

Dear Daycare Parents,

The Teachers and staff of Ridgecrest CDC are pleased that you have chosen our daycare program for your child. It is our belief that all children are a gift from God and should be nurtured and loved not only by parents but by all who have a part in their care. We are honored by you entrusting us with your child.

It is our goal to provide each child enrolled in our program with a safe, loving, and structured Christian environment where appropriate growth and development can take place. This handbook has been provided so that you will know what to expect during your child's enrollment with us. If at anytime you have questions, concerns, or suggestions regarding our program, please feel free to contact us.

We are excited about having your child in our program and are looking forward to seeing all that God will accomplish in his or her life through the ministry of the CDC. Our prayer is that everything we do will glorify Him.

In His Service,

Shirley Leach
Director

Ridgecrest Child Development Center

Hours of Operations: 6:30 a.m.* to 5:30 p.m. Monday through Friday. (Maximum stay of 48 hours per week.) ***Children may not be dropped off or clocked in before 6:30 a.m.**

Enrollment

The following items will be required for admission:

- Enrollment application
- Certificate of Immunization (blue slip)
- Emergency Medical Treatment Form
- Affidavit
- Birth Certificate
- Annual, **non-refundable** registration fee (\$150)
- Two letters of recommendation (Friend, employer, pastor, etc. that are not relatives)
- Interview

Holidays

The CDC will be closed in observance of the following holidays:

New Years Day	Labor Day
Good Friday	Thanksgiving and Friday After
Memorial Day	Christmas Eve and Christmas Day
4 th of July	
In-Service Day for Teachers (TBA)	

Additional breaks and holidays for K-3, K-4, and K-5:

Fall Break	Presidents' Day
Good Friday	Thanksgiving Day and Friday after
Memorial Day	Christmas Eve and Christmas Day
4 th of July	
In service Day for Teachers (TBA)	

Hazardous Weather:

In the event of hazardous weather the CDC will send a message to your cellular phone. We must have your cell phone carrier listed on your application in order to send notifications through the ProCare system. When responding to these messages or sending a message, please identify yourself. All we see on our end is your telephone number. Parents are to follow normal departure procedures when picking a child up early. Parental discretion is advised when bringing children during bad weather or when picking them up early.

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Tuition and Fees

It is our goal to provide the best possible care for your child while he/she is enrolled with us. The CDC depends on tuition payments to employ the best staff and operate our facility in the most cost-effective manner. Tuition payments are made through the FACTS Management Company. We do not accept cash, checks, debit, or credit cards. It generally takes 10-14 days for the first payment to be processed. Parents should create an account with FACTS by following these steps:

- Go to www.rbcdothan.org
- Look under resources and click on Daycare
- Scroll to bottom of page
- Click on the FACTS emblem
- If using your phone click the menu bars located on the left. Click of resources then Daycare. Instead of the FACTS emblem you will see a bar. Click on the bar and continue.
- Create new account
 - Follow the prompts to set up your payment plan.
 - Parents of full time students will have the choice to pay every Friday, every other Friday or monthly.
 - FACTS will automatically add a \$10.00 late fee if payment is not paid by Monday.
 - A \$30.00 returned payment fee will be assessed to the Responsible Party if a payment attempt fails. Returned payment fees are assessed for each payment attempt that is returned.
 - Ridgecrest CDC has no financial liability for returned payment fees. Returned payment fees are subject to change in future academic terms.
- **Full payment is required whether your child is present or not.**
- After one year of enrollment, parents of full time children will be entitled to one week of vacation from payment. Please inform the Director two weeks prior to that vacation.
- **Ridgecrest CDC does not participate in Family Guidance or any other government assistance program.**
- A written notice of withdrawal from the program is requested at least two weeks prior to the child's last day at the CDC. This is necessary to stop FACTS withdrawals from your account. Since the CDC pays the annual FACTS fee for each account, parents will be charged \$5.00 for each month remaining in the contract if child is withdrawn.
- If notice is not given, you will be responsible for those two week's payments.
- Once a child is withdrawn, the registration fee must be paid again for re-enrollment. Re-enrollment is contingent on availability of space.

