



**HERITAGE**  
**Child Development Center**  
**A Ministry of Heritage Baptist Church**

**Parent Handbook**  
**Revised May 2020**

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Dear Families:

We welcome you and your child to the Heritage Child Development Center at Heritage Baptist Church. As a ministry of Heritage Baptist Church, the Child Development Center (CDC) exists to lead people into a life changing relationship with Jesus Christ in Montgomery and beyond. We do that primarily by providing excellent early childhood education that helps preschoolers grow spiritually, intellectually, physically, socially and emotionally. We want to partner with you as you guide your preschooler to grow up loving God. Our goal is to be a CDC that loves God, loves each other and shows his love to the world.

By knowledge of and adherence to the guidelines and principles in this handbook, we will work together to maintain the service and standards that you as a parent expect from our CDC. It is through parent and CDC cooperation that your child experiences the best learning environment surrounded by teachers and families who love and care for him or her.

Written statements and policies cannot address every situation, and the church and the CDC relies on all our leadership's integrity and knowledge as guidance in situations not identified within this handbook. Through open communication and mutual support, we will all work together to create an excellent preschool experience for your child.

Thank you for partnering with us in ministry to your little one at Heritage Child Development Center. We look forward to working with you!

Blessings!

CDC Committee

Revised 2020

## Statement of Faith

### **Our Mission**

As a ministry of Heritage Baptist Church, the Child Development Center exists to lead people into a life changing relationship with Jesus Christ in Montgomery and beyond. We do that primarily by providing excellent early childhood education that helps preschoolers grow spiritually, intellectually, physically, socially and emotionally. We also partner with their parents as they guide their preschoolers to grow up loving God. Because we are a Christian child development center, we unapologetically teach our children that Jesus Christ is our Lord and Savior. The Bible is taught daily in the classrooms. Chapel is every Friday. We will make no exceptions by allowing religious teachings of other faiths, and we will not provide accommodations for children from other faith backgrounds.

### **Our Goal**

We want to be a Child Development Center that is known for

- Loving God
- Loving Others
- Showing His Love to the World

### **We believe**

- **In the authority of the Bible as the foundation for our understanding about God, ourselves and the world around us.**

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.*

**2 Timothy 3:16 (NIV)**

- **All people have sinned by willfully choosing to follow their own way instead of God's way.**

*For everyone has sinned; we all fall short of God's glorious standard.*

**Romans 3:23 (NLT)**

- **Jesus is God's Son who was born from a virgin, lived a perfect life, died on the cross and came alive again so that humanity could be saved from sin.**

*Christ died for our sins, just as the Scriptures said. He was buried, and he was raised from the dead on the third day, just as the Scriptures said.*

**1 Corinthians 15:3b-4 (NLT)**

- **We are saved by grace through faith in Jesus Christ.**

*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that*

*you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10 (NIV)*

- **Each person who makes an individual and personal commitment to God becomes a child of God.**

*Yet to all who did receive him, to those who believed in his name, he gave the right to become children of God.*

**John 1:12 (NIV)**

- **Believers' baptism is an outward symbol of a person's inward commitment to become a follower of Jesus Christ.**

*Therefore we were buried with Him by baptism into death, in order that, just as Christ was raised from the dead by the glory of the Father, so we too may walk in a new way of life. For if we have been joined with Him in the likeness of His death, we will certainly also be in the likeness of His resurrection. For we know that our old self was crucified with Him in order that sin's dominion over the body may be abolished, so that we may no longer be enslaved to sin.*

**Romans 6:4-6 (HCSB)**

- **The Church is God's plan for corporate worship, discipleship, fellowship, ministry and missions.**

*But you are a chosen race, a royal priesthood, a holy nation, a people for His possession, so that you may proclaim the praises of the One who called you out of darkness into His marvelous light.*

**1 Peter 2:9 (HCSB)**

- **The Great Commission is God's plan for the spread of His good news around the world.**

*Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."*

**Matthew 28:19-20 (NIV)**

- **We believe that God wonderfully and immutably creates each person as male or female.** These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27).

- **We believe “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25) and stated by Jesus (Matthew 19:4-6).** We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- **We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).**
- **We believe that in order to preserve the function and integrity of Heritage Baptist Church as the local Body of Christ, and to provide a biblical role model to our members and the community, it is imperative that all persons employed by Heritage Baptist Church and Heritage Baptist Child Development Center in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).**
- **We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).** We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heritage Baptist Church.

# **Eight Major Concepts in Christian Education of Preschoolers**

Our goal at the CDC is to equip your child with the spiritual, intellectual, social and physical skills that will guide them for the remainder of their lives. We want them to grow in the eight major concepts in the Christian education of preschoolers as well as foundational academic skills.

## **I. God**

A child needs to know that God

1. Made him.
2. Provides for her needs.
3. Loves him.
4. Made the things of the natural world for her to enjoy.
5. Is present everywhere.

We can meet these needs when we

1. Teach a child skills that give her a feeling of self-worth.
2. Praise God verbally in the moment of the child's delight.
3. Provide for a child's needs in loving ways while talking about or singing about God.
4. Interact with a child with nature items and openly share joy and wonder of God.
5. Pray to God in a child's language in different settings.
6. Sing about God.
7. Tell Bible stories about God.
8. Show pictures of God's world.

## **II. Jesus**

A child needs

1. To grow in his awareness of the name Jesus.
2. To think of Jesus as a tangible person about whom to talk.
3. To associate Jesus with happy feelings.

We can meet these needs by

1. Being aware of Jesus' presence at all times ourselves.
2. Telling Bible stories about Jesus.
3. Singing songs about Jesus.
4. Showing pictures of Jesus.
5. Speaking the name of Jesus at a time the child has his needs satisfied.

### **III. Bible**

A child needs to

1. Grasp the idea of the inspiration of the Bible.
2. Get the concept that the Bible tells us how to treat others.
3. Learn to use the Bible to help open up herself to the abundant life.

We can meet these needs by

1. Providing opportunities for a child to use the Bible in “real-life” experiences.
2. Using Bible thoughts at appropriate times.
3. Making the Bible the most important reading material of our lives.
4. Telling Bible stories.
5. Singing songs about the Bible.
6. Showing pictures of people using the Bible.

### **IV. Self**

A child needs to

1. Have a good image of himself
2. Feel accepted and loved.
3. Feel that he is important to himself.
4. Express herself in a variety of ways.
5. Experience a sense of accomplishment.
6. Grow in her ability to cope with a widening range of feelings.

We can meet these needs by

1. Providing a learning environment in which the child can successfully achieve.
2. Accepting and loving a child just as he is.
3. Helping a child meet her own needs.
4. Encouraging creative use of materials.
5. Expressing delight in a child’s accomplishments.
6. Letting our feelings and how we handle them show to a child.
7. Telling Bible stories, singing songs, and showing pictures about children doing things.

## **V. Family**

A child needs to

1. Learn that she is part of a family.
2. Grow in his familiarity.
3. Have opportunity to reveal that he has participated in a variety of experiences with his family.
4. Have opportunity to reveal that she is loved by members of her family.

We can meet these needs by

1. Talking freely about members of our family.
2. Getting to know members of the children's families.
3. Telling Bible stories, singing songs, and showing pictures about Bible families.
4. Providing similar activities at church that a child has at home and listening to his comments.
5. Providing a home living center where a child can act out home experiences.

