

FIRST BAPTIST ASHLAND



Christian Child Development Center

Parent Handbook

**First Baptist Ashland
Christian Child Development Center**
800 Thompson Street, Ashland, Virginia 23005
(804) 214- 3756

CCDC Directors

Crystal Hopper, CCDC Director
Margaret Royal, CCDC Assistant Director

Board of Directors

Stephanie Beale	James Shelhorse
Ashleigh Davis	Peggy Shelton
Charolette DeLuke	Joanie Thompkins
Tom Lynch	Shannon Warnick

Code of conduct for all parents

Mission Statement

Our mission statement for First Baptist Ashland CCDC is that each child will know that they are loved by God.

First Baptist Ashland Christian Child Development Center does not discriminate based on race, color, national origin, or disability.

History

The First Baptist Ashland Christian Child Development Center began in September 1996. The center began as a half day Christian preschool. To better serve the community, the board decided in the summer of 2007 to extend the hours for working parents. Beginning in the fall of 2007, the center began opening from 7 am to 6 pm twelve months a year.

In January 2008, the center provided before and after school childcare. Children from Henry Clay and John M. Gandy are transported by a Hanover County School bus.

The center began providing transportation from Elmont Elementary School in September of 2012 and South Anna Elementary in September of 2014. As of 2020 the center only provides transportation from Elmont Elementary School.

The center now provides childcare for children from ages 3 months through 12 years of age.

Purpose and Philosophy

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ-like role modeling of the staff.

The Program

First Baptist Ashland CCDC uses the WEE Learn Curriculum which is Christian based along with the Learn Every Day Curriculum which is educationally based. Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles and manipulatives, nature, music, and dramatic play. Appropriate field trips for the Pre-K class are taken in the community which you will be notified of in advance. Social Skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, thoughts and verses are included in each teaching unit. Parents will receive a weekly newsletter to keep you informed about each unit designed for your child's class.

First Baptist Ashland Christian Child Development Center is a separate business entity from the religious institution, First Baptist Church.

Standards

First Baptist Ashland Christian Child Development Center operates under standards of Religious Exemption stated by the Department of Social Services of the Commonwealth of Virginia.

The center is inspected regularly by the Hanover County Health Department and the Hanover Fire Department.

First Baptist Ashland CCDC is not licensed by Virginia Social Services but operates within the standards of licensing.

Public Disclosure Statement

The code of Virginia, Section 63.1-196.3 allows child day centers operated by religious institutions the opportunity to file for an exemption from licenser by meeting documentation and other requirements specified within the exemption law. The statement below has been prepared and distributed to meet requirements of the exemption law.

Exemption

In compliance with the Code of Virginia, First Baptist Ashland CCDC is exempt from licenser and is classified as an "Exempt" child day center.

Health Requirements for Staff

Staff employed by First Baptist Ashland CCDC must be certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. All employees are required to have a Criminal Record Background Check, Child Protective Services Check, a Tuberculosis screening is required, and CPR and First Aid certified.

Public Liability Insurance

First Baptist Ashland CCDC is covered by public liability insurance.

Dear Parents,

Welcome to the Christian Child Development Center of First Baptist Ashland. Our program exists for you and your child. We strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This code of conduct is designed to help you understand our program, its mission, and guidelines under which we operate. You are always welcome to visit, ask questions and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this weekday early education program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and man" (Luke 2:52).

Programs Available

Full Day Childcare

Months of Operation: 12 months

Ages Served: Children 3 months through 12 years of age.

Services: First Baptist Ashland CCDC is opened year- round and provides a structured morning preschool followed by afternoon childcare to children for 3 months-12 years of age. This program includes the following classes: Infants, Toddlers 2's and 3's classes, Pre-Kindergarten Class and Before/After School Care and Summer Care for children in kindergarten through the age of 12.

Before School Care is available only to children attending Henry Clay and John M. Gandy Elementary Schools.

CCDC only transports children from Elmont Elementary School to CCDC.

Children must be fully potty trained by 3 years of age.

Days and Hours: The center is open Monday through Friday from 7:00 am until 6:00 pm.

Holidays and Vacations: First Baptist Ashland CCDC will be CLOSED on the following days:

New Year's Day

Good Friday or Easter Monday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and Friday following Thanksgiving Day

Christmas Break (You will be notified in advance of the days.)

