



CDC Office: (256) 539-9089 x 109

Open 6:30 am to 5:30 pm

For children ages 6 weeks to Pre-Kindergarten*

(Children ages 5-8 years may attend when space is available.)

The Child Development Center is a ministry of Jackson Way Baptist Church. Please let our staff know how we can minister to you and your family.

Michael Cassity-Senior Pastor

Lenn Knight-Associate Pastor-Administration and Missions

Joy Deerman-Preschool & Children's Minister

Jeff Hatcher-Interim Worship Pastor

Todd Meredith-Minister to Students

Dianna Stoner-CORE Director

Stacy Luna-Administrative Assistant

Leah Kauffman-Administrative Assistant

Website: jwbc.org

Checking Your Child In and Out

In our effort to provide a safe learning environment for your child we have several security and check in procedures that everyone must follow:

1. **ProxCard II (Key Scan Card)** will be issued for each child enrolled.

If parents would like additional cards the cost is \$10 per card. Parents will need this to enter our secured Child Development area.

2. **Procure Check-in/out System** - Before checking in the very first time each pickup person will need to register at the check in computer using a temporary Registration Number supplied by the Director. During this registration time you will be asked to register two ways in order to identify yourself:

1) Digital Fingerprint

2) A 4 to 8 digit password of your choosing

At the check in screen select the "**Start Here**" button

- Digital finger print
- Personal ID number chosen when registering
- Click on the picture of your child to check in or out. Message should read that your child is checked in or checked out in the box.
- Click on **Finish**

3. **Sign in/out Sheet.** Located at computer sign in. Sign in or out with your full name(no initials) and time you either dropped off or picked up your child. This is a DHR requirement that we must keep these records for up to two years and they must be done with pen and paper not computer generated.

4. **Magnetic Door Release.** All of the doors exiting the CDC area have a magnetic release button (green button) that must be pressed in order to open the door. Please do not let your child press this button. It is only for adults who are leaving the area.

PARENT HANDBOOK

Purpose: The purpose of Jackson Way Child Development Center is to extend the ministry of Jackson Way Baptist Church to children and their families by providing loving care and appropriate preschool education to develop each child to his/her greatest potential—physically, mentally, emotionally, socially, and spiritually. This purpose is to be accomplished by providing a program of ministry and outreach to the families of the children enrolled.

Programs and Schedules: The Center offers full-time day care for children ages 6 weeks to 5 years of age.

Day Care

This program provides full day care from 6:30 a.m. until 5:30 p.m., Monday through Friday, for children 6 weeks old to kindergarten age. The Center closes promptly at 5:30 pm, and parents who arrive after that time will be charged a late fee, even if the staff is still involved in closing time chores. Our clock will be used to determine the time. A late fee of \$5.00 per 15 minutes, or part of 15 will be charged. (For example: pick up at 5:35 will incur a \$5.00 charge; pick up at 5:47 will incur a \$10.00 charge). The late charge will be billed to the family account & is payable with the next tuition payment. Habitual late pick up may result in dismissal of the child from the Center.

Day care will observe the following holidays: New Year's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day after; and 2 days at Christmas. These Christmas days will be determined and announced each fall. When holidays fall on the weekend, the Center will usually observe the Federal holiday.

Tornado Warnings: We will not close early for Tornado Warnings. We have shelter on site and we will keep the children there until the warning expires. Tornado Warnings that occur before opening hours will fall under the in climate weather closing policy below.

In Climate Weather: Other in climate weather closings will be announced on our webpage jwbc.org under Child Development Center tab. We will take into consideration Huntsville City and Madison County Schools closings; however, the final decision to open/close will be made by the director. Any last minute changes to this policy will be sent via text message.

Educational Philosophy: At Jackson Way Child Development Center, we feel preschoolers are a precious gift from God. They are the future of our world, but each daily experience impacts who and what they become. In an effort to insure each child in our care is able to develop to his/her fullest potential, we endorse and strive to follow a curriculum that is developmentally appropriate both in its activities and its expectations.

Infants, Creepers, and Toddler Curriculum

Activities for Infants, Creepers, and Toddlers will be provided according to individual developmental levels. Each child shall receive personal attention including conversation, cuddling, rocking and being read and sung to. Time will be spent outside when weather permits. Each infant will be allowed to follow his/her own pattern of eating and sleeping. Toddlers usually take one nap following lunch. Additional naps, as needed, are permitted.