Programs

Ridgecrest CDC offers programs for children ages 6 weeks to K-5. The programs are flexible to meet the needs of the children.

Children ages 6 weeks to 3 years (Three years old by September 1 of current year)

- A twelve month program is taught which combines the Wee Learn and A Beka Curricula.
- Weekly schedules and plans for educational activities are available upon request.
- Children will be promoted to the next age group as deemed appropriate by the CDC Director, Curriculum Coordinator, and classroom teacher.

Children ages 3-5 years (by September 1 of current year)

- A ten month kindergarten program is available for three, four, and five year olds. The A Beka curriculum will be used for these classes.
- All three, four, and five year olds will be required to be enrolled in their age appropriate kindergarten program as well as daycare.
- Daycare alone is not available for 3, 4, and 5 year olds (by September 1 of current year.)

Attendance and Dismissal

Ridgecrest CDC does not discriminate on the basis of race, sex, religious background, or national origin. While we welcome all children, school staffing will determine if the center will be able to meet the needs of a Special Needs Child. It is our desire to work with parents to provide the best possible away from home care. The CDC reserves the right to dismiss a child from our program for any of the following:

- Repeated acts of violent or aggressive behavior. This includes biting for all age groups. The staff will make serious effort to work with the parents of the child who bites and the child who is bitten. While biting is normal behavior for many one and two-year-olds, it will not be allowed to continue.
- Parents who are verbally or physically abusive to a child, parent, teacher, or other staff member.
- Tuition becomes two weeks past due.
- Failure to clear a returned check within 48 hours of notification.
- A child's physical or emotional problem outside the scope of the CDC staff training. This includes severe tantrums and emotional outbursts, or a physical condition that would demand more than an average amount of the teacher's attention making it difficult to give adequate care to the remaining students.
- Use of unacceptable language by the child or parent.

Arrival Procedure

Ridgecrest CDC opens at 6:30 a.m. Children may not be dropped off or clocked in before this time. Disregarding this will result in an additional charge of \$1.00 per minute.

- All children must be checked in at the receptionist desk and taken to their room.
- Special instruction concerning your child should be written and given to the teacher.
- Toddlers one year old and older and preschoolers should eat breakfast BEFORE arriving at the CDC. Do not bring food into the classroom.
- **Children not checked in by 10:00 a.m. will be considered absent for the day.** If numbers are low, classes may be combined and staff dismissed for the remainder of the day. Therefore, we may not be able to accept a child brought in after 10:00 a.m. unless a parent calls in advance to let the office staff know that their child will be late.
- Schedule an appointment for a parent-teacher conference if you have questions for your child's teacher instead of during arrival time.
- **Children should not be brought in or picked up between 12:00 and 2:00 p.m.** Nap time is a vital part of the children's day. We want it to be as undisturbed as possible.

Departure Procedure

- Children will be released only to parents, guardians, or others who are listed on the enrollment form as authorized individuals. Each authorized person must come to the center to register their thumbprint and security code. They must be at least 16 years old and a valid driver's license must be presented at this time.
- Written notification is necessary anytime your child will be picked up by someone not listed on the enrollment form. A picture I.D. will be required.
- **Please be prompt. A late fee of \$3.00 per minute past 5:30 p.m. for daycare children is to be paid at the CDC office. Being late an excessive number of times could jeopardize your child's day care position.**
- Please do not block the drive thru for longer than it takes to check your child in or out. When using the east covered drive, please enter from the mail box end and exit toward the fitness center. On the west end, please enter from Martin Street and exit toward the Fellowship hall. Limit your speed to no more than 15 mph and watch carefully for other cars and pedestrians. If you need to go to the office, speak with your child's teacher, or visit with other parents, please park in a parking space. We strongly advise you to lock your vehicle and secure your possessions before coming in the building.