## **VI. Others**

A child needs to

1. Be happy in his relationship with others.
2. Become more aware of other persons.
3. Learn to respect the rights of others.

We can meet these needs by

1. Providing an example in our own relationships.
2. Removing hazards to happy relationships.
3. Letting natural consequences follow the disregard of the rights of others.

## **VII. Church**

A child needs to

1. Recognize the church building as a special meeting place where she can have satisfying experiences.
2. Become aware of people who help at church.
3. Know that there are many people at church who love him.
4. Develop interest, satisfaction, and joy as she learns that she can do many things at church.

We can meet these needs by

1. Providing an environment suited to a child's maturity.
2. Bringing church helpers into personal contact with a child.
3. Loving a child and helping him to achieve.
4. Telling Bible stories, singing songs, and showing pictures of church activities.

## **VIII. The Natural World**

A child needs to

1. Develop awareness of the beauties and wonders in the world around him.
2. Feel comfortable and secure within his physical environment.
3. Realize that God made the beautiful things to enjoy.
4. Feel thankful for the things God has made.
5. Accept some responsibility for taking care of things which God has created and which she enjoys.

We can meet these needs by:

1. Surrounding the child with evidences of God's beauties and wonders.
2. Keeping the learning environment safe.
3. Praising God spontaneously.
4. Providing pets for children to care for.
5. Reading Bible stories, singing songs, and showing pictures about God's creations.

## **Statement of Exemption**

Heritage Child Development Center is not regulated or licensed by the State of Alabama Department of Human Resources. We choose to exercise our church exemption, but we follow DHR guidelines. All our teachers are trained in DHR standards and must receive 12 continuing education hours each year. We are inspected regularly by the fire department and the health department.

## **Staff Qualifications**

Staff must be 19 years or older and possess a high school diploma or GED.  
Staff must have at least 16 hours of continuing education each year.  
Staff must have a clear background check and drug test.  
Staff must have a negative TB test and pass a physical.

## **Pupil Staff Ratios**

0 – 18 months	1 teacher per 5 children
18 – 24 months	1 teacher per 7 children
2 years	1 teacher per 8 children
2 ½ - 3 years	1 teacher per 11 children
4 – 5 years	1 teacher per 18 children
5 – 8 years	1 teacher per 21 children
8 and older	1 teacher per 22 children

## **Lunch Program**

All of our meals are prepared on our campus. For classrooms on our baby and toddler hallway, lunches are served in the classrooms. Our 2's, 3's, and 4's go to our lunchroom. Our monthly menu is available on our website: [www.heritagecdc.net](http://www.heritagecdc.net). Milk is provided at lunch. Parents are required to send a substitute lunch if your child is allergic to a food on our menu. Food brought from home needs to be stored in your child's classroom. Please put the food in a lunchbox with an ice pack. The lunch needs to be ready to eat and should not require heating.

## Curriculum

Babies – 18 month olds use the Ages and Stages Questionnaire (ASQ) which focuses on communication, problem solving, fine motor, gross motor and personal/social skills.

18 months – 2 year olds use the ABC Jesus Loves Me curriculum and the ASQs to focus on developmental skills. For more detailed information, visit [www.abcjesuslovesme.com](http://www.abcjesuslovesme.com).

3 – 4 year olds use Starfall curriculum. To prepare our preschoolers for success in River Region elementary schools, we teach a level up in our 3 and 4 year old classes. Our 3 year old classrooms use the 4 year old Starfall curriculum. Our 4 year old classrooms use the Kindergarten Starfall curriculum. For more information, visit [www.starfall.com](http://www.starfall.com).

Our 3 – 4 year olds use ABC Jesus Loves Me as a biblical component.

Our 3 year old teachers complete ASQs and Starfall Developmental Checklists on all their students.

Our 4 year old teachers complete the Progress Monitoring Assessments every 2 weeks.

## **Infants-18 Months**

In our youngest classrooms, we work hard to make sure your baby feels safe and loved. Infants will be held, cuddled, talked to, sung to and introduced to many new experiences. Communication between the parents and the center is extremely important at this age. Classroom teachers will send home daily communication sheets so that parents will be aware of meal times, nap times, and diapering.

### **Large Motor Skills**

Babies learn and strengthen their large muscles by playing with age-appropriate toys. They enjoy tummy time and jumping in the jumperoos. They also enjoy riding toys and pushing walk behind toys.

### **Fine Motor Skills**

Babies are given smaller age-appropriate toys to develop their fine motor skills in grasping and holding.

### **Snack**

Once children are able to eat table food, they receive a morning and afternoon snack provided by the CDC. Eating together helps each child use their fine motor skills to feed themselves. They also learn to sit together with their friends.

### **Lunch**

Once children are able to eat table food, they will enjoy a balanced, nutritious lunch as part of our program. At the beginning of each month, a menu for the entire month is posted on our website. If you notice anything on the menu that might not be suitable for your child due to allergies, feel free to send supplements from home. Food brought from home needs to be stored in your child's classroom. Please put the food in a lunchbox with an ice pack. The lunch needs to be ready to eat and should not require heating.

### **Infant Nutrition**

Baby food and formula bottles must be furnished by the parents. A nursing room is available for breastfeeding moms. Formula must be made prior to coming to the center. No opened jars of baby food will be accepted at the center. All bottles must be labeled with the child's name.

## **Rest**

As children grow, their need for rest changes over time. In our youngest classroom, infants nap throughout the day as they require sleep. Our older babies begin taking morning and afternoon naps when they leave the infant room. Our toddlers nap after lunch. All infants – 18 months sleep in cribs. Each child is assigned to his or her own crib.

## **Diapering**

Disposable diapers are to be furnished by the parents. Cloth diapers will not be accepted. Wipes are provided by the CDC. If your child has specific diapering needs, please communicate that with your child's teacher. Extra clothing must be in the child's bag. Remember to label all items with the child's name.

## **A Note about Safety**

For the safety of our children, no one (including parents, guardians, or siblings) are allowed to enter the classrooms. At drop off, please wait at the gate until the teacher is able to receive your child. At pick up, please wait at the gate until the teacher is able to bring your child to you.

We do not allow the use of teething jewelry (necklaces, bracelets, or anklets) of any kind. We are following the recommendation from the FDA which says that the risk of using jewelry for relieving teething pain include choking, strangulation, injury to the mouth and infection.

## **Sign-In and Sign-out Procedures**

All children must be signed in and signed out each day with the parent or guardian's complete signature and the time of arrival and departure. DHR does not allow initials. Please write your complete name each time.

## **Toddler-Twos**

The preschool child is always learning. Therefore, each day is an opportunity to guide preschoolers as they explore the world around them.

### **Large Group Experience**

The typical day begins with a large group experience where toddler-twos celebrate the new day. Children begin working on developmental standards such as language skills, number skills, reading skills, and social skills. Singing, listening to music, responding to rhythms, listening to stories and poems, talking together, dramatic play, and many other activities are used to enhance the learning objectives for the day.

### **Snack**

Each child is given a morning and afternoon snack provided by the CDC. Eating together helps each child to begin to learn good table manners, good food habits and provides an opportunity for language development.

