

Dear Preschool/Kindergarten Parent,

The teachers and staff of Ridgecrest CDC are pleased that you have chosen our kindergarten 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 kindergarten 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 you can expect during your child's enrollment with us. If at any time you have questions, concerns or suggestions regarding our program, please feel free to contact us.

We are excited about a new school year and looking forward to seeing all that God will accomplish in the lives of our students through the ministry of the CDC. Our prayer is that everything we do will glorify Him.

In His Service,

Melanie Wynkoop
Director

**RIDGECREST CHILD DEVELOPMENT CENTER
PRESCHOOL**

Hours of Operation:

Preschool: Monday through Friday

Half Day program - 8:00 a.m. to 11:00 a.m.

All Day program - 7:00* a.m. to 5:30 p.m. (Maximum stay 48 hours per week)

***Children may not be dropped off or clocked in before 7:00 a.m.**

Enrollment

The following items will be required for admission:

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

Holidays:

The following holidays will be observed with the preschool and day care being closed:

New Year's Eve	Labor Day
New Year's Day	Veterans' Day
Martin Luther King Day	Close 12:00 Wed. before Thanksgiving
Presidents' Day	Thanksgiving Day and the Friday after
Good Friday	Christmas Eve, Christmas Day and the day
Memorial Day	after Christmas
Fourth of July	
Inservice (Friday prior to Dothan City Schools start)	

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.

We will follow Dothan City Schools' closing schedules due to inclement weather. Exceptions may be made and announced by the CDC.

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. Ridgecrest CDC is pleased to provide you with an automatic check or credit card payment option for tuition payments. Every family will be required to have an automated bank or credit card on file with Ridgecrest CDC through Tuition Express. Tuition payments are made through the Tuition Express. We do not accept cash, checks, debit or credit cards.

Here is what you need to know:

ACH (Check) Option: This is a fee free option. Fill out Section B of the Tuition Express Automated Payment Processing Form. Attach a voided check to that same form. Your weekly or monthly balance will be automatically withdrawn from your checking account.

Credit Card Option: This option has a 2.5% processing charge. Fill out Section A of the Tuition Express Automated Payment Processing Form. Your tuition will be automatically charged to your credit card.

Tuition Express is a secure, encrypted site. Ridgecrest CDC does not have access to your bank information via computer once your information is entered. The Payment Processing Form will be kept in our confidential, locked filing system in our main office.

For more information about the security and convenience of Tuition Express visit tuitionexpress.com. In order to further keep your information secure please deliver your completed Automated Payment Processing Form directly to our main office. If you have any questions, please contact our main office at 334-792-8441.

You may also access your account information and print statements by logging on to Myprocare.com and following the directions. Please make sure you have an active email on file.

- Go to www.myprocare.com
- Enter email
- 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 1 year of enrollment, full time students will be entitled to 1 week of vacation from payment. Please inform the Director 2 weeks prior to that vacation. (Part time kindergarten students and full time students that do not attend during the summer months will not qualify for this vacation from payment.)
- **Ridgecrest CDC does not participate in Family Guidance or any other government assistance program.**

- A written notice of withdrawal from the program at least two (2) weeks prior to the child's last day at the center is requested. This is necessary to stop withdrawals from your account. Parents will be charged \$5.00 for each month remaining in the contract if their child is withdrawn.
- If notice is not given, you will be responsible for those two (2) weeks 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 parents.

- A 10 month kindergarten program is available for three, four and five year olds. The A Beka curriculum will be used for these classes.
- Classes meet from 8 a.m. to 11:00 a.m. five days a week.
- The children will present a Christmas program in December and a graduation program in May.
- A summer day care program is also available for kindergarten students. Notices concerning summer attendance will be sent home in April giving parents the opportunity to choose summer care for their child. Learning activities will continue but the schedule will be less structured than the school year program.

Attendance and Dismissal

Ridgecrest Child Development Center 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 2 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.

