

## **Purpose**

Our main objective is to love the children and to encourage them to enjoy learning through many applications. 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 18 month olds through two year olds 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 three year old to five year old curriculum. The “A Beka” curriculum 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:

- Physical
- Mental
- Social
- Emotional
- Spiritual

## **Admission**

Admission for our Program requires the completion of:

1. Child Admission Form
2. Child’s Medical Form signed by a Physician
3. Alabama Certificate of Immunization (Blue Slip)
4. Child Information Sheet
5. Parent signature adhering to the Parent Handbook
6. Parent Agreement (signed- BCDC will notarize)
7. 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 Monday morning of each week. A \$10.00 late fee will be applied to accounts not paid by 9 a.m. Wednesday morning of the same week. An account is considered delinquent after Wednesday 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.

\*If balance and fees are not paid in full by the specified date, the child will not be able to return to the Center for class.

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 our collection agency for payment collection.**

Registration \$125.00 PER YEAR (fee is due at time of registration and by August 1<sup>st</sup> each year). 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.**

School Age

Registration \$125.00 PER YEAR for school-age children for the BCDC school year

Tuition Full amount of tuition is due in advance on Monday. A \$10.00 late fee will be added to accounts not paid in full by 9 a.m. Wednesday morning.

F/T Nursery and Creepers	\$110.00 per week
F/T Preschool	\$110.00 per week
P/T Preschool (8:30-12:00pm)	\$ 55.00 per week
Drop-Ins- Apply to P/T Preschool ONLY	\$ 3.00 per hour-max 10 additional hours per week
After School	\$ 35.00 per week
School-age Out	\$110.00 per week

**\*\*No Drop-Ins will be available for School-age. See Front Desk for details and questions.**

School-age Summer Program	\$90.00 per week plus weekly activity fee.
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**\*\*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 July 1<sup>st</sup> of the school year (pays for supplies and workbooks).

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

K-1	\$40.00 per year
K-2	\$40.00 per year
K-3	\$80.00 per year
K-4	\$90.00 per year
K-5	\$120.00 per year

\*Curriculum rates effective March 2011.

**Multi-Children Discounts:** Second child and subsequent children receive a \$10.00 per week discount.

**Bethlehem Church Family Discounts:** Children with parents who are active members of Bethlehem Baptist Church will receive a 20% discount on tuition. Discounts for BBC families may be verified through the Church office. Registration is waived, but Curriculum Fees are required.

### NSF Check Policy

It is our policy of the Center to charge a \$13.00 processing fee for a returned check. Our processing fees consist of a \$6.00 processing fee from the Bank and a \$7.00 processing fee from BCDC. We request 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 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. Breakfast     | 6:30am to 7:45am        |
| 2. Snack Time AM | 9:15am                  |
| 3. Lunch         | 11:30am through 12:00pm |
| 4. Snack Time PM | 2:00pm                  |

### Arrivals and Departures

Dropping off will be done by the parent/guardian by bringing the child in to the Center's Commons room, and signing them in. Please NO initials. If they are dropped off before 7:45am, parents will drop them off in the Commons room. If the children are dropped off at 7:45am or later, parents must accompany them to their classroom. This includes all School Age children throughout the school year and during the Summer Program.

\*Please be prompt in picking up your child at the end of each day. A late fee of **\$3.50 per minute** 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.

\*Picking up children will be done from the right of the Center. Please park in designated parking spot and do not block the driveways. Parent parking is available in between the Church building and the Center's building\*

## **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 Protect My Ministry 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.

## **Calls to Staff**

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.

## **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.

## **Vacation Bible School**

Each summer, usually in June, Bethlehem Baptist Church holds a week long Bible learning event where boys and girls participate in Bible studies designed to add meaning and value to their lives. Any families interested in participating in the evening activities may contact the Church Office for enrollment.

## **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 Assistant 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**

Nothing is 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. Installing a security camera system in a daycare gives parents 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 efficiently. We are excited to announce that we have added a security camera system to Bethlehem Child Development Center since May 2009. The surveillance system will allow the management team to monitor activities at the Center. This will help us continue to excel in the quality of care for your child.

Effective August 2013, Bethlehem CDC has installed a Mag Lock Door System for the main entries to the building. The Front Door has been replaced and now has a security camera and call button on the exterior. Parents and/or authorized pick-ups will press the call button that buzzes one of our three Administration offices. Administration will then identify and buzz the person in OR will ID the person via camera and ask for proof of identification. There will be a push button to the left of the door when exiting the building that will need to be pressed to release the lock and allow exit. The doors will begin lock down 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 OR in the case of a fire, the system automatically unlocks itself for emergency exit.

## **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, he/she may bring something to share at snack time on their actual birthday! A parent may arrange this by contacting 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 admittance. 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.

## **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 at the discretion of the classroom teacher. Cell phones and video cameras are not permitted.

## **Inclement Weather**

If inclement 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. If the weather permits and roads are made passable by noon, the Center could possibly be open. Lunch will not be served.

## **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	BCDC Teacher Work Day (Friday before the 1 <sup>st</sup> day of school)
New Year's Day	Labor Day
Good Friday	Thanksgiving Day & the day after
Memorial Day	Christmas Eve
July 4 <sup>th</sup>	Christmas Day

## **Emergency Policy**

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.



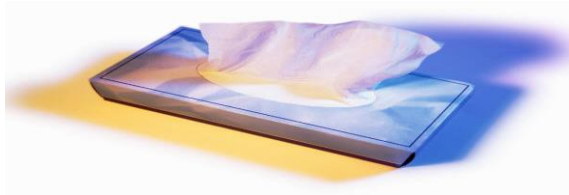
## Health and Medical Information

1. Children **cannot** be brought to school with any of the following:
  - a. Fever of 101.0 or higher
  - b. Diarrhea and/or vomiting
  - c. Undetermined rash or spots
  - d. Contagious disease such as chicken pox, thrush, mumps, or measles
  - e. Other symptoms of illness
    - Children **must** be free of fever and of any 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. Release from the doctor is considered a written note or excuse signed by the physician's office stating the patient may return to daycare.
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 the Director or Assistant Director 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. **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.
  - 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.

## 6. 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.
- 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. Biting Policy

- First and second bites will be treated with general discipline.
- After a third bite, a note will be sent home to the parents.
- After the fifth bite, a conference will be requested between school authorities 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 biting, the child will be asked to leave the Center immediately for a period of at least six months.