### **Activity Time**

This time is used for learning and working together through play. Each child has a variety of teacher directed activities used to reinforce the lesson for the day. For example, listening to music, building with blocks, acting out home experiences at the home living center, experimenting with art materials, or working with learning games.

### **Cleaning Up**

There is a specific place for all materials and equipment in the center. Each child is learning to work with her friends to put away materials which she has used and for cleaning up the area in which she has been working.

### **Recreation**

Either outside on our playground or inside the gymnasium in the Family Life Center, preschoolers are encouraged to run, jump and play in both organized and free play experiences to enhance their large motor skills, physical development and social interaction.

### **Lunch**

Your child will enjoy a balanced, nutritious lunch as part of our program. At the beginning of each month, a menu for the entire month is posted on our website. If you notice anything on the menu that might not be suitable for your child due to allergies, feel free to send supplements from home. Food brought from home needs to be stored in your

child's classroom. Please put the food in a lunchbox with an ice pack. The lunch needs to be ready to eat and should not require heating.

### **Rest**

Rest time is for relaxation. There is a balance of active and quiet experiences during the day, and approximately a two hour rest period after lunch. Children are not required to sleep, but they are expected to rest quietly during this time. All preschool children rest on cots. Each child is required to have a napper to go on top of his cot. Nappers can be purchased online or in local school supply stores. Please write your child's name on his or her napper. Nappers must be taken home every Friday to be cleaned.

### **Bible**

Each week, the children learn a Bible story. The story is taught in many different ways including reading, singing, drama, and crafts. Academic skills such as counting, colors, and letters are also reinforced in the Bible curriculum.

### **Chapel**

Every Friday morning, the children gather together for chapel. A chapel service includes a Bible story, songs, and prayer.

### **Movie Room**

Morning and afternoon drop off and pick up occur during movie room. Classes are combined to provide an easier transition for both child and parent. At pick up, remember to drop by your child's classroom to retrieve any items from his or her cubby.

### **Special Events**

Your child will experience special activities throughout the year on our campus. Special events include visits from community helpers such as the local humane shelter, dentists, and church leaders as well as our on-campus pumpkin patch, Easter egg hunts, Read Across America week, Week of the Young Child, Grandparents' Tea, book fairs, etc. We celebrate each holiday with classroom parties, crafts and stories. Parents and grandparents are welcomed and encouraged to join us for these experiences.

### **A Note about Safety**

For the safety of our children, no one (including parents, guardians, or siblings) are allowed to enter the classrooms. At drop off, please wait at the gate until the teacher is able to receive your child. At pick up, please wait at the gate until the teacher is able to bring your child to you.

### **Sign-In and Sign-out Procedures**

All children must be signed in and signed out each day with the parent or guardian's complete signature and the time of arrival and departure. DHR does not allow initials. Please write your complete name each time.

## **Threes-Fours**

The preschool child is always learning. Therefore, each day is an opportunity to guide preschoolers as they explore the world around them.

### **Morning Circle (Large Group Experience)**

The typical day begins with Morning Circle where the 3s and 4s gather together to celebrate the new day by activities such as saying the pledge, singing, counting, hearing a story, doing a finger play, learning a new skill, and praying.

### **Snack**

Each child is given a morning and afternoon snack provided by the CDC. Eating together helps each child to learn good table manners, good food habits and provides a relaxed time for conversation.

### **Large Group Time**

Children begin working on curriculum standards such as language skills, number skills, reading skills, and social skills. Singing, listening to music, responding to rhythms, taking nature walks, listening to stories and poems, talking together, dramatic play, and many other activities are used to enhance the learning objectives for the day.

### **Activity Time**

This time is used for learning and working together through play. Each child has a variety of teacher directed activities used to reinforce the lesson for the day. For example, she might choose to look at books, listen to music, build with blocks, act out home experiences at the home living center, experiment with art materials, or work with learning games.

### **Small Group Time**

Children work with the teacher in small groups to allow for more individual attention during these learning experiences with preschool phonics, math readiness concepts, science and nature, and writing.

### **Cleaning Up**

There is a specific place for all materials and equipment in the center. Each child is expected to work with his friends to put away materials which he has used and for cleaning up the area in which he has been working.

## **Recreation**

Either outside on our playground or inside the gymnasium in the Family Life Center, preschoolers are encouraged to run, jump and play in both organized and free play experiences to enhance their large motor skills, physical development and social interaction.

## **Lunch**

Your child will enjoy a balanced, nutritious lunch as part of our program. At the beginning of each month, a menu for the entire month is posted on our website. If you notice anything on the menu that might not be suitable for your child due to allergies, feel free to send supplements from home. Food brought from home needs to be stored in your child's classroom. Please put the food in a lunchbox with an ice pack. The lunch needs to be ready to eat and should not require heating.

## **Rest**

Rest time is for relaxation. There is a balance of active and quiet experiences during the day, and approximately a two hour rest period after lunch. Children are not required to sleep, but they are expected to rest quietly during this time. All preschool children rest on cots. Each child is required to have a napper to go on top of his cot. Nappers can be purchased online or in local school supply stores. Please write your child's name on his or her napper. Nappers must be taken home every Friday to be cleaned.

## **Bible**

Each week, the children learn a Bible story. The story is taught in many different ways including reading, singing, drama, and crafts. Academic skills such as counting, colors, and letters are also reinforced in the Bible curriculum.

## **Chapel**

Every Friday morning, the children gather together for chapel. A chapel service includes a Bible story, songs, and prayer.

## **Movie Room**

Morning and afternoon drop off and pick up occur during movie room. Classes are combined to provide an easier transition for both child and parent. At pick up, remember to drop by your child's classroom to retrieve any items from his or her cubby.

## **Special Events**

Your child will experience special activities throughout the year both on our campus and off campus. Special events include visits from community helpers such as the local humane shelter, dentists, and church leaders as well as our on-campus pumpkin patch, Easter egg hunts, Read Across America week, Week of the Young Child, Grandparents' Tea, book fairs, etc. Off campus walking field trips include visits to the Fresh Market, the fire station, the USPS mailboxes, etc. We celebrate each holiday with classroom parties, crafts and stories. Parents and grandparents are welcomed and encouraged to join us for these experiences.

## **Programs**

Each year the three year olds present a Thanksgiving and an Easter program for our families, and the four year olds present a Christmas and an End-of-Year program. The children sing both sacred and secular seasonal songs and share poems and plays they have learned throughout the year.

## **A Note about Safety**

For the safety of our children, no one (including parents, guardians, or siblings) are allowed to enter the classrooms. At drop off, please wait at the gate until the teacher is able to receive your child. At pick up, please wait at the gate until the teacher is able to bring your child to you.

## **Sign-In and Sign-out Procedures**

All children must be signed in and signed out each day with the parent or guardian's complete signature and the time of arrival and departure. DHR does not allow initials. Please write your complete name each time.

## **Security System**

Your child's safety is our most important priority. Our campus is secured by key fob only entry. You will be issued two security key fobs. These key fobs will provide access to the CDC building, the Family Life Center building and the main church building during school time. The cost of the key fobs is covered in the Registration Fee. However, there is a \$10 fee for key fob replacement or additional key fobs.

Each classroom as well as the lunchroom, Family Life Center, hallways, and parking lots are equipped with security cameras. These cameras provide protection for both teachers and children during the school day.