Food: Meals and Snacks

Infants:

- All food allergies must be listed on the enrollment form.
- Formula and juice must be sent **ready to feed in appropriate bottles. Medication should not be added to the contents of any bottle or sippy cup. Teachers are not allowed to mix bottles.**
- Non-breakable bottles must be used.
- All bottles and caps must be clearly labeled with the child's name.
- All containers of food must be labeled with child's name, contents, and date.
- The staff will make a reasonable attempt to feed the amount of formula or juice requested. Formula will be discarded after one hour (4 hours for breast milk) of initial attempt to feed. (Leftovers are not maintained at the CDC.) We will strive to honor your requested feeding schedule but will not allow a child to cry from hunger for an extended period of time.
- Breast fed babies should be accustomed to drinking from a bottle before starting daycare.
- Please specify the method of heating your child's bottles and food on the Infant Information Sheet.
- Containers of baby food should be in date and clearly labeled with the child's name. We cannot accept previously opened jars.
- Infant cereal must be **mixed** and ready to feed. Cereal will be fed by spoon unless the parent provides written doctor's recommendation that it be added to the bottle.
- Bibs and spoons will be provided by the CDC.

Food: Meals and Snacks

Toddlers (12 months to 3 years)

- A balanced meal is provided daily from the lunchroom in addition to snacks in the morning and afternoon. **Outside food or drinks should not be brought to the center.**
- A monthly menu will be provided.
- All food allergies must be listed on the enrollment form. **Peanut products will not be served to children under two years old.**
- A prayer will be given before each meal or snack. Please help your child practice their mealtime prayer at home.
- **Spill proof cups** will be provided by the CDC for all three one-year-old rooms but are not allowed after 18 months old.
- Please do not bring food for the group unless it is a special occasion prearranged with the Director.

Parties and Holiday Observance

- During the **Easter** season our emphasis is exclusively on the resurrection of Jesus. The Easter bunny and related topics are not discussed or promoted. Please do not send candy or other gifts for the children.
- The CDC does not observe **Halloween** in any way. Please do not send treat bags for your child's class. The children will have a **Fall** party the first Friday in November. The church has a Fall Festival around this time of year to which all children and their families are invited. We emphasize harvest time and the blessings of God.
- The birth of Jesus is celebrated at **Christmas**. While Santa Clause may be part of an individual family's holiday observance, it will not be included in the CDC's Christmas activities. Teachers may organize small gift exchanges for their class, but parents should not send candy or gifts for the children.
- The classes will have parties for **Valentine's Day, Fall, and Christmas**. Parents are asked to contribute \$2.00 for each party. The teachers will purchase food for the parties. Any money left over after the last party will be used for classroom supplies. The children will be served only one sweet item at each party. Please do not send treat bags of candy for the children. Valentine cards with a sucker attached or individual valentine candy with "to: _____ and from: _____" printed on the pack are suitable.
- Parents may send a simple, prepackaged snack for their child's **birthday**. Baked goods must come from a Health Department inspected establishment and have ingredients listed on the package. Please do not send latex balloons or candles for your child's birthday or holiday. Cupcakes or other baked items must not contain any inedible items such as rings, toys or plastic picks. We do not have birthday parties but the teacher will pass out invitations to parties outside the center if everyone in the class is invited. **These invitations must be given to the teacher or CDC secretary. Parents are asked not to place any type of communication in the cubbies of other children.**

While these policies pertain to parents, teachers should also follow them by not giving food, gifts, or other treats to the children without advanced approval.