These holidays are included in the regular weekly tuition, except for Christmas Break in which we are closed for 2 weeks. You will only be responsible for paying for one week of the tuition.

Daily Schedule (sample)

7:00-8:15	Child Arrives/Greeting/Free Play
8:15-8:30	Clean up
8:30-8:45	Circle Time/Calendar/Weather
8:45-9:45	Work jobs/Centers/Manipulative
9:45-10:00	Restroom and Wash Hands
10:00-10:15	Snack
10:15-10:45	Centers/Art
10:45-11:15	Outside Play
11:45-12:00	Restroom, Wash Hands, Prepare for Lunch
12:00-12:30	Lunch
12:30-2:30	Nap Time
2:30-2:45	Restroom and Wash Hands
2:45-3:00	Story Time
3:00-3:15	Snack
3:15-4:00	Outside Play
4:00-5:15	Centers
5:15-5:45	Manipulatives/Play Games/ Story Time
5:45-6:00	Clean Up

This schedule is flexible and may be adjusted to meet the needs of each class. Your child's teacher will provide you with a schedule for your child's class.

Extra Curriculum Activities: Yoga, Music, Sign language, and Show & Share.

How Parents Can Help

Prepare your child so they will want to attend. Be positive!

Give your child time to adjust to the center. Remember it will be strange to them at first. They may seem hesitant to return.

Please let your child see that you are relaxed in the morning when you bring them. This will help to relax your child. If your child is in tears or apprehensive, do not linger. Give them a simple goodbye and leave. The teacher or other staff will reassure your child of your return. You can also call the office phone to check on your child at any time.

It is best to discuss any concerns or problems related to your child not in their presence.

Show an interest and pride in your child's art and craft projects. Children need reassurance you are interested in their success at childcare.

Remember: We are here to serve you by giving your child the best care possible. Please feel you can come by any time to discuss concerns or ideas with us.

Send your child to school in clothes suitable for playing and learning. All children 12 months and older must arrive at CCDC with their shoes on their feet. Shoes must be closed toe and heel with rubber soles. Shoes must fit the child's feet properly. Children are **Not** allowed to wear sandals, flip flops, clogs, or crocks.

If you change jobs, relocate, or have a new phone number, please let us know so we can update your child's file. It is important that we can contact you in the event of an emergency.

Admissions Procedures

Classes are determined based on their age as of September 30th of the current year. Age groups are as follows:

Infants: 3 months-12 months

Toddlers: 12 months - almost 24 months

Younger 2's: almost 24 months - 2 1/2 years old

Older 2's: 2 1/2 years old - early 3's

Preschool: Fully potty-trained 3-year-olds

Pre-Kindergarten: 4 years old

School Age/Summer Care: Kindergarten through age 12

Full Time Summer Care: Available for children with a variety of activities for children ages 2 years through 12 years of age.

An interview between a member of the administrative staff, parent and child must be scheduled prior to admission. During this interview, the needs of the parent, child as well as center policies and procedures will be discussed. If both parties mutually agree that they will benefit from the center's program, and a spot is available, the parent will be notified of acceptance and a start date will be determined.

The parents must then complete the registration form and contract. The center requires all items on the form to be completed. This form must have the physical address of the home and must be signed by both parents. If legally separated or divorced, and one parent is not allowed full access to the child, a copy of the notarized custody decree must be kept on file at First Baptist Ashland CCDC.

The registration fee is required to be paid. This is not refundable.

Prior to your child's first day of attendance, additional information and forms are required.

- **Original Birth Certificate:** This will be returned to you.

- **Current State of Virginia Physical Examination and**

Immunization Form: Your child's immunizations must be up to date and a recent physical exam is required. Children will not be allowed to attend until the above forms are sent to the office. It often takes a while to gather this information, so please allow yourself the necessary time.

All children are required to be fully potty trained by the age of 3. If your child is not potty trained by their third birthday, parents will be given a month from this day to get the child fully potty trained. If your child is still not fully potty trained by this time, your child will not be allowed to attend the center until they are.

Fully potty-trained means that your child can communicate when they need to potty and requires minimal prompting to do so. Even with children being fully potty trained we are prepared for an occasional accident.

