



Early Childhood Center

Parent Handbook
Policies and Procedures

2018-2019

Brookwood Baptist Church
3449 Overton Road
Birmingham, Al 35223

(205) 967-8940
(205) 967-0441
(205) 967-0481

Early Childhood Center
Church Office
Fax

A Note from the Director

Dear Parents,

Welcome to Brookwood Baptist Church Early Childhood Center. We count it a privilege to be a part of your child's early learning years. We love young children and are here to share the responsibility of training each child in Christian concepts and to encourage your child to reach their full potential.

Our curriculum is designed to encourage the spiritual, physical, social, emotional, and cognitive development of your child in a safe and nurturing environment.

We feel Brookwood Baptist is an asset to our community, and we want to encourage you to be a part of the other ministries and activities that are offered at our church.

Our desire is to minister and assist you and your child in any way we can. Please feel free to communicate any matter where we may be of help to you.

A Meet and Greet is scheduled at the beginning of our new school year for parents and children in our full care and morning instruction programs. This includes infants through kindergarten.

A Parent/Teacher meeting is held a week later for children in the three year old through kindergarten classes. Teachers discuss curriculum, goals for the year, classrooms rules and behavior plans. Parents will have the opportunity to sign up for parties, field trips, and special events.

Thank you for sharing your child with Brookwood Baptist Church Early Childhood Center.

Sincerely,

Diane Duke

Purpose

Our mission is to positively impact the quality of life for younger children who are enrolled in our program. We strive to ensure every child and their family will be touched in a Christ-like way.

Brookwood Baptist Church Early Childhood Center desires to assist our parents in nurturing each child in all areas of his or her personality:

- Spiritual
- Physical
- Cognitive
- Social
- Emotional

We provide quality care in a safe and appropriate environment. We also strive to assist parents in nurturing their children to full development of their potential.

Leadership

Director

Diane Duke

Assistant Director

Katie Garrison

Administrative Assistants

Cindi Denson

Elvia Foreman

Irene Johnson

Early Childhood Center Committee

Sue Davis

Bill Floyd

Jim Giffin

Phillip Holley

Caron Hutchison

Diane Waud

Parent Liaison – Charles Robinson

The Brookwood Baptist Church Early Childhood Center Committee has the responsibility of providing leadership to the Early Childhood Center. The committee sets policies, critiques programming and facilities, and creates a vision for the future.

Curriculum

Our curriculum is designed to encourage your child to explore, discover, and develop cognitive, physical, and social skills at their own pace. It is designed to foster the development of the whole child and facilitate the natural unfolding of each child's potential. By providing the opportunity for success, a child experiences a growing sense of self-worth and a personal joy in learning.

Learning centers used in an open, supportive atmosphere provide a wide variety of experiences giving each child an opportunity to make choices and to develop his or her own interests.

Story time and follow-up activities provide opportunities for reading readiness skills.

Enrichment Opportunities

The enrichment classes are for all children who are enrolled five days in our two, three, four, and five year-old classes.

- **Chapel** is designed to help our three, four, and five year-olds learn about God through good relationships with others who demonstrate God's love and care; to distinguish the Bible from other books; to hear Bible stories and retell them in their own words.
- **Music** provides a special opportunity for the children to become aware of and sensitive to music, to enjoy singing, and to provide an opportunity for self-expression in a relaxing atmosphere.
- **Physical Movement** incorporates planned activities to give the child the opportunity to exercise, to interact socially and play cooperatively.
- **Field Trips** are planned to enhance the three, four, and five year-old curriculum. These include, but are not limited to, The Great Pumpkin Patch, Old Baker Farm, Children's Theater, and the Birmingham Zoo. **Drivers are responsible for the students in their care during a field trip. Therefore, younger siblings are not allowed to attend field trips.**

Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for the trip, cost, and mode of transportation. Along with the notification, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

Brookwood Baptist Church Early Childhood Center provides all required supervision for every field trip, but always invites and welcomes parents to attend with the exception of the trip to Children's Theater. Space there is limited, and attendance is restricted to children and staff.

Daily Classroom Structure

Structured Learning (9:00 a.m. – 12:00 p.m.)

