

PARENT HANDBOOK

First Baptist Church Child Development Center

2023



806 Government Street
Mobile, Alabama 36602

251-432-6513, ext. 22

Our program has been granted a Church/School Exemption, Code of Alabama 1975, Section 38-7-3, and is exempt from regulation by the Department of Human Resources. Each parent is required to sign an affidavit annually which states that parents are aware that our Center is exempt from licensing regulations. We are inspected by the Mobile County Health Department and the Mobile Fire Department.

Mrs. Margaret Mangham, Director
Ms. Patricia Pettaway, Site Director
Church phone: 251-432-6513, Ext. 22

2023 CALENDAR

Following are the dates that we will be closed during the year. Please contact us if you have questions. As much as possible, we follow the calendar of the Mobile County Public Schools when setting our calendar. (*Dates subject to revision*).

Fri., 12/30/22 – Mon., 1/02/23	New Year's
January 16	Dr. M.L. King, Jr. holiday
Mon., 2/20 - Wed., 2/22	Mardi Gras
Fri., April 7	Good Friday
Mon., May 29	Memorial Day holiday
Mon., June 19	Juneteenth
Tues., July 4	Independence Day
Mon., 9/4	Labor Day
Fri., Nov. 10	Veterans' Day
Nov. 22 – Nov. 24	Thanksgiving
Mon., 12/25 – Tues., 12/26	Christmas
Mon., 1/1/24 – Tues., 1/2/24	New Year's

If you know that your child will be out due to a family vacation, please let us know the dates when possible.

General Information

Curriculum – Our staff uses the *Weekday Early Education* curriculum developed by the Baptist Sunday School Board. Units of study include a Bible story, art, books, nature, blocks, science, home living, and puzzles. Teachers supplement these areas with age and developmentally appropriate activities for each class. Classic children’s literature expands the teaching of concepts such as colors, shapes, letters and numbers. Books, songs and finger-plays are used with babies and toddlers. These areas are foundational for pre-reading.

Bad weather & community concerns – We will follow the lead of the Mobile County Public Schools in regard to closings. If they close, we will as well. During the summer months and holidays, our Center will make an informed decision based on weather conditions and notify parents as soon as possible. Follow local media outlets for announcements of school closings.

Health – Each child enrolled must have a current immunization record on file at the time he or she is enrolled. Parents must bring the original record to us each time it is updated. Visits to the doctor or dentist are the responsibility of the parents. *Each child and each staff member has a temperature check before being admitted for the day.*

Children with symptoms such as sore throat, vomiting, fever, rashes, diarrhea, earache, or eye infections should be kept at home. Children who develop any of these symptoms or illnesses during the day, must be picked up by parents within one hour of a call from a teacher. Children who are sent home with any symptoms should remain at home for 48 hours before returning to our Center. *Additional policies related to COVID-19 are attached to our registration form.*

We do not store or dispense over-the-counter or prescription medications. In order to return to the Center, a child must be FREE of fever and symptoms for 48 hours. If questionable symptoms are still present, a “certificate for return” must be obtained from the child’s physician stating that the child is free to return. To administer insect repellent, sun screen, diaper cream, etc., a doctor’s permanent order for those items must be in each child’s file and parents have to complete a form allowing us to do so. This form must be completed weekly.

Emergencies – Each parent is required to provide Home, Work and current Emergency telephone numbers. Emergency Contact Cards should be completed prior to the first day that the child is in attendance. These cards are kept in the classroom. Any change of telephone number or address must be given to the school immediately. A child may be released only to those approved persons listed on the child’s registration. Proper identification should be made available on request. Persons listed on the child’s registration form must be at least 18 years of age. If you plan to carpool, we need to know the names of children who are authorized to ride with an adult other than the parent.

In the event of an emergency, the parent must call the school to authorize releasing the child to someone not listed on the registration form. PROPER PHOTO IDENTIFICATION WILL BE REQUIRED.

Security – All entrances to our Center and our playground remained locked, at all times. Exterior security cameras are located at strategic points around our campus. In addition, we have cameras in each of our six classrooms and the Jefferson Street entrance is monitored from the Center office so that we may admit staff members. **We use our Conti Street entrance for drop-off and pick-up. Staff members will be at the door and parents are not admitted to our Center. Sign-in/out register is located outside the door.**

Because of our location, we encourage you to be aware of anyone who seems out of place or unrelated to our Center. Our Staff will not release any child to a person who is not known to us. A photo ID is required to verify identification. First Baptist Church has additional security policies in place for our congregation and the diverse population which we serve, particularly during our Sunday and Wednesday services. A copy of the church policies is available on request.

