



**BETHLEHEM**

**NURSERY - 12 YEARS**

*"The Next Best Place to Home"*

**334-673-4980**

**CHILD DEVELOPMENT CENTER**

A Ministry of Bethlehem Baptist Church

## Parent Handbook

416 Bethlehem Road  
Midland City, AL 36350  
334-673-4980  
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[www.bbcdothan.com](http://www.bbcdothan.com)

\*2023/2024 School Year

**BETHLEHEM CHILD DEVELOPMENT CENTER**  
A MINISTRY OF BETHLEHEM BAPTIST CHURCH  
416 BETHLEHEM ROAD  
MIDLAND CITY, AL 36350  
334-673-4980

**Board of Directors**

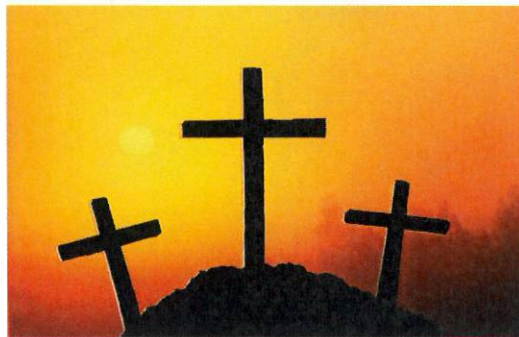
Chairman	Michelle Mayo
Vice- Chairman	Sonya Killingsworth
Treasurer	Misty Dewberry
Secretary	Lillian Vickers

**Ex-Officio Members**

Pastor	Paul Edenfield
Chairman of the Deacons	James McMillan

**BCDC Directors**

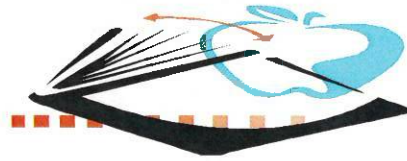
Center Director	Starla Barrineau
Program Director	April Merrell



**Hours of Operation:**  
6:30am- 5:30pm  
Monday-Friday  
Open 52 Weeks a Year

# Bethlehem Child Development Center

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## **Purpose**

Our main objective is to love the children and to encourage them to enjoy learning through many applications in a Christian environment. The children will develop knowledge as well as refine gross and fine motor skills through this curriculum. We want the children to feel loved, secure and excited about life.

## **Programming Design and Goals**

Our Program provides services to parents desiring Christian preschool education during the morning hours, as well as to parents needing care for the entire day. In designing our program structure, we believe that it is best to provide children with age appropriate learning experiences.

“Through His Hands” curriculum has been exclusively designed for 12 to 18 months by Bethlehem Child Development Center and is copyrighted by Bethlehem. It includes numerous “hands-on” activities. It is based on Christian doctrine and is designed to lead right into the one to five year old curriculum, which is “A Beka”; it is based on non-denominational Christian teachings and values.

During the morning hours of the day, our classes have a more structured, academic schedule while afternoon classes are more play-oriented. Our structured classes continue from August to May. Our seasonal activities are from June to July including a School Age Summer Program. Though daycare hours will not change, the Program options will change. Parents will be notified of these changes well in advance.

Our trained faculty seeks to meet the interests and needs of each child and to provide for the growth of the child according to his/her ability in all areas of personality development:

- Spiritual
- Physical
- Mental
- Social
- Emotional

## **Admission**

Admission for our Program requires the completion of:

1. Child Admission Form
2. Child’s Medical Form signed by a Physician (Initial Registration)
3. Alabama Certificate of Immunization
4. Child Information Sheet
5. Food Allergy Action Plan (If applicable)
6. Parent signature adhering to the Parent Handbook
7. Parent Agreement (signed- BCDC will notarize)
8. Copy of Parent(s) Driver’s License (at least one ID required)

## **Transition**

Children will transition to the next class each year, on the first day of school, based on their age as of September 1<sup>st</sup> (Date for transition used by the State of Alabama). Some transitions may be made mid-year based on a child’s age/date of birth to meet the needs of the Center.

Tuition and Fees -- ALL tuition is due in advance on Friday morning for the next week. A \$10.00 late fee will be applied to accounts not paid by 9 a.m. Tuesday. An account is considered delinquent after Tuesday morning. If an account becomes delinquent, account holders will receive a memo with a breakdown of account balance and accrued fees due. An account holder then has 5 business days from the day of delinquency to pay their account in full or their child will not be able to return to class. A child may resume normal class schedule when their account is paid in full.