Please teach and allow your child to dress themselves. There is one bathroom in the 3- year- old classroom with anywhere from 10-15 children in the classroom. Teaching your child to dress themselves will allow teachers to monitor the classroom instead of having to be in the bathroom changing and dressing a child that has had an accident.

Continued Enrollment

To sustain enrollment in our classes, parents of currently enrolled students are advised to notify the directors of CCDC for continued enrollment during the upcoming summer and school year. Space will be guaranteed upon notification of intent. If your child does not attend during the summer but will return in the fall, a re-enrollment fee of \$250.00 per child is required.

Payment Policy

Tuition is due on a weekly basis. If you prefer to pay monthly, please inform the director. Payments by check are preferred. We request that you mark the memo of your check with the dates for which payment is intended. If you are paying by cash, you will receive a receipt.

Payments should be placed in the box on the right-hand side of the wall as you enter CCDC.

Tuition must be paid whether your child is in attendance or not. If your child has an extended illness and is absent for two weeks or more, tuition will be half price per week beginning the third consecutive week of absence.

Parents needing receipts from the treasurer, should request them in writing.

Dismissal from the Center

There are several reasons First Baptist Ashland CCDC may request your child/family to terminate enrollment at the center. Our withdrawal policy states you must give 2 weeks' notice prior to leaving the center. We will do the same for you however, there may be situations where a 2 week notice on

the part of First Baptist Ashland CCDC would be impossible. These reasons for dismissal from First Baptist Ashland CCDC are outlined below:

- Failure of the parent/guardian to pay tuition and fees in a timely manner. First Baptist Ashland CCDC reserves the right to dismiss a family from the center without notice for failure to pay. See the contract for additional information.
- Discipline/Behavior issues with children or parents. First Baptist Ashland CCDC reserves the right to dismiss a child or withdraw admittance into the center of an adult for behavior/discipline issues. In the event the behavior exhibited causes danger to children or staff, dismissal would be immediate.
- Differing philosophies between parent and center. First Baptist Ashland CCDC reserves the right to dismiss a family in the event the family's philosophy and that of the center do not agree to the point the center is unable to serve the families requests.

Dismissal: Please notify the Director as soon as possible if you decide to remove your child from First Baptist Ashland CCDC with the exceptions of:

1. Failure to pay tuition.
2. The Behavior of parent or child posing an immediate threat to the safety of our staff and the other children at the center.

First Baptist Ashland CCDC reserves the right to withdraw your child from the center if situation arises where we are no longer able to meet your needs or if there is a determination that our philosophy and yours do not agree.

Withdrawal: First Baptist Ashland CCDC requires a 2 weeks' notice if you choose to withdraw your child from our program.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. As a childcare center we understand that biting, unfortunately, is a part of a childcare setting. Our goal is to help identify what is causing the biting and resolve the issues. If

the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage. We will also encourage the child that did the biting to help with this process.
2. Parents are notified.
3. An "Incident Report" is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "No! Do Not Bite!"
2. The child will be placed in the "thinking space" for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When Biting Becomes Excessive:

1. If a child inflicts 3 bites in which the skin of another child or staff member is broken, bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts another bite in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If a child once again inflicts a bite in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other child-care arrangements.**

If a child bites twice within a four- hour period, the child will be required to be picked up from the childcare center for the remainder of the day. This will not count towards the two- day suspension.

***This policy is effective October 18, 2018. All past experiences of biting are not included in this policy as the policy.

Late Arrival Policy

First Baptist Ashland CCDC opens each morning at 7:00. The morning curriculum begins at 8:30 a.m. It is our expectation that all children arrive by 8:30 a.m. This is especially important for children ages 3 to Pre-K.

We understand that from time to time it will be necessary for children to arrive late. This policy has been established in accordance with Licensing Standards and to help provide a smooth transition for children entering the class when activities have already begun.

In the event a child arrives after 8:30 a staff person will assist your child to class.

It is recommended the parent say good-bye to the child in the hallway and then assist the child into the classroom leaving him/her in the care of a staff member not conducting a large group activity. This person, upon seeing the child arrive, should greet the parent and child quietly and assist the child if

he is having a difficult time separating from his parent. All personal items will be put away by the staff members.

