

Dear Day Care Parents,

The Teachers and staff of Ridgecrest CDC are pleased that you have chosen our day care 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 your show of trust in entrusting us with him or her.

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

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.)

The following holidays will be observed with the center being closed:

New Years Day – January 2	Labor Day – September 5
Good Friday – April 14	Thanksgiving and Friday After – November 24 & 25
Memorial Day - May 29	Christmas Eve and Christmas Day - December 23 & 26
4 th of July – July 4	
In-Service Day for Teachers – July 28	

Hazardous weather: If the Dothan City Schools are closed an entire day due to bad weather, the center will also be closed. If the closure is due to power outage the CDC will be open.

Announcement will be made on the local radio and T.V. stations. Mass text messages may be sent to parents with a cellular phone number on file. Parents are to follow normal departure procedures if picking up a child early. Parental discretion is advised when bringing children during bad weather or when picking them up early. Staff must stay until directed to leave by the CDC Director.

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 (\$50)
- Annual, **non-refundable** activity fee (\$20) for two and three-year-old classes
- First week's tuition payment
- Two letters of recommendation (Friend, employer, pastor, etc. that are not relatives)
- Interview

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:

1. Go to www.rbcdothan.org
 2. Look under ministries for the Child Development Center
 3. Next go Parent Resources
 4. Click on the FACTS emblem
 5. Create new account
- Follow the prompts to set up your payment plan. For kindergarten only (part time students) you will choose to pay monthly. 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 (1) year of enrollment, parents of full time children will be entitled to one (1) week of vacation from payment. Please inform the Director two (2) weeks prior to that vacation.
 - **Ridgecrest CDC does not participate in Family Guidance or any other government assistance program.**
6. 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 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 (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 children.

Children ages 6 weeks to 3 years (Three year olds who are not 3 by September 1 of current year)

- A twelve (12) month program is utilized 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 (That age by September 1 of current year)

- A ten (10) 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 his/her age appropriate kindergarten program as well as day care.
- Day care alone is not available for 3, 4 and 5 year olds who are that age by September 1 of current year.

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 when bites are severe (breaks the skin or leaves deep bruises) and frequent.
- Parents who are verbally or physically abusive to a child, parent, teacher or other staff member.
- Tuition becomes two (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.

Arrival Procedure

- 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 center. Please 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.**
- Because it is so important that the teacher's attention be on all of the children, please 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. 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 \$1.00 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.

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.

- **Personal toys, books, tapes, videos or other items should not be brought to the center. The CDC cannot be responsible for items lost or damaged.**
- Toy guns, knives or similar toys are never permitted.

Clothing

When choosing clothing for your child to wear to day care, please keep 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.
- ▲ The teachers request that the children do not wear body tattoos since they tend to be distraction.
- ▲ Toddler age children love to run and climb. Make sure their feet are protected by appropriate shoes. **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 toddlers 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 this style shoe in the past resulting in injury to children's feet. These shoes are not acceptable for day care or preschool children.
- ▲ Children under the age of three years old may not wear hair barrettes, clips or bobby pins in their hair while in attendance at Ridgecrest 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.

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 -18 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.

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 as it 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.

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 jars or 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 day care.
- Please specify the method of heating your child's bottles and food on the Infant Information Sheet.
- Jars of baby food should be brought daily and clearly labeled. 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.
- Ridgecrest 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 usually 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 center'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 requested 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. 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.**

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 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.
- Ridgecrest CDC reserves the right to expel any child immediately for repeated acts of aggression or violence.

Health and Medical Information

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 center if they have any of the following:

- ▲ Severe colds (this includes croup, RSV, influenza or other respiratory illness)
- ▲ Undetermined rash or spots with 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 12 hours. (Diarrhea – defined by more watery stools or decreased form of stool that is not associated with changes in diet. Exclusion required for all diapered children whose stool is not contained in the diaper or for toilet-trained children if the diarrhea is causing “accidents.” Readmission after diarrhea can occur when diapered children have their stool contained by the diaper, even if the stool remains loose, and when toilet-trained children do not have toileting accidents. Special circumstances that require specific exclusion 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 the stools not explained by dietary change, medication, or hard stools.
- ▲ Mouth sores with drooling, unless the child’s physician or local health department authority 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, only if the skin lesions are draining and cannot 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 (101 and over) within past 24 hours. Exceptions made per doctors 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 without compromising their ability to care for other children.
- ▲ The child appears to be severely ill suggested by lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or having a quickly spreading rash.
- ▲ If your child becomes ill while at the center 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 continually clear runny nose, rash or other non-contagious allergic symptom, please notify the CDC Director. This should be on the enrollment form.
- ▲ Accidents may sometimes happen even when every attempt is made to closely monitor the children. If professional medical treatment is determined necessary, the center 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 CAN 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. Prescription drugs shall 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. All medication must be stored in the one of the CDC offices 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. This poses a danger to all the children in the classroom.

■Ridgecrest CDC will not give any over the counter cold or cough medications without a written prescription from a physician. We will give Tylenol and Motrin or their generics for routine teething pain or discomfort from immunizations as long as the child meets the age requirement on the medication label.

■All medicine should be turned in to the CDC office for safe storage.

■The CDC will give 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. No once or twice a day medication will be given at the CDC.

■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 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. Permission slips are required for the application of acceptable repellents.

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

If your child becomes ill while at the center you will be notified to pick up your child immediately.

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 day care:

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 day care for the following reason:

- _____ Severe cold (this includes croup)
- _____ Undetermined rash or spots (located) _____
- _____ Skin infections (boils, ringworm, impetigo, etc.)
- _____ Nausea or vomiting
- _____ Symptoms of childhood diseases (chicken pox, mumps, measles, scarlet fever, etc.)
- _____ Eye infections (pink eye or other infections)
- _____ Diarrhea
- _____ Fever (101° 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 day care:

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