Large Group - curriculum-based unit work, calendar, weather, creative movement, music, Bible stories

Small Group – math, language, science, and social studies

Individual – specific skills for individual needs, diagnosis and reinforcement

Free Time – Free choice of activities: manipulative games, socio-dramatic play, blocks, and art

Quiet Activities – stories, listening to music

Outdoor Play – playground

Enrichment – chapel, music, physical movement, field trips, and class visitors

Learning through Play (2:30 p.m. – 6:00 p.m. Full Care)

Large Group – story time: children choose books they would like to have read

Small Group – art activities, games, finger plays, teacher-directed activities

Free Time – indoor play, games, home-living area, blocks, puzzles, cars, trucks, baby dolls

Outdoor Play – playground

General Details

Enrollment

Enrollment is open to children without regard to race, color, nationality, or ethnic origin.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, deposit, immunization records, and signed Parent Handbook receipt.

Continued enrollment at Brookwood Baptist Church Early Childhood Center is contingent upon the parent's, emergency contact persons, and child's adherence to the policies and procedures of Brookwood Baptist Church Early Childhood Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify the Director immediately, should any of the information collected at the time of enrollment or any time thereafter change.

When developmentally appropriate a child may need to be transitioned to another class mid-year.

Dis-enrollment

From time to time, families' childcare needs change. Please provide to the center, a thirty (30) calendar day written notice to withdraw your child from our program. Please note that fees are required for and during that thirty (30 day) period.

In the unlikely event that the center needs to dis-enroll your child, the center will give you fourteen (14) calendar days prior to dismissal. Dis-enrollment of services can include, but are not limited to, the following reasons: a child endangers himself or other children, the child's behavior interferes with class structure, a conflict of interest occurs, unresolved parental disputes, or tuition is not paid in accordance with policy.

A written notice of immediate withdrawal will be accepted if accompanied with payment of one month's additional fees.

Application Fee

A non-refundable processing fee collected when your application is submitted to have your child placed on the wait list

Enrollment Fee

An annual, non-refundable enrollment fee collected at the time your child is accepted into the program

Commitment Fee

A one-time non-refundable commitment fee collected at the time your child enters the program

Supply Fee

An annual, non-refundable supply fee collected at the time classes begin

Payment

Tuition will be debited on the first or fifteenth of every month.

Brookwood Baptist Early Childhood Center can produce a receipt for the payment, or you may receive instant email notification by signing up at www.tuitionexpress.com. Full tuition is due regardless of attendance, holidays, inclement weather, or conditions beyond our control.

A fee of \$50.00 is charged for insufficient funds or returned checks.

Families of infants with a start date that falls after the beginning of the new fiscal year will be asked to pay ½ month's tuition per month to hold their spot until the child enters the program.

Tuition DOES NOT include fees for field trips and extra-curricular activities such as Playball, Soccer Shots, Head Over Heels, or Bailey Dance.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Brookwood Baptist Church Early Childhood Center; however, if you anticipate difficulty with paying on time, please discuss the matter with the center Director immediately. If alternative arrangements for payment are approved you will be notified by the center Director.

Communication

We use various forms of communication in keeping our parents informed. These include, but are not limited to:

- School & Special Events Calendar – details center openings and closings, as well as special events and activities planned in advance for the year. (Occasionally, dates may be changed and notice will be given.)
- SchoolCast Rapid Alert and Notification System – used to alert and/or notify parents/guardians of school closings due to inclement weather and/or emergency situations; gentle reminders of special events, activities, field trips, and due dates via land line phones, cell phones (voice & text), and email. An account will be established and parents will be given an I.D. and password. Parents will be responsible for maintaining the account and updating information when necessary.
- Classroom emails – teachers and/or room mothers will send out occasional emails with updates and reminders

Speech, Hearing, & Vision Screening

During the fall, a speech, hearing, and vision clinic comes to the school to provide screenings for three, four, and five year olds. There is a nominal charge for parents who would like to utilize this screening.

Enrollment-Based Enrichment Classes

If your child is enrolled in a three, four, or five-year-old class, they will have the opportunity to participate in extracurricular activities for an additional fee. These classes include: Head Over Heels gymnastic classes, PlayBall, Soccer Shots, or Bailey Dance.