We do not expect the parent to leave their child unattended. Our staff is expected to step forward and assist in the situation. The parent is not to disturb the class by asking the teacher questions. If the parent needs to inquire about something, they may tell the director they need to speak with the child's teacher, and she will make the arrangements for someone to watch the class.

Late Pick Up Policy

The hours of operation for First Baptist Ashland Christian Child Development Center are 7:00 a.m. to 6:00 p.m., Monday through Friday. **Children are expected to be picked up no later than 6:00 p.m. A late fee of \$20.00 for every 10 minutes you are late will be charged. This fee must be paid in cash to the employee that is caring for your child after hours and is expected to be paid the following day.**

General Information

1. A newsletter will be sent home weekly. Please read the letter for important dates, notices, or other information of interest. **Please check your child's backpack daily.**
2. If your child will be **absent** from the center due to illness, please notify us at (804-214-3756). If you know your child will be absent the night before, call and leave a message on our voicemail. Messages are checked every morning.
3. Each child should have several **complete changes of clothing** left at the center. Every article should be marked with the child's name and packed in a gallon sized zip-lock bag. All hats, gloves, mittens, sweaters, boots, coats, etc. should be labeled as well. Please also label your child's backpack, cups, and lunchbox.

4. **Children who stay all day will be napping at the center and should bring a lightweight blanket.** We furnish cot sheets. Your child's blanket will be sent home on Fridays to be washed and returned clean on Monday's. Blankets should also be labeled. Children may also bring a cuddly stuffed animal to sleep with at naptime. Their blanket and toy will stay on their cot during the week and will be sent home on Friday.
5. **Birthdays – Please notify the center 1-2 days in advance to have it approved by the director.** Cookies or mini cupcakes will be allowed for your child to celebrate their birthday. This will be given during morning snack. Pizza can be delivered or brought in and in its original packaging and must be here prior to your child's classroom lunch time. Treats must be in store bought unopened containers. Treats that contain nuts are prohibited.
Parents and/or visitors are not allowed to attend these celebrations due to the scheduled time frame that our center has for snacks and lunch.

Security Information

All doors at First Baptist Ashland are locked.

To enter the childcare center, please park near the playground. You will need to ring the doorbell, listen for the click, then pull the door open. Please try to have your child at CCDC by 8:30 to keep from disrupting your child's classroom instructional period.

No child regardless of age is ever allowed to leave the center unless they are escorted by either a parent, authorized pick up person or a First Baptist CCDC staff member.

If someone else besides the people who usually pick up your child is going to be picking up your child, please notify the teacher or Director. The person picking up your child will need to present identification.

The custodial parent always has the right to be admitted to the center.

Please speak with the director should you have any questions.

Health Policy

First Baptist Ashland CCDC makes every effort to protect your child's health and safety, but your cooperation is needed to help carry this through.

Please do not bring your child to school if there are signs of sore throat, nausea, contagious colds, diarrhea, skin rash, enlarged glands, earache, head lice or general bad health.

DO NOT SEND YOUR CHILD TO THE CENTER IF HE/SHE HAS A FEVER OF 100.0 F OR HIGHER.

Children who register a fever of 100.0 F or higher will be sent home, as required by State Licensing standards.

Please report absences as soon as possible and give the reason for your child's absence or the nature of his illness if he/she is sick.

If your child becomes ill while at the center, we will notify you immediately. Your child will be removed from the other children and kept isolated until they are picked up. State Licensing standards require arrangements be made for a sick child to leave the center as soon as possible after signs or symptoms of illness are noticed.

YOUR CHILD WILL NOT BE READMITTED TO THE CENTER UNTIL HE/SHE IS SYMPTOM FREE FOR AT LEAST 24 HOURS.

Communicable Disease Policy: Parents agree to inform the center within 24 hours or the next business day after a child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.

If your child develops the flu or the Hand Foot and Mouth Virus, a doctor's note will be required for them to return to the center. Regardless of the doctor's note your child will not be able to return to CCDC with oozing

blisters, and open sores due to the Hands, Foot, and Mouth Virus. Children with the flu or any type of stomach virus must remain at home until they are 24 hours fever free without having to use medication to mask symptoms. The child must also remain at home for at least 24 hours if they are vomiting. Your child must have a normal appetite and be able to participate in normal activities prior to returning to CCDC from an illness.