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Personal Belongings

- **Everything brought from home should be clearly labeled with child's first and last names.**
- A Kid Napper mat should be brought for all daycare children 1-5 years old. In compliance with Health Department regulations to prevent the spread of head lice, each child must have their own mat. The CDC does not provide mats to replace those which are forgotten.
- **One small stuffed animal** may be brought and left in the child's cubby for nap time.
- **No extra blankets or pillows are allowed due to limited storage space.**
- **Personal toys, books, tapes, videos or other items should not be brought to the CDC. The CDC will not be responsible for items lost or damaged.**
- Toy guns, knives or similar toys are not permitted.
- Every child should have one complete change of clothes, including underwear, at the CDC that fits the child and are appropriate for the season.

Clothing

When choosing clothing for your child to wear to daycare, please keep the following in mind:

- Clothing should be comfortable and suitable for play.
- Buttons, snaps and zippers should be easy to use by your child. Pants and shorts with elastic are excellent for potty training.
- Shirts should not have advertisements for alcohol, tobacco, or display offensive pictures or messages. Pictures of movie or T.V. characters such as Spiderman, Power Rangers, etc. often keep the children from paying attention to the teacher and are a disruption to the class.
- Children are not wear body tattoos, they tend to be a distraction.
- **Flip-flops, Crocs, Ballet, and similar style shoes with foam soles are not to be worn.**
 - They do not fit the feet snugly enough to provide support or remain securely on their feet.
 - Improper shoes make it difficult to evacuate the children quickly during fire drills or emergencies.
 - The wood chips on the playground have penetrated the soles of these style shoes in the past resulting in injury to children's feet. These shoes are not acceptable for day care or preschool children.
 - In accordance with fire department regulations, shoes must remain on the entire day, even at nap time
- Children will go outside during cold weather when the temperature is fifty degrees or above. Sweaters and jackets should always be brought on cool days. The child's name should be in all outerwear.
- Children under the age of three years old may not wear hair barrettes, clips, or bobby pins

in their hair while in attendance at the CDC. Plain headbands without small objects attached are permitted. Bows made of ribbon are allowed on the condition that they are securely attached and will not easily pass through a toilet paper roll.

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Supplies for Infants and Toddlers

Parents are to supply all of the following items:

- Box of Wipes
- Bag of Disposable Diapers
- Lotions, Diaper Creams, etc.
- Pacifiers (Infants -12 months)
- One complete change of clothes at the center that fit the child and is appropriate for the season. (Infants and Toddlers may need more)
- One-piece infant clothing should have snaps for diaper changing. Hoods and/or drawstrings are not allowed on any indoor clothing.

Infants and toddlers cannot be left without adequate supplies.

All items must be clearly labeled. The teacher will notify you when supply is low.

Minimum Standards

While Ridgecrest CDC is exempt from licensing, we strictly follow the minimum standards set by the State of Alabama Department of Human Resources.

This pertains to:

- Teacher/student ratios
- Health and medication policies
- Fire and health inspections
- Space and environmental conditions.

One important policy pertaining to infants is their sleeping position. In accordance with recommendations from the American Academy of Pediatrics, each infant younger than twelve months shall be placed in a supine position for sleeping to lower the risks of Sudden Infant Death Syndrome. When an infant can easily turn over from the supine to the prone position, they will be allowed to adopt whatever position he/she prefers for sleep. The standards also prohibit the use of blankets, comforters, bumper pads, pillows, stuffed toys, swaddling, or anything that restricts breathing or movement.

Discipline

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”
Hebrews 12:11

Parents and teachers delight in a child who is well behaved and pleasant to work with. It is our goal to provide a caring structured environment where children can grow and develop into responsible and healthy individuals. Discipline plays a vital role in that process.

- Inappropriate behavior such as willful disrespect to any adult, disruptions in the classroom, physical or emotional harm to another child, or use of profanity will not be tolerated. All threats of violence toward children or staff will be treated seriously.
- If verbal warnings are ignored or the negative behavior continues, time-out may be necessary.
- Notes, phone calls, and conferences with parents may be necessary to discuss inappropriate behavior.
- **Parents must present an alternative form of discipline when not in agreement with CDC suggestions.**
- If behavior continues for an extended period of time, the child may be expelled from the CDC.
- The CDC reserves the right to expel any child immediately for repeated acts of aggression or violence.