## **Hours of Operation**

The CDC is open to receive children at 7am each morning, Monday through Friday. The CDC closes promptly at 5:30pm each evening. There is a **\$5** charge per minute per child after that time, no exceptions.

## **Arrival and Departure Procedures**

Upon arrival, the child must be dropped off in the appropriate classroom. Children may not enter the building unsupervised. When the child arrives or leaves the center, the parent/guardian must sign in or out with a complete signature and the time.

Children will be released only to properly identified persons who are on their pick up list. **All information must be kept current by the parent.** We must have written verification if a person other than the parent or guardian is picking up the child. Please send a note or email [tamira@heritagecdc.net](mailto:tamira@heritagecdc.net) if someone other than the parent or guardian is picking up the child. When a person on the pick up list comes for the child, he or she may be asked to show a driver's license in order to receive the child.

## **Clothing and Personal Belongings**

All items (coats, hats, sweaters, books, cups) should be plainly labeled with the child's first and last name. **Please bring a book bag to school each day with your child's personal belongings. Use manuscript to label each item and the book bag so that teachers can clearly identify your child's things.**

Children should wear play clothes to school. Please provide tennis shoes or play shoes for your child – no bare feet. Clothing should be rugged and easy to fasten with buttons and zippers in working order. The CDC is not responsible for lost clothing.

**Each child should have a complete change of clothes at the center at all times. Please remember to change the clothes in diaper bags and book bags as the seasons change.**

All toys should be left at home. A soft sleep toy for naptime is acceptable. The sleep toy should be small enough to fit in the child's cubby. The CDC is not responsible for lost or broken toys.

We do not allow the use of teething jewelry (necklaces, bracelets, or anklets) of any kind. We are following the recommendation from the FDA which says that the risk of using jewelry for relieving teething pain include choking, strangulation, injury to the mouth and infection.

## **Emergencies and Hazardous Weather**

There are fire evacuation plans and tornado shelter plans located in each of the classrooms. The inside hallways are used to protect the children in case of tornado warnings. Periodic drills will be used to prepare the children for a potential emergency.

The center may need to close because of hazardous weather conditions. If the decision is made to close the center, it will be broadcast either on local radio/television stations, social media, email, telephone, or Remind app. If the Montgomery Public Schools close because of hazardous weather conditions, the center will also close.

The center may also need to execute lock-down procedures in the event of a threat in our immediate area. If a lock-down is initiated, parents will be informed via social media, Remind app or email.

## **Health and Medical Information**

### **Medical Emergency**

If there is a medical emergency, the center will first call 911. We will then attempt to get in touch with the child's parents. If the child's parent is unavailable, we will use the information provided on the Parent Agreement Form to reach the child's doctor and then follow his instructions.

### **Medications**

Medications will be administered between the hours of **10 am and 4 pm** only. **Medications that are prescribed for "once daily" or "twice daily" will not be administered at the center.** These medications need to be given at home. Medications that are prescribed for "three times a day" will be given once between the hours of 10 am and 4 pm.

Please be reminded that ALL medications need to have a prescription either on file or on the medication itself before it can be given at the center. All medicine shall be stored in the Wellness Coordinator's Office. No medicine shall remain in a child's bag/cubby during the day. Medications need to be taken home daily. We have a small amount of storage space for "as needed" medications, but prescription medications need to go home each day. Blanket authorization forms are prohibited. The center will only administer medication which has been prescribed by a doctor and only with written permission which has been dated and signed by the parent.

### **Breathing Treatments**

Breathing treatments will be administered between the hours of 10 am and 4 pm only. A maximum of two treatments will be given during the day. **Breathing treatments that are prescribed for "once daily or twice daily" will not be administered at the center.** This treatment needs to be given at home. Please be reminded that a copy of the breathing treatment prescription as well as the dosage requirements and time increments is needed for the child's file. **Nebulizers or breathing machines must be taken home daily.** These are not to be left in the center overnight.

### **Other Health and Medical Information**

The parent must provide the health record signed by the child's physician or the health department and a current certificate of immunizations at the time of admission. The certificate of immunization must be updated in the office each time your child receives a vaccination. Parents must keep current the name of the child's doctor and the name of other adults to contact in the event that a parent cannot be reached. Parents shall report any illnesses or exposures to communicable diseases outside the center to the staff, in order to alert other parents. The staff in turn shall inform the parents when the child has been exposed to communicable disease at the center.

We do not allow the use of teething jewelry (necklaces, bracelets, or anklets) of any kind. We are following the recommendation from the FDA which says that the risk

of using jewelry for relieving teething pain include choking, strangulation, injury to the mouth and infection.

**There must be cooperation between the center and the home to fight the spread of communicable disease.** Because doctors differ in both the treatment and the return to class times associated with illness, CDC policies take precedent over doctor's orders. In an attempt to limit the spread of infection, the following guidelines have been established:

### **CDC Health and Wellness Guidelines**

The following information outlines the guidelines for The Heritage CDC, using illnesses that we commonly see in our Center. It is in no way intended to be a complete listing of illnesses, to be a diagnostic tool, or to substitute for your local pediatrician. If your child becomes ill, please consult their physician and let us know what they have so that we may inform other parents. Some of the following information has been compiled from *Infection Control in the Child Care Center and Preschool* by Leigh G. Donowitz, MD and *kidshealth.org*. Thank you.

### **COVID-19 (CORONAVIRUS)**

**We must know if your child, someone in your immediate family, or someone living in your home has been diagnosed with COVID-19 (coronavirus). All current policies regarding upper respiratory infections and fever apply. Other policies will be determined at the time of diagnosis with respect to current state and local health department requirements including, but not limited to, classroom quarantine; short-term closings for testing, cleaning, and tracing; or temporary long-term closing if mandated due to community spread. We are required to report COVID-19 cases to the Alabama Department of Public Health and follow their mandates.**

### **BRONCHITIS**

**BACKGROUND** Bronchitis is an inflammation of the lining of the bronchial tubes, the airways that connect the trachea (windpipe) to the lungs.

**SYMPTOMS** May include cough (that may bring up thick white, yellow, or greenish mucus), headache, generally feeling ill, chills, fever (usually mild), shortness of breath, soreness or a feeling of tightness in the chest, and wheezing (a whistling or hissing sound with breathing).

**INCUBATION PERIOD** There is no distinct incubation period as it varies depending on the virus that caused it.

**CONTAGIOUS PERIOD** There is no distinct contagious period as it varies depending on the virus that caused it.

**EXCLUSION** Until fever-free for at least 24 hours without medication and can participate in usual activities.

## **CANDIDA (THRUSH/DIAPER DERMATITIS/YEAST)**

**BACKGROUND** Oral candidiasis (thrush), the most common infection caused by *Candida* species, is an acute inflammation of the tongue and oral mucous membranes that is manifested as white or grayish-white focal or diffuse plaques on the mucous membranes.

The diaper area is the most common site for candidal invasion of the skin. The affected skin is fiery red and, depending on the duration of infection, contains lesions that range from slightly raised red papules to discrete eroded lesions with a red raised border. This is more common among children in diapers who have recently been on oral antibiotics.

**INCUBATION** The incubation period for *Candida* infections is not known.

**CONTAGIOUS PERIOD** The mode of spread is dependent on the age of the patient. Infants and older children acquire the organism from their mother's skin or hands, from unsterilized nipples or bottles, and often after taking oral antibiotics. Children may acquire the organism from other infected individuals. Oral or superficial *Candida* infections may be treated with Nystatin suspension administered three to four times daily.