Personal Belongings – **Anything that your child brings to the Center (removable clothing, bottles, cups, etc.) must be marked with his/her full name.** Please bring adequate diapers and wipes for one month in order to insure that your child has an ample supply on hand. One complete change of clothes should be left at the Center and replaced as the child grows or clothing is soiled. Children over age one need a rest mat for their cot. **Due to infection concerns, items brought in daily should be in washable bags or containers.** Infants, Toddlers and Twos do not need backpacks due to limited storage space in our classrooms.

Our **Child Development Center is an outreach ministry of First Baptist Church** to families. It began as a program to offer enrichment to the preschool children of our members and continues to reach out to parents in the community who seek a place where their children will be nurtured in a Christian environment. Our goal is to offer excellent care where each child grows in body, mind and spirit.

Parents are welcome to call or text the director and staff members, ask questions and make suggestions. We realize that only through a close relationship between parents and staff, can children most effectively benefit from their experiences here. Since we are not able to allow parents to come in, we look forward to hearing from you through calls, texts, and emails.

The Child Development Center **hours of operation are 6:30 am until 5:30 pm, Monday through Friday. All children must be at the Center by 9:00 am.** We observe all federal and state holidays; holiday closings will be clearly stated prior to each holiday.

Babies from the age of 8 weeks may be enrolled for full day care on a space available basis. Families with more than 1 child enrolled will pay a reduced weekly tuition fee. All payments must be received at the beginning of each week as specified in your contract. Should a child be withdrawn from CDC, 2 weeks' notice is required and tuition will be expected for those 2 weeks. If payment is past due, a \$5 late fee will be added to each week that payment is overdue. Currently, we enroll children through age 4.

We do not provide meals or snacks, and **parents are required to send lunch and 2 snacks each day (and spoons and forks as needed for each day).** Food items will be stored in your child's cubby and clearly marked for your child. Baby bottles must be prepared before being brought to the Center. Mobile County Health Department regulations prevent our staff from mixing formula, cereal or food items. All bottles, food items, snacks must be labelled with the child's name. Refrigerators are available in each classroom.

To complete your child's enrollment, the **Registration and Enrollment forms** should be turned in with your check after it has been determined that a space is available for your child. You will be required to bring a copy of your child's current and up to date **immunization form** from your physician and sign a contract for your child's care. Current immunization forms should be updated when available.

Late pick-up notification: If a parent is 5 minutes late picking up a child at the end of the day, we will assess a \$25 late fee and add \$1 for each additional minute past our regular dismissal time. If you have an accident or know you are going to be late, please call the center.

Staff Qualifications – All child care staff and all substitutes must be at least 18 years of age and have a high school diploma or equivalency certificate.

Staff training is required in the following areas with written documentation of the training on file:

- Child Development

- Health, Safety and Universal Precautions (including CPR and First Aid)

- Language Development

- Positive Discipline and Guidance

- Other pertinent subjects

Each staff member must complete 12 hours of training annually. These hours are from certified instructors such as the Mobile County and Alabama State Health Departments. All staff must complete a criminal history background report resulting in a suitability letter from the Alabama Department of Human Resources and must maintain a satisfactory medical report.

First Baptist Church Child Development Center Financial Policies

Current Families Registration Fee: \$100.00 per family, per year for the school year beginning in August. Registration is paid during January for the upcoming school (August - July) year or prior to the child being enrolled in our program. Families who are members of First Baptist are not required to pay the Registration Fee.

Initial Registration Fee: To reserve a space for your child, or to be placed on our waiting list, our initial deposit includes \$100 for registration and payment for the first two weeks of childcare (determined by the age of your child).

Full Daycare Tuition:

Birth to 18 months	\$170.00 per week, per child
18 months to 3 years	\$155.00 per week, per child
3 to 4 years	\$145.00 per week, per child

Families who have more than one child enrolled will receive a reduced weekly tuition rate.

Hours of operation are 6:30 am - 5:30 pm, Monday - Friday.

Fees are payable on the 1st day of each week. Tuition payment reserves your child's place in the class; full payment must be received on the first day of each week. Late Fee of \$5 is applied thereafter.

Our Holiday Closing and Emergency Closing policy is the same as the Mobile County Public Schools.

Put your child's name on the check and note if it is for Registration or Tuition. If you are paying in cash, put the cash in an envelope, print your child's name clearly on the envelope and note what you are paying. A staff member will turn in your payment. Or payments may be made through our church website, www.fbcmobile.com

We offer one week of vacation from tuition for each family whose account is in good standing. This policy will be offered each year that a child has been attending. We request that each family notify us in advance of the week that you wish to be given a week off from regular payments. The week can be taken at any time during the year and may be used for a time of illness or vacation. We make this offer as a way of expressing our appreciation to all our families.

School teachers who do not require daycare for summer months may opt out for two months. A drop in rate for summer months has been set at \$30 per day, per child, should teachers' children need to attend during the summer break. Please call to let us know that you need to "drop in" during the summer to determine if we have space available on the days you need child care.

If you have any questions regarding these policies, contact our Director.

Tuition rates effective March 1, 2023