

Parent Handbook



Moffett Road Baptist

Child Development Center

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Mobile, AL 36618

(251) 343-1568

www.mrbcdc.org

Facebook Group Pages

www.facebook.com/groups/MRBCDC/ and

www.facebook.com/groups/526123397455763/

Website www.mrbcdc.org

and

Blog www.mrbcdc.net

Welcome!

(Current August 2016)

This handbook contains the guidelines for our childcare work here at Moffett Road Baptist Child Development Center. You will want to read through it carefully, and refer back to it from time to time. We welcome your comments and suggestions!

HOURS OF OPERATION

The center is open Monday through Friday from 6:00 a.m. until 6:00 p.m. for students enrolled in the full day program. Students enrolled in the 8:00-2:15 kindergarten only program may attend during those hours. The front office closes for business transactions at 5:00 daily.

PAYMENT POLICIES

Weekly tuition fees are billed to accounts on Fridays for the upcoming week. Payments are due in advance, when billed. A grace period extends to 6 p.m. on Wednesday afternoon, after which time, daily late fees will be applied. Invoices will be emailed on Fridays. A tuition drop box is conveniently located in the front lobby.

We accept cash, check, money order, VISA or MasterCard. Payments may be made on-line, in our front office, over the phone, or by means of an automatic weekly debit from a checking account.

PARKING and SAFETY

Parking is available in the front parking lot across the street from the CDC. Handicapped spaces in the parking lot are reserved for those vehicles with a handicap tag. Vehicles are not permitted to park on the street during CDC hours (6:00 a.m.-6:00 p.m. Monday through Friday). The circular driveway behind the building is reserved for our buses and for kindergarten dismissal. We offer the following suggestions when dropping off or picking up your child from the CDC:

- Hold your child's hand and never allow them to run ahead of you or cross the street by themselves.
- Turn off your engine and headlights, lock your car and take your purse and keys inside with you.
- Never leave children of any age unattended in your vehicle.
- Always drive slowly and cautiously when entering or leaving the area.

ENROLLMENT

Enrollment is based on availability in each age group. Students may be enrolled upon completion of a registration form and payment of any applicable fees. The CDC requires a birth certificate and an unexpired State of Alabama Immunization Certificate for each child enrolled. Our center is a weekday ministry of Moffett Road Baptist Church, and therefore, we are exempt from state licensing as a child care facility.

WITHDRAWALS and DISMISSALS

Parents may withdraw their child from the program upon submission of a full one-week notice to the front office or payment of one-week's additional fees. If the parent withdraws the child without giving a one-week notice, the center may charge any remaining balance due to a valid credit card that the parent has placed on file.

If a child is withdrawing from the program, their account must be clear by Monday of their last week of attendance. If the account is not clear, service will not be provided until the balance is paid.

It is the center's policy to dismiss a child from our program, only as a last resort. The following circumstances may result in such action having to be taken:

- Serious Behavior Issues - If a child is dismissed, the parents will be given sufficient notice, and any fees that have been paid may be refunded at the discretion of the Director.
- Non-Payment of Fees - If an account becomes two weeks past due, the child will be removed from our roll. Accounts that remain unpaid will be referred to a collection agency.
- Endangerment - If a domestic situation arises that could potentially place the staff and other students at risk, the center may be forced to dismiss the child from our program.

HEALTH INFORMATION

The CDC makes every effort to provide a healthy and sanitary environment. If your child has been sick during the night, or wakes up with symptoms of an illness in the morning, we ask that you make other arrangements for that day. Children who do attend daycare must be well enough to participate in all activities.

If an illness occurs while your child is at school, the parents will be contacted to come pick them up within the hour. If the parents cannot be reached, someone on the child's emergency pickup list will be called.

MEDICATION POLICIES

Only prescription medication, issued in the child's name and having a current date, may be administered. If a child is on a "once daily" or "twice daily" medication, these doses must be administered at home.

TOILET TRAINING

The staff at the CDC feels that there is a window of opportunity around 18-24 months when toilet training can be the most successful. Our goal is to have our students toilet trained by 2 ½ years of age. When toilet training begins, pull-ups are fine for the first few months. After that initial adjustment period, we ask that children be placed in underwear. Parents must provide disposable diapers or pull-ups until their child is toilet trained.

SECURITY, ARRIVALS, DEPARTURES and AUTHORIZED PICK UP INDIVIDUALS

For security purposes, the side and back doors of the center are kept locked at all times. The front entrance doors to the CDC building will be locked between 9 a.m. and 4 p.m. daily. During this time, visitors will have to be admitted by the office staff. Once inside, the parents must enter a 6-digit security code to access the rest of the building. Parents are asked to use only the front door to enter, and the side doors to exit.