If your child has a persistent cough, please do not send your child to CCDC until the cough has subsided.

If your child has tested positive for COVID, they must remain home for 5 days and upon return to CCDC be symptom free.

Child Abuse Policy: The staff at First Baptist Ashland CCDC is legally obligated to report suspected child abuse or neglect to Hanover County Department of Social Services, Child Protection Services Office. We will document any suspected abuse or neglect and document any conversation we have with Child Protection Services. Reports will be kept confidential.

Medication Policy

There are times when it will be necessary for children to receive medication while at First Baptist Ashland CCDC. Staff will administer medication to children within the following guidelines:

The medication form **MUST** be filled out completely.

The medication to be administered must be in its original container.

If a prescription, the label must also include the child's name, dosage to be given, frequency, and expiration date.

First Baptist Ashland CCDC is not allowed to administer medication on an "as needed" basis, we will however, administer medication for life threatening situations such as asthma attack or allergic reaction.

A written note must accompany sample bottles of prescription medications from the child's physician. This note must include the date, child's name, drug name, times and dosage and length of time to be given.

The only over the counter medication that CCDC will administer is Tylenol. This will only be given to children under the age of 2 due to teething purposes only. The medication MUST be in its original container with the label intact. The label MUST include dosage for your child's age and weight. Otherwise, we will not administer the medication.

We require written parental authorization for administration of diaper ointment, sunscreen, insect repellant and antibiotic ointment. First Baptist Ashland CCDC requires our staff to document every time we administer diaper ointment, sunscreen, and insect repellant on the form. Antibiotic ointment application will be documented on the Medication Form.

Injury Prevention Policy

First Baptist Ashland CCDC wants to ensure parents and staff that the total environment is safe. To ensure this, we inspect our equipment and toys for damage that may cause injury. If an item is deemed dangerous, the children will not be allowed to play on or with the item. If possible, it will be removed from the classroom or area.

Toy Safety: It is our intention that all toys and instructional materials are safe for the use by the children in our care. Teachers are asked to check the supplies in their classroom on an on-going basis to ensure they are safe.

Classroom toys are to be checked weekly for broken parts.

Playground toys are to be checked daily for broken parts.

Any broken items are to be brought to the director's office to be repaired or replaced.

Labels of items to be purchased for use at the center should be checked for suggested age levels.

Outside toys are not allowed inside and inside toys are not allowed outside.

Toys should be stored in containers or on open shelves for easy access.

Classroom toys should be sanitized at the end of each day or more frequently if mouthed by children.

Donated toys will not be used until checked for product recall.

Playground Rules

First Baptist Ashland CCDC strives to provide a safe outdoor play area for the children in our care. We will go outside, weather permitting, two times per day. Children will not be permitted to play on the playground when the temperature is less than 32 degrees or greater than 90 degrees. They will not be allowed to go outside when it is raining or snowing.

It is expected all children participate in playground or inside play. We do not have adequate staff to supervise children who do not wish to participate.

To maintain such a play area, the staff will be informed of, and required to, adhere to the following rules for the playground:

There shall be a staff person on the playground or Thompson Hall during play time.

Children are not allowed to climb on playground equipment unless a staff person is standing there to supervise.

Children MUST wear sneakers or rubber sole shoes with closed toes and closed heels to play on the playground or Thompson Hall. (No sandals, clogs, or flip-flops, or crocks).

Children with strings hanging from their clothing should not play on climbing equipment.

Staff members should not turn their backs on children to talk with other staff or parents. Staff should avoid congregating with other staff. There should be at least 5 feet between staff persons.

Visiting of non-staff persons is not allowed while the children are on the playground.

Any accidents or injuries occurring on the playground will be noted in the Accident (Bump) Book. This book is located inside the medication cabinet.

Children are not allowed to leave the playground unless either a staff member or a parent escorts them.

There will be planned activities for the children when playing in Thompson Hall. At the end of the playtime, children may have free play.

Communication

This is a key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration towards using acceptable verbal and non-verbal language. At no time will aggressive or offensive language be accepted from anyone whatever the circumstances may be.

Respect

We are an inclusive childcare center, and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes, diversity and difference within all people.

For this policy to be effective everyone concerned must take ownership and assume responsibility of it.