The Bethlehem Child Development Board of Directors will receive a copy of all past due memos along with a monthly report of all delinquent accounts. **Please be aware that at any time a delinquent account may be turned over to a collection agency for payment collection.**

Registration \$150.00 PER YEAR (fee is due at time of Registration).  
This covers any BCDC Preschool Program within the year. Payment arrangements can be made by contacting the Center Office.

**\*\* All Registration Fees are Non Refundable. \*\***

BCDC & BBC Families Registration will be the first full week of March.

Open Registration for the general public will be the second full week of March.

School Age

Registration \$150.00 PER YEAR for school-age children for the BCDC school year

Tuition Full amount of tuition is due in advance on Friday morning for the next week. A \$10.00 late fee will be added to accounts not paid in full by 9 a.m. Tuesday morning.

F/T Nursery and Creepers	\$140.00 per week
F/T Preschool	\$140.00 per week
P/T Preschool (8:30-12:00pm)	\$70.00 per week
Drop-Ins- Apply to P/T Preschool ONLY	\$6.00 per hour-max 10 additional hrs per week (.010/min)
After School	\$35.00 per week
School-age Break	\$140.00/week or \$28/day; 3 days or more is considered a full week.

**\*\*No Drop-Ins will be available for S/A Summer Program. See Front Desk for any questions.**

School-age Summer Program \$90.00 tuition/\$50 activity fee per week

**\*\*School-age Summer Program is for children ages 6 years OR completed K-5 (entering the 1<sup>st</sup> grade) to 12 years.**

Curriculum Fees are due at the time of Registration and no later than May 31<sup>st</sup>. (pays for supplies and workbooks, which are ordered at the time of Registration). After May 31<sup>st</sup>, it will be considered delinquent and automatically billed to your account.

**\*\*All Curriculum Fees are Non Refundable. \*\***

K-1	\$40.00 per year
K-2	\$50.00 per year
K-3	\$80.00 per year
K-4	\$100.00 per year

**Multi-Children Discounts:** Second child and subsequent children receive a \$15.00 per week discount.

## NSF Check Policy

It is our policy of the Center to charge a \$25.00 processing fee for a returned check. We require that you pay cash to pick up the check. If we receive a second NSF check, your account will be placed on a cash only status.

## Hours of Operation

Monday through Friday 6:30am to 5:30pm

## A Typical Day in the Program

- |                             |                   |
|-----------------------------|-------------------|
| 1. Breakfast and Free play  | 6:30am to 7:45am  |
| 2. Free Play                | 7:45am to 8:25am  |
| 3. Structured Learning Time | 8:30am to 11:30am |
| 4. Learning Through Play    | 1:45pm to 5:30pm  |

## Meals Provided

- |                  |                    |
|------------------|--------------------|
| 1. Snack Time AM | 9:15am             |
| 2. Lunch         | 11:00am to 11:30am |
| 3. Snack Time PM | 2:00pm             |

## Arrivals and Departures

All drop off and pickups will be done at the front entrance of the Center. Please sign your child in. NO INITIALS. They will be escorted to and from class by a staff member after 8:30am.

\* Please park in designated parking spot and do not block the driveways. Parent parking is available adjacent to the building. Parking under awning is only permitted when during rain. \*

\*With respect to Nap Time, we ask that all drop-offs be prior to 11:30am or after 2pm. \*

\*Please be prompt in picking up your child at the end of each day. A late fee of **\$4.50 per minute, per child** will accrue after 5:30pm. \*

## Daily Nap Time

All children 5 years old and younger will be required to take a rest time. All children will use similar mats and pillows for naps. Mats may be purchased from the Center for a small fee. Parents will own and maintain these mats.

## **Withdrawal**

### **Program Withdrawal**

Two-week notice will be required for withdrawal from the program. Two weeks tuition is due.

### **Changing Status Within Our Program**

Two-week notice is required for changing a child's status within the Program.

Example:

Part-time to Full-time or Full-time to Part-time.

When a notice is given, there is not a guarantee of your child returning to their former status.