Pictures: Individual & Class

Individual school pictures are taken in the fall. Proofs are sent home for your review. Prices vary according to packages. You are not required to make any purchase.

Class pictures are taken in the winter. You are not required to make a purchase.

Smoking Policy

The Brookwood Baptist Church Early Childhood Center is a smoke-free facility. Smoking is prohibited:

- at all times, including before and after hours of operation
- within 10 feet of any entrance or exit
- in any vehicles used to transport children
- within sight of the children

Cell Phone Policy

For the safety of the students and their families, we respectfully request that you refrain from cell phone use when dropping off and picking up your child.

It is the Brookwood Baptist Church Early Childhood Center policy that teachers are not to use their personal mobile phones during work hours except during designated breaks or in case of emergency. It is vital that the children receive the full attention of their teachers while in our care. **If you need to reach a teacher, please call the Early Childhood Center's direct line at 967-8940.** If no one answers, be assured that someone will get back to you usually within a few minutes. You are also welcome to email the director at dianed@brookwood.org

Rules and Regulations

Sign In/Sign Out

We are required by law to maintain daily records of each child's arrival and departure from our center. It is our desire to maintain a safe environment for your children. You must sign your child "in" upon arrival and "out" upon departure. Children must be brought to their room upon arrival to the center.

Failure to sign your child "in" or "out" will result in a fee charge of \$1.00 for the first omission, \$2.00 for the second and \$5.00 for each reoccurring omission.

Please notify the center in advance of a change in your arrival and/or pick up routine.

Children will be released to authorized adults only. A release form is on file in the center's office. Written notification is required if your child is to be released to any other individual whose name does not appear on our authorization form. **There are no exceptions.**

We reserve the right to ask for identification of person(s) unknown to us who are picking up your child. We reserve the right to withhold release of your child if authorization is in question.

General Information

Children admitted to the center should pass a physical examination that shows them to be in good health, free from communicable disease, and from mental or physical disabilities that would require services beyond what we are equipped to provide.

Medical Insurance

We do not provide student medical insurance.

Certificate of Immunization

ALL CHILDREN must have a Certificate of Immunization with a current expiration date on file in the Early Childhood Center's office prior to the child's first day of attendance. This form is available through your pediatrician. As the expiration date draws near, you will be given written notice to request an updated form.

Illness Policy

CHILDREN WHO EXHIBIT ANY OF THESE SYMPTOMS MUST BE PICKED UP, IMMEDIATELY UPON NOTIFICATION OF THE PARENT. CHILDREN MUST BE FREE OF FEVER AND/OR SYMPTOMS OF ILLNESS WITHOUT MEDICATION FOR 24 HOURS BEFORE RETURNING.

- A fever of 100° orally or 101° rectally
- Chronic cough (child gets red or blue in the face, child makes high-pitched croupy or whooping sounds as he coughs)
- Runny nose
- Watery eyes
- Sore throat
- Diarrhea
- Abscess
- Draining sore or burns
- Rash (until diagnosed and determined non-contagious)
- Headache
- Vomiting
- Excessive irritability or unusual passivity
- Conjunctivitis (tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus)
- Frequent scratching of the body or scalp as this may be a sign of lice or scabies

We cannot compromise the care of other children by providing one-on-one care for children who are excessively irritable. Therefore, we reserve the right to require you to pick up your child if the physical condition warrants dismissal.

Parents are required to promptly pick up a sick child. If a parent is reached, but cannot pick their child up it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Mandated Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Brookwood Baptist Church Early Childhood Center are considered mandated reporters under this law. The employees of Brookwood Baptist Church Early Childhood Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Brookwood Baptist Church Early Childhood Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Brookwood Baptist Church Early Childhood Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

Confidentiality

Brookwood Baptist Church Early Childhood Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the center. Parents must understand the implications of this responsibility and recognize that it not only applies to all children, but also the families and employees associated with Brookwood Baptist Church Early Childhood Center.

The Brookwood Baptist Church Early Childhood Center staff has been discouraged from communicating with parents on social media. We ask that parents respect this policy.