**EXCLUSION** Once the child has begun treatment there is no reason for exclusion from day care.

**NOTE** If your child is prone to yeast infections during or after treatment with antibiotics, try feeding them yogurt once or twice daily while on antibiotics.

## **CROUP**

**BACKGROUND** Croup is a condition that causes an inflammation of the upper airways – the voice box (larynx) and windpipe (trachea). It often leads to a barking cough or hoarseness.

**SYMPTOMS** At first, a child may have cold symptoms, like a stuffy or runny nose and a fever. As the upper airway becomes progressively inflamed and swollen, the child

may become hoarse, with a harsh, barking cough. This loud cough, which is characteristic of croup, often sounds like the barking of a seal.

**INCUBATION PERIOD** Varies depending on the specific virus causing the croup.

**CONTAGIOUS PERIOD** During the acute stage.

**EXCLUSION** Until fever-free for at least 48 hours without medication and doctor says it is safe to return.

## **DIARRHEA – NO SPECIFIC PATHOGEN**

**BACKGROUND** Diarrhea is characterized by increased stools that are usually watery. It can be caused by various agents.

**SYMPTOMS** Frequent, loose or watery stools, vomiting, and fever.

**INCUBATION PERIOD** 24 to 72 hours.

**CONTAGIOUS PERIOD** While pathogen is being shed; acute period.

**EXCLUSION** Until diarrhea is no longer present for at least 48 hours without medication.

## **DIARRHEA – ROTAVIRUS**

**BACKGROUND** Rotavirus is the cause of a seasonal and sporadic gastroenteritis. It occurs in temperate climates in the cooler months; in tropical climates, it is present year round. Essentially all children are infected by age 3, but they are most likely to be infected between 4 and 24 months of age.

**SYMPTOMS** Fever, vomiting, followed by diarrhea.

**INCUBATION PERIOD** 24 to 72 hours.

**CONTAGIOUS PERIOD** During the acute stage of disease and while the virus is being shed; symptoms typically last 3 to 8 days.

**EXCLUSION** Until diarrhea is no longer present for at least 48 hours without medication.

## **FEVER**

**BACKGROUND** At this age, there are many reasons a child may run fever. There are times when no cause will be found. Any temperature of 100.4 degrees or higher is considered fever.

**EXCLUSION** Anyone sent home with fever is not able to return to the Center for at least 48 hours. Children with fever need to stay home until they have been fever-free for no less than 48 hours without any medication.

## **FIFTH DISEASE**

**BACKGROUND** Fifth disease is a viral infection which often affects red blood cells. For many years, fifth disease was viewed as an unimportant rash illness of children. Recently, studies have shown that the virus may be responsible for serious complications in certain individuals.

**SYMPTOMS** Low grade fever, fatigue, a red rash generally appears on the cheeks giving a “slapped” face appearance. The rash may then extend to the body with tendencies to fade and reappear. Sometimes, the rash is lacy in appearance and may be itchy. Some children may have vague signs of illness or no symptoms at all.

**INCUBATION PERIOD** Varies; typically 4 to 20 days for rash development.

**CONTAGIOUS PERIOD** During the week prior to the appearance of the rash to one week after onset.

**EXCLUSION** Until child can participate in daily activities and is fever-free for at least 24 hours without medication.

**POSSIBLE COMPLICATIONS** While most women infected during pregnancy will not be affected, some studies have shown that parvovirus B19 may infect the fetus and increase the risk of miscarriage. In people with chronic red blood cell disorders, such as sickle cell disease, infection may result in severe anemia. Infection has also been associated with arthritis in adults.

## **HAND, FOOT, AND MOUTH DISEASE**

**BACKGROUND** The greatest occurrence of hand, foot and mouth disease is in summer and fall. It is most common in children under the age of ten.

**SYMPTOMS** Sudden fever, sore throat, and small grayish oral lesions on the cheeks and gums as well as on the sides of the tongue. Lesions also may appear on the palms of the hands, soles of the feet, and on the fingers.

**INCUBATION PERIOD.** Typically 3 to 5 days

**CONTAGIOUS PERIOD** During the acute stage and several weeks after.

**EXCLUSION** Until the child is fever-free for at least 48 hours without medication, there are no new blisters, and no oozing blisters.

## **HEAD LICE (*Pediculis capitis*)**

**BACKGROUND** Head lice are small insects about the size of a sesame seed and are usually light brown but can vary in color. They move quickly and shy away from light, making them difficult to see. Diagnosis is most often made on the basis of finding nits (eggs). Nits are tiny, grayish-white or yellowish-white oval specks attached to hair shafts. As the female louse deposits her eggs (3-4 per day), she cements them to the hairs, and unlike dandruff, nits will not wash off or brush off. Nits may be found throughout the hair, but are most often located at the nape of the neck, behind the ears, and frequently on the crown of the head.

**MODE OF TRANSMISSION** Head lice are incapable of hopping, jumping, or flying and are primarily acquired by coming in direct contact with an infested person. However, wearing clothing (such as a hat, coat, or scarf) recently worn by an infested person; using a contaminated comb or brush; or lying on contaminated furniture, carpeting or bedding; can also result in infestation.

**SYMPTOMS** Itching that occurs when lice bite and suck blood from the scalp is the primary symptom of infestation, although not everyone will experience itching. Often red bite marks or scratch marks can be seen on the scalp and neck.

**INCUBATION PERIOD** It may take as long as two to three weeks or longer for a person to notice the intense itching associated with this infestation.

**CONTAGIOUS PERIOD** Head lice can be spread as long as lice or eggs remain alive on the infested person.

**EXCLUSION** For no less than 48 hours after treatment and no more live lice or nits are found. Children must be checked by the Director, Assistant Director, or Wellness Coordinator before they will be admitted to their classrooms.

### **PREVENTION / CONTROL MEASURES**

- Machine wash all washable clothing and bed linens which have been in contact with the infested person during the last 3 days.
- Articles should be washed in **HOT** water and dried in a **HOT** dryer.
- Non-washables can be vacuumed, dry cleaned, or kept in an air tight container for 2 weeks.
- Rugs, upholstered furniture and mattresses should be carefully vacuumed to pick up any living lice or nits attached to fallen hairs.

## **IMPETIGO**

**BACKGROUND** Impetigo is a skin disorder commonly seen in newborns. Impetigo is the most commonly found staphylococcal disease acquired in a nursery setting. It can also be the result of infected mosquito or ant bites in older preschoolers/children.

**MODE OF TRANSMISSION** Usual mode of transmission is by touching sores. Spread to peripheral areas occurs by cracking open lesions.

**SYMPTOMS** Itchy lesions that are sticky and oozing and occur mainly in the diaper area but may spread to other places on the body.

**INCUBATION PERIOD** 4 to 10 days.

**CONTAGIOUS PERIOD** As long as lesions are producing discharge.

**EXCLUSION** Until treatment has been in effect for no less than 24 hours.

### **PREVENTION / CONTROL MEASURES**

- Lesions must be covered

## INFLUENZA (Flu)

**BACKGROUND** Influenza causes a spectrum of clinical symptoms that make up the “flu syndrome”. Influenza infections occur in epidemics during the winter months. The spread is rapid through a community.