Please do:

- * Abide by the standards of conduct as set out in this policy
- * Share information with staff on your child's development, health, and wellbeing
- * Let us know if someone else is collecting your child
- * Collect your child on time, if you are going to be unavoidably late, please contact us immediately
- * Pay fees at the beginning or end of each week
- * Ensure you safely transport your child to and from the center using Age-appropriate car seat restraints
- * Feedback any suggestions and ideas to directors and staff
- * Direct any worries, concerns, or complaints to a director, arranging A meeting if required.

Please refrain from:

- * Shouting at, smacking, or physically punishing your child or any Other child on the premises.
- * Using inappropriate language or displaying aggressive or threatening behavior towards the staff, children, or other parents/caregivers either in person, on the phone, in writing, or through social media.
- * Collecting your child if you have consumed alcohol, medication, or other substances that have affected your judgement or responses.
- * Discussing sensitive issues within earshot of your child, other children, or adults.
- * Taking photographs or videos of children other than your own.

Breach of this code of conduct:

Any breach of the code of conduct will be treated promptly and taken very seriously. The Directors will endeavor to determine the appropriate course of action which may include but is not limited to any of the following procedures:

- * A first and final meeting or letter being used to inform the relevant person of the outcome of the investigation and that another breach will not be tolerated.
- * A restraining order being sought against the relevant person which will in effect prevent that person from attending CCDC even to pick

up or drop off children.

- * The suspension and possible withdrawal of a child's enrollment. This action will only be taken if all other avenues have been explored and the Directors feel that this is the only possible course of action.

If the staff are presented with a difficult or volatile situation and they feel that an individual is at immediate risk of harm, then the police will be contacted, and their assistance requested to help deal with the situation.

Code of Conduct for Children

The following behaviors are expected from all children attending the center:

Use of words to solve problems.

Fighting is prohibited.

Stealing from the center or from other children or staff is prohibited.

Weapons of any kind are prohibited.

Children are not allowed to carry medications at any time.

Children will respect the property of others and of the center.

Follow the established classroom and center rules.

Offensive language and names are not allowed.

Children who repeatedly break the code of conduct will be subject to dismissal or suspension from the center.

Discipline Policy

In the event First Baptist Ashland CCDC deems it necessary to request withdrawal of your child from the center for reasons of discipline or different philosophies, we will afford you a 2 weeks' notice. In the event

your child's behavior interferes with the safety of other children or staff, we reserve the right to terminate enrollment immediately.

Staff members failing to adhere to the guidelines below are subject to dismissal from employment here at First Baptist Ashland CCDC.

Staff members are charged with helping each child learn to discipline himself. We strive to promote the physical, cognitive, emotional and social well-being of the child.

Rules for safety and health must be followed. Caregivers are to set limits, **which reflect realistic expectations for the age and development of each child.**

Staff members will ALWAYS use a POSITIVE approach so each child will want to choose the appropriate behavior. Reward for good behavior.

Staff members will let the children know what is expected of them, when and why.

Rewarding good behavior is our aim so the child will find out unacceptable behavior lacks fun and fails to get the desired attention.

Caregivers are to be fair and consistent in their guidance of the behavior of children and in their use of management techniques will encourage children toward self-discipline.

Corporal punishment, including, but not limited to physically striking a child with your hand or object, kicking, shoving any physical punishment is NEVER allowed.

Sarcasm, yelling or any demeaning comments are never accepted means of disciplining children at First Baptist Ashland CCDC.

Staff members should re-direct the child's interest to another area of play upon noticing the beginning of a problem.

Staff members may at times use "Quiet Time" as a method of removing a child from a situation where he or others might get hurt. "Quiet Time" must never exceed 1 minute per year of the age of the child. For example, a

three-year-old should be in “Quiet Time” no longer than three minutes of quiet time. Excessive use of Quiet Time renders the technique non-effective.

Isolation in which the child is left alone unattended is NEVER acceptable and is *prohibited by the Department of Social Services Minimum Licensing Standards*.

Denial of food at snack or lunch as punishment is prohibited.

Nap will not be associated with discipline measures utilized by staff members.

For consistent problems, the Director must be notified and consulted. The Director will assess the situation and determine if the child’s parents need to be consulted. The Director will arrange a meeting to discuss the situation.

