered ONLY if you complete our daily medication form.

State regulations do not permit our staff to administer over-the-counter medication dosages higher than prescribed on the container without written orders from your child's doctor.

Diaper cream and sunscreen may be signed-in with each new bottle.

State regulations do not permit licensed child care centers to “store” medication for future use by a child. Licensed child care centers may only have on-hand medications that a child is currently being given. You **must** take home any medication that a child is not currently being given. The only exceptions licensing regulations allow are for epi-pens for severe allergic reaction or rescue inhalers for life threatening asthma attacks.

## **DISCIPLINE POLICY**

Our staff uses redirection; positive guidance and calm-down time to help the children at our center learn appropriate behaviors. Older children are encouraged to solve problems themselves with the guidance of their teachers.

In some instances, with children aged four or older, teachers at our center may use time-out. If an undesirable action is occurring, the teacher will first talk to the child. If the action continues, the child may be made to sit away from the rest of the group for a period not to exceed one minute per year of age (*i.e. 4 minutes for a four-year old*). The time limit may never exceed those limits, but can be shorter. Before the child is allowed to rejoin the group, the teacher will then talk to the child about his actions and what actions would be appropriate.

Under no circumstances are spanking, physical/verbal abuse, or isolation used. These inappropriate and harmful methods are a violation of our center’s policies. They are also prohibited by state regulations.

## **ACCIDENTAL INJURIES**

If your child should receive an accidental injury while at our center, we will contact you at once.

If we are unable to reach you, we will call the emergency contact persons listed on your child’s registration form and then contact your child’s doctor.

The emergency medical permission release you signed when you enrolled your child at our center enables us to seek immediate medical attention for your child if we are unable to reach you.

It is to your child’s benefit to keep phone numbers, emergency numbers and other information up to date.

## **INSURANCE**

The registration fee covers accident insurance for your child. If an accidental injury should occur, all medical bills should be submitted to the director, so the insurance company can provide reimbursement. Our insurance company serves as a second provider, following your personal coverage.

## **WITHDRAWALS**

If it is necessary to withdraw your child, our center requires two weeks’ notice or payment for the two weeks will be accepted.

## **DISCRIMINATION**

Central Baptist Church Childcare Center does not discriminate against any child or family because of race, color, creed, religion or nationality.

## REVISIONS TO HANDBOOK AND POLICIES

Central Baptist Church Child Care Center reserves the right to make changes in rates and policies as deemed necessary.

You will be notified in writing of any changes that may occur with at least three weeks notice before changes take effect.

I have read the Central Baptist Church Child Care Center Parent Handbook and agree to all conditions and terms within.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Child(ren) Name(s):

\_\_\_\_\_

\_\_\_\_\_

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