Toilet Training

If you feel your two year-old child is showing interest in using the potty, please approach your child's teachers and discuss how you can work as a team to help your child be successful in mastering the art of toilet training. The child must be kept in pull-ups (Velcro preferred) until they are ready for underwear. Putting a child in diapers part-time and pull-ups part time can be confusing and delay the process.

Please keep in mind that home and school are two very different environments. The activity level at school can distract your child from responding to an urge to use the potty more so than at home. Therefore, we may continue to use pull-ups until your child can and will announce that he/she must use the restroom (not just at home, but at school as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

During toilet training, we ask that the child be dressed in "user-friendly" clothing, as much as possible. The best items are pants or shorts with elastic waists or dresses. Please try to avoid really tight clothing, one piece outfits, pants with snaps or zippers, and overalls. The children are learning independence and these items are hard to remove "in a hurry".

It is Early Childhood Center policy that children entering a three year-old classroom be fully toilet trained. The child should not be wearing diapers or pull-ups.

Medication Administration

The Early Childhood Center will offer support for those children with chronic illnesses such as allergies, asthma, and diabetes. Therefore, if your child should need a Nebulizer treatment, EpiPen or insulin, we will continue to train staff for crisis intervention and maintenance for chronic illness.

A pharmacy labeled container is required for these prescription medications. The label is to include:

- Student name
- Prescriber name
- Name of medication and strength
- Dosage, route, and frequency
- Discontinuation date if appropriate

If the medication is to be administered in excess of two weeks, the parent/guardian should request two containers from the pharmacist with one labeled for center use.

We do not administer medication to children in our center under any other circumstances. We require parents or a parent-appointed designee to administer any medication required during the day. **Medication or vitamins that have been added to a child's bottle or drink cup will not be administered by Early Childhood Center staff.**

The forms are available in the Early Childhood Center office to appoint a designee.

Medication Storage

Medication should be given to staff at the welcome center and will be stored in a secure location. **No medications may be left in a child's bag or backpack.**

The parent/guardian will be advised to pick up the medication container when the course of medication is complete, expires or at the end of the school year. We will properly dispose of medication not picked up by the parent/guardian.

Emergencies Related to Medication Administration

EMS will be called for any child requiring emergency procedures. The decision to transport to a medical facility to provide other emergency care will be made by EMS personnel.

Aggressive attempts will be made to notify parents when EMS is called and/or the child receives emergency medication.

Staff Training

Designated staff personnel will receive in-service training from a health care provider prior to providing assistance with medication administration. The training will be mandatory on an annual basis.

Training will include:

- Legal requirements and Early Childhood Center Committee policies
- Methods of administration
- EpiPen use
- Contra-indications to medication administration
- Handling and storage of medication
- Possible side effects of commonly administered medication
- Documentation

Special Health Information

As of September 2005, Brookwood Baptist Church Early Childhood Center is a nut-free zone. However, because we are a church, we do not have the ability to regulate all products entering the building.

Please make us aware of any special condition that your child may have which requires individual attention, e.g., food allergies, asthma, hearing loss, visual problems.

Children brought to the center must be able to participate in all activities. It is not possible for a child to remain inside during the day to provide recuperation time or for other health reasons. Our center does not have the facilities or additional staff necessary to supervise individual children who are not able to participate in all of the daily activities.

In the event of a pandemic illness, we will consult the Jefferson County Health Department and act on their recommendations.

Food Allergies

Please alert us to any food allergies which require special dietary control.

Nutrition

Children less than one year-old

- The parent is responsible for providing an adequate supply of fully prepared, ready-to-feed capped bottles (containing formula, water, breast milk or juice) for the child daily. **Bring plastic bottles only. Label all bottles** (first and last name.)
- The parent is responsible for providing baby food. Clearly label all jars (first and last name.)
- Provide your child's teachers with specific feeding instructions. Discuss with the teacher the adequacy of the milk and/or solid foods brought daily.
- We recognize that infants may not always eat on schedule. Occasionally it may be necessary for our staff to give the first meal of the day. Please work with us in making this the exception rather than the rule.