Student Evaluation

- Parents will receive a monthly newsletter.
- K-5 will receive a report card every nine weeks. Grades of S (satisfactory) and U (unsatisfactory) will be given the first grading period. Letter grades will begin during the second six weeks.
- Weekly folders will be sent home containing your child's work for the past week. Notes from the teacher and CDC office will sometimes be included. Please look over your child's work and keep it, read the notes and announcements and **return the folder and bag to school on the following day**. You may wish to add notes or comments to the teacher at that time.

Parent - Teacher Conferences

Both teachers and parents play an important role in the education of children. When everyone works together, children learn. Parents are encouraged to keep up with their children's progress.

- Conferences with the teacher may be scheduled through the CDC office. Both parents are encouraged to attend.
- Classroom visits and observations must be scheduled through the Director.
- **Please do not enter the preschool classrooms without prior approval. The teacher must be able to give her attention to the children.**

Arrival Procedure

- Ridgcrest CDC opens at 7:00 a.m. Children may not be dropped off or clocked in before this time. Disregarding this will result in an extra charge of \$1.00 per minute.
- Three, four, and five-year-old kindergarten students should be dropped off at the CDC front entrance. Teacher's aides will be on duty between 7:30 and 8:00 a.m. to escort the children to their rooms. Separation from the parent is much easier for the child when it occurs outside the building. Your cooperation is absolutely necessary in order to enforce proper security in our building. Parents wishing to make a payment or speak to office personnel should wait until their child has been taken to their classroom.
- When using the east covered drive, please enter from the mailbox end and exit toward the fitness center. No parking allowed under the drive thru between 7:30 and 8:00 a.m. 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.
- All children must be checked in at the receptionist desk before after 8:00a.m.
- Special instructions concerning your child should be written and sent to the teacher.
- **All food and drinks should be finished before arriving at the CDC. Please do not bring food into the classroom.**
- Because it is so important that the teacher's attention be on all of the children at all times. Please schedule an appointment for a parent-teacher conference if you have questions for your child's teacher. Conferences should not take place during arrival time.
- **Children should not be brought in or picked up between 12:00 and 2:00.** Nap time is a vital part of the children's day, we want it to be as undisturbed as possible.

- Children will be released only to parents, guardians, or others who are listed on the enrollment form as authorized individuals. Each person must come to the CDC to register a security code before picking up for the first time. 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.
- K3, K4, and K5 students who do not attend all day kindergarten should be picked up at the front entrance at 11:00 a.m. Parents and other authorized individuals should wait in their vehicles or outside the door for children to be brought to them by the teacher. The first vehicle in each lane should pull up to the end of the paved sidewalk. A sign with your child's name will be given to each parent to display in the passenger's side window. Children not picked up by 11:00 a.m. will be sent to lunch with their class and a fee will be charged.
- Please be prompt. A late fee of \$1.00 per minute past 5:30 p.m. for all day kindergarten children is to be paid to the CDC. Being late an excessive number of times could jeopardize your child's daycare position.
- Please do not block the drive thru for longer than it takes to check your child out. 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. Vehicles should enter the drive thru at the mail box and exit toward the fitness center.
- All appointments should be made after kindergarten class time if possible. When it is necessary to check your child out early, inform the receptionist and she will arrange for your child to be brought from the classroom.

FOOD: Meals and Snacks

- A snack will be provided during the kindergarten program. Daycare children also receive a hot lunch and an additional snack.
- **No outside food or drink should be brought to the CDC.**
- Please do not bring food for the group unless it is a special occasion prearranged with the Director or Receptionist.
- 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. The teacher will pass out invitations to parties outside the CDC 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.**

- During the **Easter** season our emphasis is exclusively on the resurrection of Jesus. The Easter bunny and related topics are not promoted.
- Ridgecrest CDC does not observe **Halloween**. Please do not send treat bags for your child's class. The children will have a fall party 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**. Teachers may organize small gift exchanges for their class but parents should not send candy or gifts for the children. Parents are welcome to attend all parties and activities.
- The classes will have parties for **Valentine's Day, Fall** and **Christmas**. Teachers will decide on snacks for the party (**keeping in mind any allergies in the class**) and send notes to parents requesting selected items. **All items must be prepackaged or from a bakery with ingredients listed.**
- Parents may send a simple, prepackaged snack for the **child's birthday**. Cupcakes and other baked items must not contain inedible items such as tings, toys, or plastic picks.
- We do not have birthday parties, but the teacher will pass out invitations to parties outside the CDC if everyone in the class is invited. **These invitations must be given to the teacher or the CDC secretary. Parents are asked not to place any type of communication in the cubbies of the 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.