Preschool Age Curriculum

Children 2 $\frac{1}{2}$ and older will be provided a developmentally appropriate curriculum with opportunities for work and play, individual and group activities, and quiet and active times. Opportunities will be provided to:

- * Work with paints, clay, blocks, and other manipulative
- * Enjoy stories, poetry, music, and manipulative
- * Practice good health habits
- * Explore their world through the use of the five senses

Although Baptist doctrine is not taught, prayer, Bible stories and verses, and Bible songs will be included in the daily activities.

Grouping of Children: Children are grouped into classes according to the guidelines set forth by the Alabama Department of Human Resources in Minimum Standards for Day Care Centers.

- * Infant and/or Creepers to walking well independently
- * Toddlers walking independently to 2 $\frac{1}{2}$ years
- * 2 $\frac{1}{2}$ and young 3's
- * 3's
- * 4's (by September 1 - school age grouping)

Variations occur, as permitted in the Standards, based on space available, group compatibility, and individual developmental levels and needs. Chronological age is only one of several factors involved in determining placement of children. Our goal is to do what is best, not just for one child, but also for the group as a whole. In all cases, the final decision regarding the placement of a child is that of the Center Director.

Admission Procedures: Before a child may attend the Center, the following forms must be on file in our office:

- * Preadmission
- * Certificate of Immunization (Blue card)
- * Enrollment agreement
- * Emergency card (with pick up information)
- * Agreement to follow policies in the Parent's Handbook

A registration fee of \$75.00 must be paid at the time of enrollment and in August yearly thereafter. Any child may be refused admittance to the Center if these forms are not on file or if the registration fee has not been paid.

Withdrawal Procedures: Two weeks' notice is required when withdrawing a child from the Center. Please discuss plans with the Director. The Center reserves the right to dismiss any child if he/she is unable to function in a group situation. The Center may also dismiss a child for nonpayment of fees; for failure of the parent to comply with Center policies; or for behavior problems which cannot be resolved or which pose a danger to the child, to other children, or to the staff. Dismissal can be immediate if the safety of others enrolled is seriously threatened. Otherwise, a two-week notice will be given.

Fee Payment: Make checks payable to Jackson Way CDC and place in the basket in the check-in area. Cash payments should be made to the Director, or her assistant, and a receipt obtained.

The registration fee will be refunded only if the family moves out of town before the child attends. Weekly tuition rates will be announced annually. Tuition increases usually take place the first week of January. Tuition fees are based on how many days we are open for the year then divided into 12 equal payments for those who pay monthly and 52 equal payments for those who pay weekly. Day Care tuition is due in advance (Monday for that week). Delinquent tuition fees will be assessed at a rate of \$2.00 per week after Wednesday of the week due. No reduction in fees will be made for weeks having holidays or for illness. Tuition is due for each day the child is enrolled, whether or not the child is in attendance.

After enrollment for a full year and payment of all tuition fees, each child is entitled to one week free tuition. (Year calculated August - July). This week can be taken at any time after being earned; however, it must be taken as a whole rather than on a daily basis. Refunds on prepaid tuition will be given for any time period beyond the required two-week withdrawal notice.

Insurance: The Center carries accident insurance which covers each child enrolled during his/her time at the Center or on field trips with the Center. Please check with the Director for details.

Arrival and Departure: Procedures for arrival and departure for each of our programs are developed with the safety of the children as our main goal. Children must be signed in upon arrival and signed out on departure.

Parents are required to bring their child to his/her classroom in the morning and come inside for him/her in the afternoon. Each child must be signed in upon arrival and signed out upon departure. Please use full names on our sign in/out forms. Parent parking is in the East parking lot in front of the Church. Entrance is at the Courtyard door near the Ark. The Center opens at 6:30am and closes promptly at 5:30pm.

Clothing and Personal Belongings: Casual, comfortable, easily washable play clothes are recommended for all children. Please remember the children play hard, and they do get dirty. **In the interest of safety, both your child's and others', no boots or flip-flops are to be worn.** Tennis shoes are preferred. Non-marring rubber soled shoes are required in order to play in the gym and indoor playground. All belongings should be clearly labeled with the child's name. **Due to the risk of choking and strangulation, no necklaces, including teething necklaces, may be worn while a child is in the center.**

Things to Bring:

Infants & Creepers

- * Formula in unbreakable bottles
- * Baby food in unopened jars
- * Pacifier, if desired
- * Disposable diapers & wipes
- * Additional seasonal clothing