Children will be released only to their parents, or to one of the people (16 years or older) who are listed on their authorized pickup list. Siblings or babysitters under 16 years old will not be allowed to pick up children. If individuals are added to, or deleted from the list, this must be done through the office.

If parents are divorced, separated or have never been married, the center cannot legally refuse to release a child to either parent listed on the birth certificate without legal documentation on file stating that they do **NOT** have weekday visitation. **THE CDC IS REQUIRED BY LAW TO ADHERE TO THE COURT DOCUMENTATION ON FILE REGARDING ALL VISITATION AND CUSTODY ISSUES.**

HOLIDAYS

The Child Development Center will be closed for the holidays listed below. When a holiday falls on a Saturday or Sunday, the Friday before or the Monday following will be observed.

New Years Day	Good Friday	Independence Day	Veterans Day	Christmas (2 days)
Mardi Gras Day	Memorial Day	Labor Day	Thanksgiving (2 days)	New Years Eve

CLOTHING and OUTDOOR PLAYTIME

Our children are not required to wear uniforms at the CDC. Babies, Toddlers and Preschoolers should wear clothes that are comfortable and easy to change, or pull up and down during diapering and bathroom times. Bathing suits for girls should be one-piece and all other clothes should be modest.

Once a child begins walking, they need to wear shoes to daycare. We recommend that they wear shoes that will stay securely on their foot and be suitable for playtime, both inside the classroom and on the playground.

Each child's jacket should be labeled with their first and last name. Outside playtimes will be contingent upon the daily temperature, and wind chills and heat indexes will always be taken into consideration.

FOOD and BEVERAGES

Weekly tuition rates include a nutritionally balanced lunch and snacks for all students in our center, once they have transitioned to table food. Our kitchen will make substitutions only for documented food or beverage allergies. Parents will have the option of bringing their child's lunch, if they wish, but there is no reduction in tuition fees. Lunches from home must be "peanut free". Breakfast is offered to children from Toddlers through K5 for an additional weekly fee.

Parents of infants who are not yet on table food may bring breakfast and lunch items for their child. Bottles must be prepared at home. Once a child is on a sippy cup, the CDC will provide all beverages.

ELECTRONIC DEVICES

Elementary students and/or Summer Camp students are allowed to bring electronic devices, with limitations. If the student brings a game, it must have an "E" rating. At no time will students be allowed to use a cell phone, game system or tablet that has internet capabilities. The CDC assumes no liability for any lost, stolen, or damaged items brought to the center.

FIELD TRIPS

Children in our K4 and Elementary classes will be taking field trips throughout the year. Advance notice will be given and students will be expected to participate in all scheduled field trips, if they attend on those days.

Transportation will be available on one of the CDC buses. However, if parents are also attending the field trip, they are welcome to drive their personal vehicle and let their child ride with them. If they do this, they may either bring them back to the center after the field trip, or take them home with them once it is over.

BEHAVIOR GUIDANCE / DISCIPLINE

Positive redirection and limit setting are used in the classroom on an ongoing basis to help prevent conflicts and find solutions. A time out period will be implemented when a child is unable to break a negative or attention getting pattern of behavior. Corporal punishment will never be used at the center.

Occasionally a severe behavior problem may require a Discipline Report. If a child receives three Discipline Reports, a conference will be scheduled with the parents, the child's teacher and the Director.

PROGRAM / CURRICULUM

The CDC believes that each child is a unique individual. We do our best to provide a loving, nurturing and creative learning environment for all children. We encourage not just learning, but also the love of learning.

Our baby caregivers work with our infants on developing their large motor skills. They also seek to stimulate them with visual aids and music. Toddlers begin developing social skills as they learn to share and interact with others in their age group. Pre-K classes will be using a combination of curriculum materials that will introduce them to sizes and shapes, colors, music and movement, and other age-appropriate concepts.

Our K3 and K4 kindergarten classes will use the highly regarded ABeka curriculum. This is a strong phonics based program published by Pensacola Christian College. This curriculum focuses on numbers, Bible, unit-related studies and supplementary materials. For K4 students, the curriculum teaches reading and writing.

Summer Camp is available for children entering the first grade up through those who are completing the fifth grade. Students are exposed to various activities, including Bible, P.E., arts and crafts, music and field trips.

COMMUNICATION

All worksheets and craft projects will be sent home at the end of the week in the child's classroom folder. Activity and behavior reports will be sent home each day for babies up through K4.

Memos, menus and calendars are emailed through the OneCallNow notification system. The CDC also maintains a website, two Facebook group pages, and a weekly Blog (see web address on front cover).