**SYMPTOMS** Fever, headache, chills, body aches, cough, nausea, vomiting, sore throat

**INCUBATION PERIOD** 1 to 3 days.

**CONTAGIOUS PERIOD** The virus may be found in respiratory secretions for 24 hours prior to the onset of symptoms until 5 to 10 days after the symptoms began.

**EXCLUSION** After a child is diagnosed with flu, they will be sent home for the remainder of the week. Before the child can return the next week, they must be symptom free for 48 hours without medication.

## MOLLUSCUM

**BACKGROUND** Molluscum contagiosum (mo-LUS-kum kun-tay-jee-OH-sum) is a relatively common viral infection of the skin that results in round, firm, painless bumps ranging in size from a pinhead to a pencil eraser.

**SYMPTOMS** Molluscum results in raised, round, flesh-colored bumps on the skin.

**CONTAGIOUS PERIOD** Molluscum spreads through direct person-to-person contact and through contact with contaminated objects. The bumps associated with molluscum contagiosum usually disappear within a year without treatment but doctor-assisted removal is also an option.

**EXCLUSION** Isn't necessary as long as bumps are covered with band-aids while at school.

## MONONUCLEOSIS

**BACKGROUND** Infectious mononucleosis is a viral disease that affects certain blood cells. Most cases occur sporadically with outbreaks rare. While most people are exposed to the Epstein-Barr virus, the virus that causes mononucleosis, at some time in their lives, very few go on to develop the symptoms of infectious mononucleosis. The disease is rarely fatal.

**SYMPTOMS** Fever, sore throat, swollen lymph nodes and feeling tired. Duration is from one to several weeks. Sometimes the liver and spleen are affected.

**INCUBATION PERIOD** 4 to 6 weeks.

**CONTAGIOUS PERIOD** Prolonged; one year or more.

**EXCLUSION** Until child can participate in daily activities and is fever-free for at least 48 hours without medication.

### **OTITIS MEDIA (Ear Infection)**

**BACKGROUND** Otitis Media frequently accompanies a viral respiratory infection.

**SYMPTOMS** Often children become irritable, have difficulty sleeping, and may run a fever.

**INCUBATION PERIOD** There is no distinct incubation period for otitis media.

**CONTAGIOUS PERIOD** Otitis Media itself is not contagious; however, the respiratory virus that caused it may be.

**EXCLUSION** Children should be kept out of child care for 48 hours without documentation from a doctor or 24 hours with documentation from a doctor. If your child has a fever, they will need a note from the doctor stating that ear infection is the cause of the fever before they can return.

### **PINK EYE (Conjunctivitis)**

**BACKGROUND** Conjunctivitis is inflammation of the eye that can either be allergic, viral, or bacterial.

**SYMPTOMS** Redness of the eye, tearing, itching, swelling, tenderness, with discharge.

**INCUBATION PERIOD** 12 to 72 hours for viral and 24 to 72 hours for bacterial

**CONTAGIOUS PERIOD** When symptoms are present until 24 hours after treatment has begun

**EXCLUSION** For bacterial conjunctivitis until 24 hours after treatment has begun and for viral conjunctivitis until symptoms disappear but no less than 24 hours.

## **PNEUMONIA**

**BACKGROUND** Pneumonia is a general term that refers to an infection of the lungs, which can be caused by a variety of organisms, including viruses, bacteria, fungi, and parasites.

**SYMPTOMS** May include fever, chills, cough, nasal congestion, unusually rapid breathing (in some cases, this is the only symptom), breathing with grunting or wheezing sounds, labored breathing that makes the rib muscles retract (when muscles under the ribcage or between ribs draw inward with each breath) and causes nasal flaring, vomiting, chest pain, abdominal pain, decreased activity, and loss of appetite (in older kids) or poor feeding (in infants).

**INCUBATION PERIOD** There is no distinct incubation period as it varies depending on the virus that caused it.

**CONTAGIOUS PERIOD** Varies depending on the virus causing the pneumonia.

**EXCLUSION** Until the child is fever-free for at least 48 hours without any medication, has no other symptoms, and can participate in usual activities.

## **RESPIRATORY INFECTIONS (viral)**

**BACKGROUND** Different etiologic agents are responsible for respiratory viral infections. These infections are more commonly known as colds. Most infections occur during fall and winter.

**SYMPTOMS** Sneezing, chills, runny nose, fever, muscle and joint aching, sore throat, and coughing.

**INCUBATION PERIOD** Up to 10 days.

**CONTAGIOUS PERIOD** Shortly before symptoms begin to end of acute period.

**EXCLUSION** Until fever is no longer present for at least 48 hours without medication and child can participate in daily activities.

## RESPIRATORY SYNCYTIAL VIRUS (RSV)

**BACKGROUND** Respiratory syncytial virus (RSV) is a viral disease affecting the respiratory tract. RSV is the most common cause of respiratory tract diseases such as bronchitis and pneumonia in early infancy, with most cases occurring within the first 2 years of life. RSV can seriously affect those that are born prematurely or those with heart, lung, or immune problems. RSV occurs seasonally in temperate zones, usually during winter and early spring, but can also occur in sharp outbreaks.

**SYMPTOMS** Fever, chills, headache, general aching, and anorexia.

**INCUBATION PERIOD** 1 to 10 days.

**CONTAGIOUS PERIOD** Several days before and after active disease is seen; this can be several weeks.

**EXCLUSION** After a child is diagnosed with RSV, they will be sent home for the remainder of the week. Before the child can return the next week, they must be symptom free for 48 hours without medication.

**SPECIAL WARNINGS** Children and infants with certain medical problems should not be exposed to the disease.

## RINGWORM

**BACKGROUND** Tinea (pronounced: TIH-nee-uh) is the medical name for a group of related skin infections, including athlete's foot, jock itch, and ringworm. They're caused by several types of mold-like fungi called **dermatophytes** (pronounced: der-MAH-tuh-fites) that live on the dead tissues of the skin, hair, and nails.

**SYMPTOMS** Ringworm of the skin starts as a red, scaly patch or bump. Ringworm tends to be very itchy and uncomfortable. Over time, it may begin to look like a ring or a series of rings with raised, bumpy, scaly borders (the center is often clear).

**INCUBATION PERIOD** It takes 3 to 5 days for microscopic infection and 2 to 3 weeks for clinical manifestations to develop.

**CONTAGIOUS PERIOD** The condition can spread for 3 to 4 months, and then spontaneous regression may occur.

**EXCLUSION** Until effective treatment is started but no less than 24 hours. Area must be covered to return to school.

## **ROSEOLA**

**BACKGROUND** Children ages six months to three years are most commonly affected by this disease. Roseola is a rash disease that is not highly communicable. Those that are exposed to roseola acquire immunity to the disease. Roseola appears mostly in spring or summer.

**SYMPTOMS** Sudden fever that can get as high as 104 F, convulsions, and a rash that appears around the 3rd to 5th day as the fever is disappearing. The rash resembles small, bumpy, rose-pink spots that start on the chest and abdomen. The rash usually lasts one to two days. Some people are asymptomatic.