Toddlers

- * Diapering needs as above until potty trained
- * Complete change of seasonal clothing
- * Additional training pants or pull ups
- * Bed roll for rest time (will be sent home weekly for laundering)

Preschool Age

- * Tote bag
- * Complete change of seasonal clothing
- * Bed roll for rest time (will be sent home weekly for laundering)

Things Not to Bring: Toys, gum, food, guns, knives, money or other personal belongings must be left at home. These items get lost, broken, or create squabbles among the children. Individual teachers will notify you of special sharing days. At these times children may bring a favorite book, tape, or other item specified by the teacher. Nature items are always welcome. Special security "cuddlies" are permitted, when needed, provided they are used for comfort at rest time rather than as a plaything.

Food Service: Breakfast is not served at the Center; therefore, children need to finish eating before entering the building. Morning and afternoon snacks and a well-balanced hot lunch are provided for all children eating table food. Menus will be posted each month. For infants not yet on table food, baby food must be brought from home in unopened jars. All liquids must be in unbreakable bottles and must be clearly marked with the child's name. The Center will provide eating utensils for infants and toddlers. The feeding schedule shall be in accordance with the infant's needs. Infants will be held for bottle feeding and allowed to sit in a high chair when he/she is able. Infants and toddlers will be encouraged to experiment with self-feeding. All children will be encouraged, but not forced, to try a variety of foods.

Field Trips: In connection with units which we study 4-year olds may take several field trips. Transportation may be by the church van, by parents. All rules regarding field trips set forth by the Alabama Department of Human Resources are followed on our trips. Written permission to take field trips will be obtained from the parent prior to each trip. No child will leave the Center without written permission.

Guidance and Discipline: Children must have some form of discipline in order to grow, to mature, and to develop self-control. The following guidelines have been developed to aid in this growth.

- * Limits and rules shall be few and shall be understandable to the child.
- * Staff shall agree on acceptable & unacceptable behavior & on limits set.
- * Expected behavior shall be on the child's level.
- * No corporal punishment shall be used.
- * Discipline shall not be associated with food, naps, or bathroom procedures.
- * Methods of discipline shall not be humiliating, shaming, or frightening to the children.
- * Discipline shall be related to the misbehavior when possible, and it shall be administered (if possible) by the worker responsible for the child.
- * No verbal abuse, threats, or derogatory remarks about the child, or his/her family shall be used.
- * A kind firm voice shall be used.

Every effort will be made to discipline in positive terms. Reminding and redirecting shall be attempted. If a child continues the unsatisfactory behavior, time out will be used. Time out usually involves sitting quietly away from the group for a time period of one minute per year of age. Time out in the Director's office may be used if deemed necessary by the teacher and the Director.

Occasionally unacceptable behavior reaches the level of being harmful to the child, to other children, or the staff. The following policies have been developed to include, but not be limited to behaviors such as hitting, kicking, throwing things, biting, spitting, etc.

- * The Center will follow a practice of reporting to parents, by way of injury and daily reports, each incident of aggression in which their child was involved. The child's daily report will include a report of his/her aggressive behavior. The injury report will document injuries and the treatment of the injury. Although it is our intent to notify you of each incident, there are occasions on which we just miss something. Please let us know of any such injury, and we will add it to our log.
- * The Center will follow a procedure in which steps are taken regularly to prevent hurtful behaviors when the teacher cannot possibly get to the offending child (ex: diaper changing time). This may include placing the child in a high chair or other appropriate equipment, making a floater available to the room, etc.
- * The Center will initiate parent conferences so that as a team we may be able to formulate specific strategies for dealing with a persistent problem. Daily documentation of each incident and the procedures taken to control it will be kept on file. Our ability to deal effectively with problem behaviors depends on active parent participation.
- * If a child's hurtful/dangerous behavior continues consistently despite the above strategies to remedy it, the Center Director will determine other steps to be taken, possibly up to and including dismissal of the child from the Center.

Childcare workers are mandatory reporters of any incidents of suspected child abuse or neglect. Any suspected incidents of child abuse or neglect will be reported to the Madison County Department of Human Resources.

Illness: We accept only well children, and we are depending on you to help us maintain this policy. All children will be checked upon arrival for symptoms of illness or injury. If symptoms of illness are observed, the Center reserves the right to refuse to admit the child. Symptoms that are cause for keeping your child at home include: fever; sore throat; diarrhea; vomiting; severe cold and cough; rash or other contagious illnesses. The Center does not attempt to determine cause of fever. Temperature is taken under the arm and one degree added. When the temperature reaches **101 degrees**, the child must go home. Teething, immunizations, ear infections, etc., do not exempt a child from going home. In fairness to all, we must have a definite and consistent guideline. If you have reason to believe your child has a communicable disease, please keep him/her at home. All communicable diseases must be reported to the Center so that parents can be notified of possible exposure.