Personal Belongings

Everything brought from home should be clearly labeled with child's first and last name.

- A Nap Mat should be brought for all students staying for day care. Plastic mats are not acceptable. 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 and other items should not be brought to the CDC except on Show and Tell Day. (The teacher will let you know what day that will be.) Please do not allow children to bring expensive or breakable items for Show and Tell. The CDC cannot be responsible for any personal items lost or damaged.**
- Toy guns, knives, or similar toys are never permitted.
- Every child should have one complete change of clothes, including underwear, at the CDC that fit the child and are appropriate for the season.

When choosing clothing for your child to wear to kindergarten, please keep in mind:

- Clothing should be comfortable and suitable for outdoor play.
- Buttons, snaps and zippers should be easy to use by your child. Pants and shorts with elastic are excellent since many children wait until the “last minute” before going to the bathroom.
- Shirts should not have advertisements for alcohol, tobacco or display offensive pictures or messages.
- The kindergarten teachers request that the children do not wear body tattoos.
- **Flip-flops, Crocs and similar style shoes with foam soles are not to be worn.** They do not fit the feet snugly enough to provide support for preschoolers and often come off during play activities and walking in the hall. They also 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. Sandals with back restraints and hard soles are fine. **Tennis shoes are required for P.E. classes on Fridays and any time the children have recess in the gym. Absolutely no exceptions will be made for this rule.**
- In accordance with fire department regulations shoes must remain on the entire day, even at nap time.
- The children will go outside during cold weather when the temperature is 50° or above. Sweaters and jackets should always be brought on cool days. The child’s name should be in all outerwear.

Discipline

Parents and teachers delight in a child who is well behaved and pleasant to work with. It is our goal to provide a caring and 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 will 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.

We ask 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 any other respiratory illness)
- Undetermined rashes or spots with or without fever or behavior changes, until a physician has determined 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 CDC.)
- Nausea, vomiting or diarrhea within the last 24 hours. Special circumstances that require additional criteria 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 stools not explained by dietary change, medication, or hard stools.
- Mouth sores, unless the child's physician or the health department states that the child is noninfectious.
- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until 24 hours after treatment has been started.
- Staphylococcus aureus skin infections. The exception is only if the skin lesions can be 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 the past 24 hours. Exceptions only per doctor's written instructions. Temperatures are taken axillary [armpit + 1°] without medication.
- 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 center.
- If your child has a continuously clear runny nose, rash or other non-contagious allergic symptom, please notify the CDC Director. This should be on the enrollment form.
- 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.

- **If medication is to be given at the CDC, 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 must be in the original container and clearly labeled with child's name.
- All medicine should be turned in to the CDC office for safe storage whether it is to be given at the center or sent home with the child. No medication can be left in the classroom even if it is in a back pack. Prescription drugs must have a pharmacy label or shall 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 (7) days.
- Ridgecrest CDC will not give any over the counter cold or cough medications without a written prescription from a physician. With parental written consent we will give Tylenol and Motrin or their generics only when the physician writes it up as a prescription.
- The CDC will only administer mid-day 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, Ridgecrest 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.
- "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 will be returned to the parent when child is picked up.
- The CDC will not apply any insect repellent containing DEET. This is the recommendation of the Alabama Department of Public Health Environmental Services. Parents may apply repellent before the child is dropped off or they may come to the center to apply it. Many repellents contain sunscreen. The CDC will not apply sunscreen products due to the liability involved.

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

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: _____

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

____ Private Social Media Page

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