**INCUBATION PERIOD** 5 to 15 days.

**CONTAGIOUS PERIOD** Unknown; the period during fever and before rash appears is suspected.

**EXCLUSION** Until fever is no longer present for at least 24 hours without medication.

## **STAPH INFECTION (of the skin)**

**BACKGROUND** Staphylococcal infections are commonly associated with diseases of the skin.

**SYMPTOMS** Red, swollen, painful sores on the skin with discharge.

**INCUBATION PERIOD** 1 to 10 days

**CONTAGIOUS PERIOD** As long as there is drainage from the sore.

**EXCLUSION** For at least 24 hours after the initiation of appropriate antibiotics and until drainage of infected material has stopped or diminished to the point that barrier protection is effective. The infected area must be covered at all times.

## **STREP THROAT / SCARLET FEVER**

**BACKGROUND** Both strep throat and scarlet fever are common illnesses among children. The majority of the time these illnesses are not serious; however, complications may develop if proper treatment is not administered.

**SYMPTOMS** Sudden fever, sore throat, headache, swollen glands, and abdominal cramps. Occasionally vomiting and nausea occur. Scarlet fever occurs with a rash appearing on the neck, chest, in the folds of the armpit, elbow, groin and inner thigh.

**INCUBATION PERIOD** 1 to 3 days.

**CONTAGIOUS PERIOD** Until 24 hours of treatment has been administered.

**EXCLUSION** Until fever is no longer present for at least 24 hours without medication and treatment has been in effect for at least 24 hours.

## **VOMITING**

**SYMPTOMS** Vomiting 2 times or more or vomiting with other symptoms such as fever or diarrhea.

**EXCLUSION** Until there has been no vomiting, fever, or diarrhea for at least 48 hours without any medication.

## Discipline **Procedures: Discipline for Children**

Disciplinary procedures shall be according to the following requirements:

1. Limits or rules shall be few and they shall be understandable to the children to whom they apply.
2. Expected behavior shall be on the child's level.
3. Discipline shall be consistent and fair.
4. No corporal/physical punishment shall be used at any time. If inappropriate behavior continues, a time-out procedure is implemented.
5. Discipline shall not be associated with food, naps, or bathroom procedures.
6. Techniques of discipline shall not be humiliating, shaming, or frightening to the child.
7. Techniques of discipline shall be related to the misbehavior and it shall be administered immediately by the worker primarily responsible for the child.
8. No verbal abuse, threats, or derogatory remarks about the child or his/her family shall be used.
9. A kind, firm voice shall be used.
10. Children are not allowed to mistreat themselves, others or property.
11. Timeout and redirection are appropriate discipline practices.

It may become necessary to ask your assistance in correcting a persistent problem. We will work together with parents to provide opportunities for improved behavior, self-control and stronger social skills. **The center, however, reserves the right to immediately dismiss any child that does not respond to discipline procedures, is unable to function cooperatively in a group, or whose actions pose a risk to himself or others. Any family causing harm or disruption to CDC programs or failing to cooperate with the teachers and administration qualifies for immediate dismissal.**

## **Cooperation between Home and CDC**

Parents are welcome to visit the center during the day. We do, however, discourage visits that may be disruptive to teaching times.

Please help us maintain a distraction-free environment by discouraging your child from bringing toys from home. Besides being a distraction for the child, items brought from home could be lost or broken, and the center cannot be responsible for them. Occasionally, teachers will request toys from home that help support a particular teaching aim. If toys are brought, these must be safe for the group's use. Toys brought from home into the class will be played with and enjoyed by the whole class. Toys associated with war and violence are never permissible.

Likewise, food from home may not be brought into the center. Children must eat breakfast before coming to the center. If a child comes with breakfast, they must wait until snack time to finish their meal.

Each child's birthday is recognized at the center. If parents wish to bring special store-bought birthday goodies, arrangements should be made with the child's teacher. In order to protect our food safety and children with allergies, we cannot accept homemade treats.

Parents are required to give two weeks' notice if the child will no longer attend the center. Full fees are required during that time.

## Operational Policies

### Admission Procedure

All required forms must be completed and returned to the director, along with the annual, non-refundable registration fee and supply fee. Forms that must be completed include enrollment application, parent agreement form, certificate of immunization, and white medical record for all children.

### Financial Arrangements

**REGISTRATION FEE:** An annual, non-refundable fee of \$60 is charged for all applicants at the time of enrollment and every June 1<sup>st</sup> thereafter.

**SUPPLY FEE:** An annual, non-refundable fee of \$60 is charged for all applicants at the time of enrollment and every June 1<sup>st</sup> thereafter.

**DEPOSIT:** A deposit of one week's tuition is required at enrollment. This deposit will be refunded if a two week notice is given if your child will no longer be attending the CDC and if all financial obligations have been met.

**TUITION:** The CDC is completely dependent on tuition in order to operate. Tuition is due the week services are provided to your child. Tuition may be paid by cash, check, credit card or online payments. Tuition must be **paid by Monday morning** of the current week. If tuition is not paid by Monday morning of each week, then your child will not be allowed to return to the center on Tuesday.

**LATE TUITION:** After Monday morning, a late fee of \$25 is charged to the account. The full tuition plus the \$25 late fee must be paid before the child can return to the center.

**RETURNED CHECK/TRANSACTION CHARGE:** There is a \$30 charge for each returned check or failed online transaction. If more than one check is returned or online transaction is failed, the parent will be required to pay in cash, cashier's check, or money order for the duration of your child's time at our center.

**UNPAID TUITION:** Any unpaid tuition will be reported to the Credit Bureau and turned over to a collection agency. There will be a fee of 33 1/3% added to any account that is placed in collections. Any fees accrued by Holloway Credit in obtaining payment for debt will be the responsibility of the parent.

**TERMINATION OF SERVICES:** **The center reserves the right to immediately dismiss any child with or without notice for failure to pay.**

## **Holidays**

The center will observe the following holidays:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
- 6.-7. Thanksgiving (Thursday and Friday)
- 8.-9. Christmas (2 days)
10. Floating In-service Day

When a holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday, as determined by the Director. Full fees will be charged for the weeks in which these holidays occur.

## **Heritage Kidz Club**

Heritage Kidz Club provides a full day experience for school age children during the summer as well as during public school holidays. Kidz Club begins for children who are entering kindergarten. After the completion of 5<sup>th</sup> grade, children may attend the summer program, but once they have entered 6<sup>th</sup> grade they are no longer eligible for Kidz Club.

### **Large Group Experience**

The typical day begins with a large group experience with an overview of the day's schedules, cheers, songs and a devotion.

### **Snack**

Each child is given a morning and afternoon snack provided by the CDC. Eating together helps each child to learn good table manners, good food habits and provides a relaxed time for conversation. Kidz Club enjoys Candy Cart every Friday. Children can purchase a candy bar and a soft drink for a nominal fee. Regular snack will be given to children who do not purchase candy cart items.

### **Morning Rotations**

Throughout the morning, children rotate to various activities including music, Bible drills, recreation, themed experiences, and reading activities.

### **Lunch**

Your child will enjoy a balanced, nutritious lunch as part of our program. At the beginning of each month, a menu for the entire month is posted on our website. If you notice anything on the menu that might not be suitable for your child due to allergies, feel free to send supplements from home. Food brought from home needs to be stored in your child's classroom. Please put the food in a lunchbox with an ice pack. The lunch needs to be ready to eat and should not require heating.