If your child becomes ill, you or one of your emergency contacts, will be notified immediately. If a child is injured at the Center, an accident report is given to the parents at the end of the day. We administer only soap and water, band aids, and TLC to minor injuries. In case medical attention is needed, the Center will attempt to notify parents first. In the event a parent cannot be reached, the paramedics will be called to provide emergency assistance. Should it be necessary, the child would be transported to the emergency room of Huntsville Hospital Women and Children building (unless arrangements with parents specify another hospital).

In order to return to the Center following an illness, a child must be free of fever at least 24 hours, must no longer be contagious, and must be able, in the judgment of the Center staff, to participate fully in the daily activities of the Center. **A physician's statement may be required before returning. However, the Center reserves the right to make the final decision regarding a child's fitness to return.**

Medication Policies:

- * All approved medications must be signed in weekly on the Authorization for Administering Medication/Medical Procedures. Form must include specific instructions for administering medication. **"As needed" is not specific.**
- * No OTC cough or cold medicine will be given.
- * Medication requiring fewer than 3 daily doses will not be given.
- * Prescription medication must be in original container and clearly marked with name and dosage.
- * Tylenol or Motrin having a decongestant, antihistamine, or expectorant added will not be given.
- * Proper dosage for the age and weight of the child must be shown on the bottle. Otherwise it will not be given.
- * **Diaper ointment must be signed in on a weekly basis.**
- * We will not apply sunscreen.

All of the above guidelines also apply to teachers and other staff members of Jackson Way CDC.

Special Procedures

Fire: The Center meets all standards for licensing set by the Fire Department. The Center is equipped with smoke detectors and an alarm system. Fire drills are held regularly, and our emergency plan is posted in each room.

Tornado: The Center has direct access to severe weather information. If conditions warrant, we will take the children to a place of safety. Please do not try to come for your child during severe weather warnings. In the event of a power failure, the Center is equipped with emergency lighting. Children will be kept as comfortable as possible until parents can pick them up.

Evacuation: In the case of emergency situations such as hazardous material spills, children will be evacuated by church van and/or Center and Church staff members' cars to a place of safety. Parents will be immediately notified to pick up children at the evacuation site. In all cases, Center staff will follow instructions of emergency management personnel.

Visits/Telephone Calls: Parents, guardians and other interested persons are encouraged to visit the Center to see our daily operating procedures. Although we have an open-door policy with visits welcome at all times, we prefer that these visits create a minimum of disruption to the children. Extended visits should be scheduled to assure only one visitor at a time per classroom.

Telephone calls regarding your child are always welcome. The Director or aide will be happy to check on your child or take a message to his/her teacher. Please understand that in the best interest of the children, we usually prefer not to remove a teacher from the class to take your call. She may, however, return your call on her break.

Parent Meetings and Special Events: Written notice will be sent and/or posted to announce any parent meetings, special events, or church functions which might be of interest to parents.

Parent Volunteers: We encourage parents to be involved in our program. Children feel very special when their parent participates in their school. Field trips, parties, and other special activities are good times for parents to help. If you have special talents, interests, hobbies, or ideas that can be shared, please contact the Director or your child's teacher.

Complaint Procedure: From time to time your child's teacher will be contacting you regarding your child's progress. Should you have questions or concerns, or should problems arise, please discuss them with the teacher and/or the Director. Since we do not discuss problems in front of the children, please call for an appointment. Should you wish to talk with your child's teacher, she will be glad to call you on her break. If your concerns are not dealt with to your satisfaction after talking with the teacher and/or the Director, you may make your complaint to the Day Care Licensing Unit of the Department of Human Resources in Decatur. Their number is (334) 242-1425.

Licensing: The Center is licensed by the Alabama Department of Human Resources and operates under the guidelines of the Minimum Standards for Day Care Centers and Night Time Centers - Principles, Regulations, and Procedures. If you wish to see this book, you may check out a copy from the Center office or you may obtain a copy by contacting the Department of Human Resources. You may request a copy by calling the Licensing Unit in Montgomery at **(334) 242-1425**, or you may call the state office at (334) 353-1491.