## **Teacher/Pupil Ratios**

Nursery (6 weeks to 12 months)	1 teacher to 5 children 2 teachers to 10 children
Crawler (9-12 months)	1 teacher to 5 children
Creeper (12-18 months)	1 teacher to 6-10 children w/floater
Preschool I (K-1)	1 teacher to 7 children 1 teacher to 8 children w/floater
Preschool II (K-2)	1 teacher to 8 children
Preschool III (K-3)	1 teacher to 11 children
Preschool IV (K-4)	1 teacher to 18 children
Preschool V (K-5)	1 teacher to 21 children
School Age 6 to 12 years	1 teacher to 22 children

## **Staff Qualifications**

All staff members are subject to health and random drug testing. They will have background checks by ABI searching the National Sex Offender Registry, National Criminal Database and SS Verification and Address History Trace. They will be cleared through the State Child Abuse Registry as well. Each employee will receive Pediatric CPR training with certification by the American Heart Association or the American Red Cross. First aid training may also be available. Employees will also be required to complete 12 credit hours of in-house training per year.

## **Chapel**

Chapel will be held once a week on Thursdays in the Church sanctuary at BBC. The program will consist of Bible stories, Christian principles, prayer time and Bible songs. Chapel begins promptly at 8:30am.

## Security

Parents must designate who is allowed to pick up their child. Permission for a child to go home with someone other than their assigned ride must be given in writing by the parent/guardian or by telephone to the Center Director or Program Director. Parents will be notified if an unfamiliar person comes to pick up a child. They will be asked by Center staff to show a picture ID before release of the child.

## Center Security Systems

There are few things as important to us as our children. As a result, we take their safety and security very seriously. This is especially true when we leave our children in the care of others. The security camera system in our daycare provides a sense of security that their children are not only being watched by a qualified staff but that the entire environment of the daycare is being monitored effectively. The management team monitors activities at the Center to help ensure the quality of care for your child.

Exterior entry doors are equipped with a Mag Lock Door System for the main entries to the Center. The front entry door has a security camera and call button on the exterior. Parents and/or authorized pick-ups will press the call button that alerts one of our three administrative offices. Management staff will identify and buzz the person in OR will ID the person via camera and ask for proof of identification. There is a push button to the left of the door when exiting the building that is pressed to release the lock and allow exit. The doors will be locked at 8:30am and will be released at 5:00pm, Monday through Friday. If pick up or drop off in between these hours occurs, entry will require pushing the call button. The only other times the doors will be unlocked are for class parties or school events. In case of a fire, the system automatically unlocks itself for emergency exit.

## Communication

**\*\* Remind is a messaging platform App that can be downloaded on your phone to receive mass text from the Center. Class Code: @bcdepa \*\***

Teachers need to be with their classes during the day and cannot easily come to the telephone. Emergency and short messages may be left at the Center's Office. If you wish to speak with a teacher, please leave a number where you may be reached and the time to reach you. The teacher will return your call if at all possible but the teacher will not be allowed to neglect her class to return phone calls.

## Music

We believe that music enriches lives. Throughout the year, children will be exposed to musical instruments, dance and rhythmic movements, and musical drama. The children will learn Bible songs, rhythmic songs, and curriculum.

## Birthdays

If a child wishes to celebrate his/her birthday with school friends, parents may bring something to share at snack time on their actual birthday! **Any birthday cakes, cupcakes or snack items must have a nutritional label.** To arrange this, contact the child's teacher in advance. Birthday invitations given out at school must include all children in the child's class. Toward the end of each month, the Center will have a big birthday party to honor all birthdays within the month. All children in the Center may participate in this party!



## **Clothing**

Please mark all removable clothing with your child's name. Clothes should be comfortable and unrestricted to permit active play. It should be easy for the child to take off and on for bathroom needs. A complete set of old play clothes should be sent with your child to leave at the Center for "accident days". Play shoes with rubber soles are preferred because children are less likely to slip.

## **Potty Training**

ALL three year old children and older must be potty trained prior to enrollment. It is the parent's responsibility to ensure the child is potty trained by July of their K2 year. We will assist you with this to the best of our ability. If your child is not showing consistency with making it to the potty and/or continuously has accidents, they will not be permitted to move to our K3 program nor be held back in our K2 program.

## **Toys from Home**

Children are not allowed to bring: guns, knives, ropes, make-up, fingernail polish, easily lost prized pocket toys, treats not adequate to share with the entire class, toys of great value, money not sent to pay for specific items at school, and toys that are disruptive to the curriculum program. "Show and Tell" days will be permitted on Friday ONLY. Cell phones and video cameras are not permitted.

## **Severe Weather**

If severe weather should occur, the Center will follow the lead of the Dothan City School System. Such closings are usually announced on television and local radio stations, our Facebook page and Remind. If the weather permits and roads are made passable by noon, the Center could possibly be open. Lunch will not be served. Our policy will be as follows, in the case of severe weather warning and or an emergency lock down, we strongly recommend no child leave the premises per the EMA. This endangers the safety of the child and our staff.