### **Rest**

Rest time is for relaxation. There is a balance of active and quiet experiences during the day, and approximately a two hour rest period after lunch. Children are not required to sleep, but they are expected to rest quietly during this time. A movie is playing for children who prefer not to nap. All children need to have a sleeping bag for rest time. Sleeping bags must be taken home every Friday to be cleaned.

## **Recreation**

Either outside in our yard or inside the gymnasium in the Family Life Center, children are encouraged to run, jump and play in both organized and free play experiences to enhance their physical development and social interaction.

## **Afternoon Rotations**

Children can enjoy a variety of bonus options including lego club, scrabble club, health/science club, money matters club, cooking club, and STEM club (Science, Technology, Engineering and Math). The day concludes with a focus on character education where we challenge children to think and act like Jesus.

## **Special Events**

Your child will experience special activities throughout the summer both on our campus and off campus. Special events include visits from community helpers such as McWane Center, the Talking Tree, Reading on Wheels, the zoo, etc. We may have an off campus, walking field trip. We also have water fun day every Wednesday!

## **Health and Wellness**

Kidz Club children are subject to the same health and wellness standards as our preschoolers. Please refer to the Health and Medical Information section for more detailed policies.

## **Kidz Club on School Holidays**

On school holidays, we endeavor to provide a relaxed atmosphere. The children enjoy special craft projects, movies and occasional field trips.

## **Registration Fee**

There is a \$75 registration fee for Kidz Club that includes their supplies and summer T-shirt.

## **Tuition**

Tuition is based on the Kidz Club Registration Agreement. Plan One is part-time including 2 days or less at the rate of \$40 per day. Plan Two is full-time including 3 or more days at the rate of \$115 per week. During summer months, parents are required to give a start date and a withdrawal date. Tuition will be assessed weekly and a \$25 fee will be charged for each week the child does not attend Kidz Club. For families with multiple children at our center, there is a \$5 discount per child for tuition.

## **Security**

Your child's safety is our most important priority. Our campus is secured by key fob only entry. You will need to purchase a key fob for \$10. These key fobs will

provide access to the CDC building, the Family Life Center building, the main church building and the Backyard Kids Space during Kidz Club time.

Each classroom as well as the Backyard commons area, lunchroom, Family Life Center, hallways, and parking lots are equipped with security cameras. These cameras provide protection for both teachers and children during the school day.

### **Discipline**

Please refer back to the discipline policies for the Child Development Center. It may become necessary to ask your assistance in correcting a persistent problem. We will work together with parents to provide opportunities for improved behavior, self-control and stronger social skills. **The center, however, reserves the right to immediately dismiss any child that does not respond to discipline procedures, is unable to function cooperatively in a group, or whose actions pose a risk to himself or others. Any family causing harm or disruption to CDC programs or failing to cooperate with the teachers and administration qualifies for immediate dismissal.**

**Read Receipt for  
Heritage Child Development Center  
Parent Handbook  
Revised 2020**

I, \_\_\_\_\_, have received a copy of the Heritage Child Development Center Parent Handbook. I understand it is my sole responsibility to thoroughly read and understand this document. Should I have any questions it is my sole responsibility to seek out the appropriate personnel to properly answer my concerns and questions.

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

\_\_\_\_\_  
Date

## PARENT AGREEMENT FORM

**Each parent or guardian is required to complete this agreement prior to enrolling each child in our center. Please read each segment of the form and sign in the appropriate place.**

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Telephone numbers where parent(s) or guardian may be reached during time child is at center:

Parent/Guardian \_\_\_\_\_ / Home \_\_\_\_\_ / Work \_\_\_\_\_ / Cell \_\_\_\_\_

Mother \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Father \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Medical Treatment/Care

Child's doctor \_\_\_\_\_ Address \_\_\_\_\_

Office phone \_\_\_\_\_ Home phone \_\_\_\_\_

Child's dentist \_\_\_\_\_ Address \_\_\_\_\_

Office phone \_\_\_\_\_ Home phone \_\_\_\_\_

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Should my child, \_\_\_\_\_, become ill or suffer an accident of any kind while he/she is in the care of the center, the center shall undertake to call me immediately. In the event the center is unable to reach me immediately, the center and/or its designated staff shall be authorized to secure and consent to such medical attention, treatment, and services for my child as may be deemed necessary.

Any qualified person providing such required medical attention, treatment or services may accept such consent as if given by me in person. I agree to assume responsibility for payment for all medical costs incurred.

\_\_\_\_\_  
Signature of parent/guardian

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Emergency contacts, other than the parent(s), to call if the child becomes ill or injured during the time he/she is at the center and the parent(s) cannot be reached.

\_\_\_\_\_  
Name Relationship Home phone Cell phone Work phone

\_\_\_\_\_  
Name Relationship Home phone Cell phone Work phone

**Arrival/Departure Plan**

I, or a person authorized by me, will accompany my child into the center and into the care of a teacher. I understand that I am required to sign my child in and out each day.

**I also understand that the center closes at 5:30 pm and that there is a \$5.00 charge per minute per child after that time, no exceptions.**

\_\_\_\_\_  
Signature of parent/guardian

My child may be released from the center to the persons signing this agreement or to these persons only:

\_\_\_\_\_  
Name Address Phone Relationship

\_\_\_\_\_  
Name Address Phone Relationship

\_\_\_\_\_  
Name Address Phone Relationship

**OPERATIONAL POLICIES**

**Admission Procedure**

All required forms must be completed and returned to the Director, along with the annual, non-refundable registration fee, non-refundable supply fee, and deposit prior to the child's first day at the center. The forms include the enrollment application, parent agreement form, Parent Handbook read receipt, and photo permission form, as well as immunization form and signed medical form from your child's pediatrician for all children five-years-old or younger.

**Financial Arrangements**

REGISTRATION FEE: An annual, non-refundable fee of \$60 is charged of all applicants at the time of enrollment, and every June 1 thereafter.

SUPPLY FEE: An annual, non-refundable fee of \$60 is charged of all applicants at the time of enrollment and every June 1 thereafter.

DEPOSIT: A deposit of one week's tuition is required at enrollment. This deposit will be refunded if a two week notice is given if your child will no longer be attending the CDC and if all financial obligations have been met.

TUITION: The tuition is payable in advance, and must be paid by Monday morning for the current week. Tuition may be paid online, check, cash, or credit card (Visa/Mastercard).

LATE TUITION: A late fee of \$25 is charged for tuition that is not paid by Monday morning of the week that tuition is charged. Your child may not return on Tuesday if tuition is not paid on Monday.

RETURNED CHECK/TRANSACTION CHARGES: There is a \$30 charge for each returned check or failed online transaction. If more than one check is returned or online transaction is failed, the parent will be required to pay in cash, cashier's check, or money order for the duration of your child's time at our center.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

TERMINATION OF SERVICES: If for some reason the center is unable to continue to provide services for any child; the parent will be given two weeks' notice. **Likewise, parents are required to give two weeks' notice if the child will no longer attend the center.** Full fees are required during that time.

**Holidays**

The center will observe the following holidays:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
- 6.-7. Thanksgiving (Thursday and Friday)
- 8.-9. Christmas (2 days)
10. Floating In-service Day

Full fees will be charged for the weeks in which these holidays occur.

I have read and understand the operational policies. I agree to abide by them, as indicated by my signature below.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date