Health and Medical Information

“Dear friend, I pray that you may enjoy good health and that all may go well with you, even as your soul is getting along well.”
3 John 1:2

We request the parent’s cooperation in helping to fight the spread of communicable disease. Please read and follow the guidelines listed below.

Children must NOT be brought to the CDC if they have any of the following:

- Severe colds (this includes croup, RSV, influenza or other respiratory illness)
- Undetermined rash or spots with or without fever or behavior changes, until a physician has determined that the illness is not a communicable disease.
- Skin infections (boils, ringworm, impetigo, etc.) until 24 hours after treatment has been started. Lesions on exposed skin must be covered with watertight dressing.

- Head Lice (After head lice treatment, a note from the doctor will be required before returning to the center.
- Nausea, vomiting or diarrhea within 24 hours. Special circumstances that require specific exclusion criteria be met before returning to the CDC include the following:
Toxin-producing *E. coli* or *Shigella* infection, until diarrhea resolves and the test results of 2 stool cultures are negative for these organisms.
Salmonella serotype Typhi infection, until diarrhea resolves. In children younger than 5 years with *Salmonella* serotype Typhi, 3 negative stool cultures are required.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
- Mouth sores, unless the child's physician or local health department states that the child is noninfectious.

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- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until 24 hours after treatment has been started.
 - Staphylococcus aureus skin infections, only if the skin lesions are covered with a watertight dressing.
 - Symptoms of childhood diseases (chicken pox, mumps, measles, scarlet fever, etc.)
 - Eye infections (pink eye or other infections)
 - Fever (100 and over) within past 24 hours. Exceptions made per doctor's written instructions. Temperatures are taken axillary (armpit + 1°).
 - The illness prevents the child from participating comfortably in everyday activities.
 - The illness results in a greater need for care than what the staff can provide.
 - The child appears to be ill. Symptoms include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or having a spreading rash.
 - If your child becomes ill while at the CDC you will be notified to pick up your child immediately. All children must have an Admit to School form from the doctor before returning after a doctor's visit for anything other than immunizations or well visits.
 - Parents should report to the staff any illnesses or exposures to communicable diseases outside the CDC.
 - If your child has a continually clear runny nose, rash, or other non-contagious allergic symptom, please notify the CDC Director. This should be on the enrollment form.
 - If medical treatment is determined necessary, the CDC will make every effort to notify you immediately. If we are unable to contact you, the procedure outlined on the Emergency Medical Treatment form will be implemented.
- **For medication is to be given at the center, the procedures listed below will be followed:**
- Medication of any kind WILL ONLY be administered with a Medical Authorization Form completed and signed by the parent.
 - A new form must be completed and signed each day.
 - All medicine will be in the original container and clearly labeled with child's name.
 - Prescription drugs must have a pharmacy label or must be accompanied by a physician's written instructions. If the prescription label does not include the time span the medication is to be given, the CDC will require written authorization from the doctor to continue administering the medication for more than seven days. All medication must be stored in the one of the CDC office.

- The CDC will not give any over the counter cold or cough medications without a written a prescription from a physician. We will give Tylenol and Motrin or their generics only when the physician writes it up as a prescription.
- All medicine will be turned in to the CDC office for safe storage.
- The CDC will administer only the middle dose of medications given three times in a day or a maximum of 2 doses for medications given four times in a day. The CDC will not administer medications that are given once or twice a day.
- In compliance with Alabama law HB 253, the CDC will not administer medication contrary to the written prescription or the nonprescription label even with parent's consent.
- The parent is responsible for providing the appropriate utensil for administering the medication. This utensil must be clearly marked with dosage measurements.