Children older than one year-old

- The Early Childhood Center provides a monthly menu of well-balanced nutritional meals.
- **Please call the Early Childhood Center office by 10:00 a.m. if your child will be coming in late but will be arriving in time for lunch. We want to be sure he/she is included in the lunch count.**
- A plate lunch is provided for all children eating table foods, at no additional charge. **Do not send a sack lunch unless requested or cleared through the center office. Meals sent from home must be ready to eat and not require cooking or warming.**
- Nutritious snacks are served mid-morning and mid-afternoon. **We do not have a breakfast program. Therefore, regardless of age, it is necessary that all children finish their breakfast before coming to the center.**

Special Snacks

If you wish to send a special treat for your child's class, please discuss it with your child's teacher first. Please keep in mind that the Early Childhood Center is a nut-free zone.

Birthdays

Birthdays are special! Please make arrangements with your child's teacher if you would like to send a special snack on your child's birthday.

Sending Items from Home

- Clearly label all bottles, clothing, personal effects, and medication.
- Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.
- However, children are permitted to bring one plush toy with which to nap/rest. This toy is to be kept in their backpacks and use of it will only be allowed at nap/rest time.
- All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Brookwood Baptist Church Early Childhood Center staff for safety and appropriateness and may be prohibited at the sole discretion of Brookwood Baptist Church Early Childhood Center.
- Be sure your child has adequate changes of clothes. Accidents happen regardless of age. Know your child's needs and send them prepared for emergencies.
- Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Parents are asked to consider this when dressing their child for the day.
- For safety while playing, we strongly suggest closed-toed shoes with rubber soles.
- Coats, hats, gloves, and scarves must be provided in the winter months.
- All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, and scarves. Brookwood Baptist Church Early Childhood Center is not responsible for lost or damaged items of clothing.

Power Outages

Unusual power outages will necessitate the closing of the center.

Emergency Closing and Reopening Procedures

The Early Childhood Center will close when weather and road conditions warrant. We will send out an alert using SchoolCast Rapid Alert and Notification System. All programs will be canceled when the Mountain Brook School System is closed due to inclement weather. There may be times when the Early Childhood Center will have to make a decision to close even though the closing does not follow the decision of the Mountain Brook School System.

Procedures to Follow Regarding Closings and Re-openings

If conditions improve (roads re-open, power is re-established), and the center may re-open, parents will be notified.

Parent Involvement

The best assurance for the success of your child's experience is the close cooperation and understanding of parents and staff.

- We encourage open communication between parent and teacher.
- Please schedule conferences with your child's teacher at mutually agreeable times.
- Please refrain from interrupting instructional time to have a conference with your child's teacher.
- Please set up a mutually convenient time for phone conferences should a personal conference not be possible.
- If you are unable to resolve a problem with a staff member, please contact the Early Childhood Center Director
- We welcome parents to have lunch with their child. Reservations may be made before 10:00 a.m. through the Early Childhood Center office on the day you wish to attend. The cost is \$3.00.
- Parents are welcome to visit and observe any time during the day.

Family Involvement

If members of your child's extended family (grandparent, aunt, uncle, or cousin) desire to visit with your child at the center, we will need written authorization before the intended visit. The authorization must be signed by all custodial parents/legal guardians. The visitors must check in with the office before visiting the child. We reserve the right to ask for identification of person(s) unknown to us.

In cases where an enrolled child is the subject of a court order (ex...Custody order, Restraining Order, or Protection from Abuse Order) Brookwood Baptist Church Early Childhood Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto.

In the absence of a court order on file with Brookwood Baptist Church Early Childhood Center administration, both parents shall be afforded equal access to their child as stipulated by law. Brookwood Baptist Church Early Childhood Center cannot, without a court order, limit the access of one parent by request of another parent, regardless of the reason. If a situation where one parent does not want the other parent to have access to their child should present itself, Brookwood Baptist Church Early Childhood Centers suggests that the parent keep the child with them until a court order is issued.

Once presented with a Protection from Abuse Order or a Restraining Order, Brookwood Baptist Church Early Childhood Center is obligated to follow the order for the entire period it is in effect. Employees of Brookwood Baptist Church Early Childhood Center cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Brookwood Baptist Church Early Childhood Center will report any violations of these orders to the court.

Room Parents

Each class has a volunteer room parent. The responsibilities of a room parent are to coordinate class parties, help with special events, and secure drivers for field trips when applicable. The center will provide the room parent with contact information for the class. If you are interested in serving as the room parent for your child's class, please contact your child's teacher.