Staff members are encouraged to seek additional help such as workshops, educational behavior management books, other staff members, etc. for assistance in dealing with a problem.

Visitor Policy

Our staff is fully trained to follow this policy.

One of our biggest concerns is the safety and security of the children in our care. We hear daily about children being kidnapped, abused and killed. Parents place their children with us and go to work with the peace of mind this will not happen to their child while at First Baptist Ashland CCDC.

All doors to the church remain locked. The church has a security system and only persons who need to be at the church are allowed in the doors.

Other measures can be taken to prevent a person without authorization from taking a child from the center. The following steps must always take place if you see an adult or teenager, you are not familiar with inside the building, outside the building or ringing the doorbell which you answer:

Approach the person, introduce yourself, ask if you can help them and ask why they are here.

Ask the person to stay outside the door and get the Director or the Assistant Director. They will talk with the person to further assist them.

If they state that they are here to pick up a child:

Ask for the name of the child they are attempting to pick up. Check the sign in book to see if the person's name is listed under "Comments" to pick the child up.

1. If the name is listed, then ask for identification. (A driver's license with a photograph)
2. If the name is not listed, get the Director or Assistant Director to talk with the person. **DO NOT GET THE CHILD!**

Never send someone into a child's classroom who is unfamiliar with the center or who has limited authorization to pick up a child.

Food Policy

A morning snack, lunch and an afternoon snack should be sent from home. Drinks such as water, milk, or juice should also be provided. Please do not send sodas or drinks in cans or glass bottles.

All food must be prepared in advance and only require heating. Some suggestions are sandwiches, fruit or fruit cups, chips, or any of your child's favorite foods that will only require warming. Frozen foods are not allowed as well as any foods that require cooking.

You may want to indicate what you would like for your child to eat at snack time and at lunch.

Please **NO PEANUT BUTTER OR FOODS THAT CONTAIN NUTS OF ANY KIND.** Many children are allergic to nuts.

School Age Absence Confirmation Policy

We ask parents to notify First Baptist Ashland CCDC in the event their child/children will be absent for after school care. Sometimes the parents of school age children forget to notify the center and our staff is expecting the child to get off the school bus in the afternoon.

The following procedure must take place upon arrival:

Teacher will enter the names of children who are in attendance into the iPad each day.

Each school age classroom teacher should also take attendance in their individual classroom to double check the attendance.

In the event a child is absent in the afternoon, the staff member noticing the missing child will notify the Director.

The Director will then take the following actions:

Call the school to see if the child was absent, had a bus pass or was picked up early.

Call the parent to inquire about the child's attendance at school.
Remind the parents to notify the center of any absences in the future.

In the event no information is gathered from the first two calls, the Director will begin calling the emergency numbers on the child's registration form.

If the child is not located, the procedure to locate missing children should be followed.

Parents: Some local elementary schools will not confirm any information about children's attendance. It might be necessary for you to send a letter allowing your child's school to release information concerning attendance, bus passes or early release from school.*-

Inclement Weather Policy

In case of inclement weather, First Baptist Ashland CCDC will make every effort to remain open. Care will be provided for children scheduled to attend that day. A decision will be made to close by 6:00 A.M. Our decision will be put on Facebook, Channel 12 (WWBT) and a mass email will be sent to parents.

If the childcare center decides to close early, a mass email will be sent to parents. We ask that you respond so we know you received the email and will be able to pick your child up at the necessary time given. If we do not receive a response to our email, we will call you.

FIRST BAPTIST ASHLAND CCDC WILL MAKE EVERY EFFORT TO REMAIN OPEN. ROAD CONDITIONS AND THE ABILITY TO PROVIDE ADEQUATE SUPERVISION OF CHILDREN DURING THESE TIMES WILL BE THE TWO MAJOR FACTORS IN THE DECISION OF WHETHER OR NOT TO CLOSE. PLEASE CONSIDER THE SAFETY OF YOUR CHILD AND THE CCDC STAFF WHEN WE ALL MUST BE OUT TOGETHER TRYING TO GET HOME ON DANGEROUS ICY, SNOWY ROADS.

Revised February 21, 2024

**First Baptist Ashland
Christian Child Development Center**

I acknowledge that I have received and read the revised copy of the First Baptist Ashland Christian Child Development Center Parent Handbook.

Parent Signature

Date