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- "As needed" medication will not be accepted or given to any child. Neither will we accept permission given by telephone.
- Parents are welcome to come to the CDC and administer medication to their child at any time.
- All medications should be returned to the parent when child is picked up.
- Please do not pack hand sanitizer in your child's bag. This product can be hazardous to children.
- The CDC will not apply any insect repellent containing DEET to the children's skin. This comes on the recommendation of the Alabama Department of Public Health Environmental Services. Parents may apply the repellent before the child is dropped off or come to the center to apply it. Many repellents contain sunscreen. The CDC will not apply any sunscreen only product due to the liability involved.

RIDGECREST CDC RESERVES THE RIGHT TO REVIEW AND REVISE THESE POLICIES AT ANYTIME. WRITTEN NOTIFICATION OF CHANGES WILL BE GIVEN TO PARENTS.

Matthew 19:14

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of Heaven belongs to such as these."

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Notification of Health Issue

The following letter will be sent home with your child to let you know why they are being sent home and when they may return to daycare:

Date: _____ / _____ / _____

Dear _____:

In order to help us fight the spread of communicable disease, our parent handbook outlines guidelines for maintaining a healthy environment at the Ridgecrest Child Development Center.

_____ was sent home from daycare for the following reason:

_____ Severe cold (this includes croup)

_____ Undetermined rash or spots (located) _____

_____ Skin infections (boils, ringworm, impetigo, etc.)

_____ Nausea or vomiting

_____ Head Lice (after treatment - a note from the Health Department or Doctor is needed to return to the CDC)

_____ Symptoms of childhood diseases (chicken pox, mumps, measles, scarlet fever, etc.)

_____ Eye infections (pink eye or other infections)

_____ Diarrhea

_____ Fever (100° and over) His/Her temperature was taken under the arm with a digital

thermometer at _____ and the reading was _____.

_____ Other (Specify) _____

_____ will be allowed to return to CDC:

Mon. Tues. Wed. Thurs. Fri. ____/____/____ at _____ a.m./p.m.

Exceptions will be made only per a doctor's written instruction.

Though we do understand the inconvenience of the loss of work time, we appreciate your cooperation in helping us maintain an environment where all of our children can stay healthy.

Thanks again for your assistance!

Shirley Leach
Director

**Ridgecrest CDC Day Care Parent Handbook
Policy and Procedure Agreement Form**

I have read the policies and procedures of Ridgecrest Child Development Center and agree to abide by the rules stated within. I understand that failure to comply with these rules could result in possible termination of my child's position at Ridgecrest Child Development Center. I also understand that these rules are subject to change, and that I will be notified on any changes.

The Ridgecrest CDC reserves the right to expel a child from the program for repeated acts of violent or aggressive behavior.

Parent's Signature: _____

Child's Name: _____

Date: _____

Staff Signature: _____

Ridgecrest Child Development Center Media Release Form

I hereby give consent for my child _____, to be photographed by
Child's Name

Ridgecrest Child Development Center personnel or professional photographers contracted by the center (school portraits, class pictures and K5 cap and gown picture). I also give my permission for these photographs, audio and/or video recordings of my child to be used in the following avenues:

Check all that apply

Bulletin board display within the center

Slide presentation for school programs

Television broadcast

Newspaper publication (First name listed? Yes No Full name listed? Yes No)

Please circle yes or no for each

- Ridgecrest Baptist Church Directory
- Ridgecrest Baptist Church website
- Craft projects
- Ridgecrest CDC brochures or other advertising media

I agree to participate in these projects without financial remuneration, and I understand that this releases Ridgecrest Child Development Center/photographer from any future claims, as well as from any liability, arising from the use of the said photograph or recording.

Parent's Signature _____
Date

Parent's Name (please print)

I wish to withhold permission to photograph and/or video tape my child,

_____, **at this time.**
Child's Name

Parent's Signature _____
Date