Biting

Brookwood Baptist Church recognizes that biting is a common behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should be aware that their children may be bit, or may bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident.

Despite the fact that during the course of the day your children are under close supervision, biting incidents can still occur. In the event a child bites, the staff will work to identify situations which provoke or elicit this behavior, so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Holidays Observed

Throughout the year, the Early Childhood Center will be closed for thirteen (13) holidays. These are:

New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas and New Year's Eve.

If a holiday falls on Saturday, it will be observed on the preceding work day. If a holiday falls on Sunday, it will be observed on the next work day.

Example:

<u>Christmas Eve</u>	<u>Christmas Day</u>	<u>Days Closed</u>
Friday	Saturday	Thursday & Friday
Saturday	Sunday	Friday & Monday
Sunday	Monday	Monday & Tuesday

We will also be closed for one (1) staff professional development day in the spring. This date will be determined annually.

All Day (Full Care) Program Details

Hours

7:00 a.m. to 6:00 p.m. Monday through Friday

Late Fee

If your child is still in the care of the center after 6:05 p.m., a late fee of \$15.00 will be charged with an additional dollar per minute until a parent arrives.

Enrollment

Children must be registered and the required forms on file. This program is available to children six weeks through five years of age. Enrollment will not exceed room capacity unless necessitated by an emergency.

Drop Off/Pick Up

Please do not allow your child to enter the building unattended.

Please park in a designated parking space to walk your child in and to pick them up. Should it be raining, you may park under the porte-cochere, but we ask that you be considerate of others and make your entry and exit a speedy one. Please keep in mind this is a drive-thru and cars left under the porte-cochere for extended periods of time can cause serious back-up and confusion. We prefer our parents be allowed to start or end their day with a smile, feeling good, rather than irritable and frustrated.

Some children exhibit separation anxiety when it is time for their parent to leave. The employee present in the classroom will comfort and assist the child through the anxious time. The longer the parent of a worried child drags out the departure, the more nervous the child is likely to feel. The professional employees of Brookwood Baptist Church Early Childhood Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Brookwood Baptist Church Early Childhood Center conducts monthly fire and emergency/evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program but must wait until the drill is complete. Parents may feel free to wait with the child's class until the drill is complete.

Morning Instruction Program

Details

Hours

9:00 a.m. to 1:00 p.m.

Late Fee

If your child is still in the care of the center after 1:15 p.m. a late fee of \$15.00 will be charged with an additional dollar per minute charged until a parent arrives.

Enrollment

Children must be registered and have the required forms on file. This program is available to children two, three, four, and five years of age by September 1. Children may enroll in two-day, three-day, and five-day programs that are available. Enrollment will not exceed room capacity unless necessitated by an emergency.

Drop Off/Pick Up

Please do not allow your child to enter the building unattended.

Children may be dropped off and picked up under the back porte-cochere. Drive under the porte-cochere (with your passenger side door next to the building) where a teacher will help your child to or from the car. You will be asked to sign your child in or out at this time.

Please pull forward to buckle seat belts while other cars are loading. Exit the parking lot by continuing in the same direction, go up the hill, pass the building, and then bear right. Drive past the front of the church to exit on to Overton Road.

Please note that teachers will not be available to receive children for morning instruction classes before 8:50 a.m. Our carpool drop off will operate from 8:50 a.m. to 9:10 a.m.

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Early Childhood Center

Weekday Program Withdrawal Policy
2018-2019

A thirty (30) calendar days' notice must be given before withdrawing your child from the program. Failure to do so will result in payment of that month's tuition.

My child, _____, will be leaving Brookwood Baptist Church Early Childhood Center Weekday Program. Our last day will be _____.

Date of Notice

Signature of Parent

Brookwood Baptist Church
Early Childhood Center

Parent Handbook
Policies and Procedures Acknowledgment
2017-2018

I have read and fully understand the policies and procedures of Brookwood Baptist Church Early Childhood Center.

Brookwood Baptist Church Early Childhood Center reserves the right to modify these guidelines at any time.

Child's Name

(print) Parent/Guardian's Name

Date

Parent/Guardian's Signature