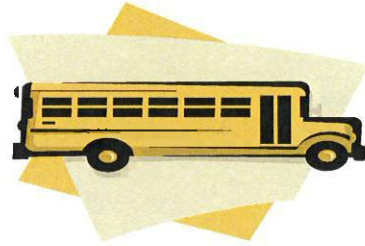
## **Field Trips**

Field Trips are scheduled throughout the year with more focus during the summer months. A nominal cost is charged to parents. Parents will always receive advance notice about each trip. Parents must return signed permission forms for each trip. Without a signed permission slip, children will not be permitted to go on the trip and must be picked up by the parent. We go on trips as a class and there will be no daycare available in the Center while the class is gone. Parents are invited and encouraged to periodically serve as a chaperone on their child's trips.

## Holidays

New Year's Eve  
New Year's Day  
Good Friday  
Memorial Day  
July 4<sup>th</sup>

BCDC Teacher Work Day (Friday before the 1<sup>st</sup> day of school)  
Labor Day  
Thanksgiving Day & the day after  
Christmas Eve  
Christmas Day



## Health and Medical Information

1. Children **cannot** be brought to school with any of the following:
  - a. Fever of 100.4 or higher
  - b. Diarrhea and/or vomiting
  - c. Undetermined rash or spots
  - d. Contagious disease such as COVID, flu, chicken pox, thrush, mumps, measles or hand, foot & mouth
  - e. All students and staff will be screened prior to enrollment, and monitored daily for the following symptoms: headache, cough, sneezing, sore throat, diarrhea, fever greater than 100.4°F, wheezing, shortness of breath, and runny nose. Students with these symptoms within the last two weeks will be referred for medical evaluation prior to enrollment. **Please DO NOT send your child to school if you and/or someone in your household is awaiting COVID test results. Upon determination of a student or staff member receiving a positive COVID test result, they must remain quarantined for 5 days. They may return after quarantine with no symptoms and/or fever free for 24 hours without fever reducing meds. Upon a positive COVID test result in the student's household, or exposure to a positive patient, the student will be quarantined for 5 days. In order to continue providing the best possible care, we will no longer be able to provide a full tuition discount when a class is quarantined. If a class is quarantined by BCDC, 50% of tuition will be due that week.**

**\*\*Any child diagnosed with the above, mentioned in item D MUST not return to school for 5 days. \*\***

- f. Other symptoms of illness

- Children must be free of fever (without fever meds) and of any other symptoms for 24 hours before returning.
  - Parents will be notified to pick up children immediately if signs of illness occur during the day.
  - Parents should report any illness or exposure to communicable disease outside of the school to the staff so that the Director may alert other parents. Administration will alert the parents when there is exposure within the school.
2. Children may not return to school after a communicable disease until the doctor has released the child and there are no more symptoms. This does not apply for the diseases listed in item D, which requires a minimum of 5 days out. Release from the doctor is considered a written note or excuse signed by the physician's office stating the patient may return to daycare. Any child exhibiting symptoms of sickness contrary to normal activity, with or without fever, we reserve the right to call for the child to be picked up.
  3. Parents may add the name of their child's doctor and the name of other adults to contact in the event the parent cannot be reached if desired.
  4. In the event of an accident or illness requiring emergency medical attention, the child's parents will be notified immediately. The child will be taken by a staff member to the nearest hospital available with an emergency room. Emergency room physicians will be used if the child's doctor is unavailable. Parents are responsible for ambulance fees if it should be necessary to use one.
  5. On the first occurrence of head lice, the child must be treated before returning to the Center. On the second occurrence with in a two week period, we will require a doctor's release before being allowed to return.

## 6. Administering Medication

### A. Prescription Medication

- Prescription medicines may be given by Administration only as prescribed and only with the parents' written, signed and dated request.
- This request will only be good for 7 days at a time and then it must be renewed.
- The child's name must appear on the medicine being administered.
- The dosage is strictly followed according to the prescription label.

**\*\*Breathing treatments will not be administered until after 9 a.m. when Administration is fully staffed. \*\***

### B. Non-Prescription Medication

- Non-prescription medicines such as Tylenol, Motrin, or cough syrup may be administered by the Center, **ONLY IF:**
  - \*Parents sign and date Non-prescription medicine form
  - \*Request is renewed every 7 days
  - \*The dosage is clearly marked according to the manufacturers recommended dosage.
  - \*If a medicine label reads "Ask your physician", then we must have a diagnosis and dosage amount documented by your child's physician in order to administer the medicine.

## 7. Policy on Children's Allergies/Drug Reactions

- a. Parents must notify Bethlehem Child Development Center of any allergies/drug reactions that their children might have and complete a food allergy plan.
- b. If a child is on medication (especially if it heightens your child's sensitivity to the sun), parents must share this information in writing with the Center.
- c. If your child needs sunscreen, you must furnish it to the Center, with a filled out non-prescription form complete with instructions for application.

## Discipline

### 1. General Discipline

- Minor Offenses- Time out will be given for one minute per age of the child away from playing and participating in classroom or playground activities. (First and second bites will be treated in this manner).
- Repeated Offenses- Time out will be given as deemed appropriate by the Director or Assistant Director in their office. The Director will counsel with the child, call the caregiver if deemed necessary, and return the child to their classroom or wait with them until their caregiver comes.

### 2. Harmful Behavior Policy

- Behaviors such as biting, scratching, kicking and hitting are prevented to protect all the children and staff.
- First and second offenses will be treated with general discipline.
- After a third offense, a note will be sent home to the parents.
- After the fifth offense, a conference will be scheduled between the Center Director, Program Director and the child's primary caregiver.
- If during the conference a mutual plan is agreed upon, the Center will consider keeping the child and monitoring progress by the day.
- If the primary caregiver does not attend the scheduled conference or there is a failure to formulate a plan to subdue the harmful behavior, the child will be asked to leave the Center immediately for a period of at least six months.

\*Bethlehem CDC is required by Alabama State Law- Code 26-14-3— Mandatory Reporting in Alabama to report any suspected child abuse.



Handbook Revised February 2023

**BETHLEHEM CHILD DEVELOPMENT CENTER**  
Bethlehem Baptist Church

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**BCDC Parent Handbook**

Section: Human Resources  
Effective: July 20, 2009  
Revised: 2023/2024 School Year  
Authority: BCDC Board of Directors

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I, \_\_\_\_\_ have read and understand the Bethlehem Child Development Center Parent Handbook. I agree to adhere to the Center's Policies and Procedures regarding their purpose, program design and goals.

Child's Name \_\_\_\_\_

_____ Parent Signature	_____ Date
_____ Director Signature	_____ Date

**Permission to Use Photograph** (Please check one)

\_\_\_\_ I grant to Bethlehem Child Development Center the right to take photographs of my child during the current enrolled school year. I agree that Bethlehem Child Development Center may use such photographs of my child with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

\_\_\_\_ I do not grant to Bethlehem Child Development Center the right to take photographs of my child during the current enrolled school year.

_____ Parent Signature	_____ Date
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**BETHLEHEM CHILD DEVELOPMENT CENTER**  
Bethlehem Baptist Church

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**BCDC Parent Handbook**

Section: Human Resources  
Effective: March 1, 2016  
Revised: 2023/2024 School Year  
Authority: BCDC Board of Directors

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Account Collections Agreement

I, \_\_\_\_\_, accept the fee charged as a legal and lawful debt and agree to pay said fee, including any/ all collection agency fees (33.33%), attorney fees and/ or court costs, if such be necessary. I waive now and forever my right of exemption under the laws of the constitution of the State of Alabama and any other State.

Consent to contact customer by cell phone:

You agree, in order for us to service your account or to collect monies you may owe, Bethlehem Child Development Center and our agents may contact you by telephone at any telephone number associated with your account, including wireless telephone messages or emails, using any email address you provide to use. Methods of contact may include using pre-recorded/ artificial voice messages and/ or use of automatic dialing device, as applicable.

I have read this disclosure and agree that Bethlehem Child Development Center, its employees and agents may contact me as described above.

---

Responsible Party Signature

---

Date

**BETHLEHEM CHILD DEVELOPMENT CENTER**  
Bethlehem Baptist Church

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**BCDC Parent Handbook**

Section: Human Resources  
Effective: March 1, 2019  
Revised: 2023/2024 School Year  
Authority: BCDC Board of Directors

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Security Video Agreement

I, \_\_\_\_\_, understand that all video is only reviewed by BCDC Administration or the BCDC Board. Any outside party wishing to review video must have signed releases from all parties in video or a court subpoena.

Child's Name \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date