

# PARENT HANDBOOK



**Physical Address: 3151 Hwy 69 North; Cullman Al. 35058**

**Mailing Address: P.O.Box 460; Cullman Al. 35056**

**Phone: (256) 796-2899 Ext. 3**

\*Please note that rates are subject to change without notice.  
Parents will be given 30 days to comply with a rate change.

\*Revised January 1, 2020

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## Center Information

1. **Mission Statement**: Our goal at CGBLC is to offer your child the best possible environment for learning; therefore, our staff is carefully screened to be able to provide your child with a safe, loving, and nurturing environment. For the safety of your child(ren) a Criminal Background check will be processed for all staff members.
  
2. **Hours of Operation**: CGBLC hours of operation will be from 6:00am until 6:00pm Monday through Friday.
  - a. Please let us know at the time of enrollment what your child(ren)'s schedule will be so that we may staff accordingly.
  - b. Please contact us promptly if your child will not be coming on a scheduled day.
  - c. Please see our rates section and our procedures section for information regarding late pick-up charges and procedures.
  
3. **State Licensing**: CGBLC is exempt from state licensing criteria.
  
4. **Admissions Criteria**: CGBLC accepts children regardless of race, color, religion, sex, national origin, medical, physical disability, or condition; however, we have the right to deny admittance to any child whose needs cannot be met by existing programs, or whose behavior is such that it creates a danger to other children and/or staff.
  - a. We serve Children Ages (6) weeks old through 10 years throughout the year. This includes our before/after school program. Children will have a structured daily program. Children in preschool will be taught using Abeka Curriculum.
  - b. Students enrolling in Pre K 4 program will need to purchase a Student Kit that includes curriculum for the school year.
  
5. **Enrollment/registration fee**: Enrollment registration fee is \$50.00. If your child(ren) are accepted into our program the first week's rate is due at that time.
  
6. **Holding fee**: There is a \$50.00 fee to hold child's place over summer/ \$50.00 fee to return from summer break.

7. **Holidays:** CGBLC will be closed on the following holidays:

- a. **New Year's Day**
- b. **Martin Luther King Jr. Day**
- c. **Good Friday**
- d. **Memorial Day**
- e. **Independence Day (plus 2 additional days)**
- f. **Labor Day**
- g. **Thanksgiving Day**
- h. **Friday after Thanksgiving**
- i. **Christmas Eve & Christmas Day**
- j. **Day after Christmas**

\*Additional closings may be added during the year. Parents will be notified prior to closings.

## Fee Schedule

1. **Rates**: CGBLC fee is \$95.00 a week for children over 24 months and \$110.00 a week for children under 24 months. Rate will reduce at 24 months unless there is a previous balance. Holidays were taken into consideration when the rates were figured; therefore, weekly rates are due regardless of attendance.
  - a. You must pay your bill by Monday of that week otherwise your child may not return until your bill is up to date.
  - b. Please let us know at the time of enrollment what your child(ren)'s schedule will be so that we may staff accordingly.
2. **Payments**: All payments are due on Monday for that week. Payments made after 6:00pm on Monday will be subject to a late fee of \$5.00 per day. No unpaid account will be carried over to the following week. The balance must be paid in full by Friday afternoon in order for the child to be readmitted to the center. CGBLC accepts checks, cash or money orders. In the event a check is returned, a \$35.00 returned check fee will be charged. Cash or money order must pay all returned checks and the associated fees on the day following notification of such. Each day it is not paid, an additional late fee of \$5.00 per day will be charged. Writing two or more insufficient checks to CGBLC within a six-month period will result in the account being placed on a "cash-only" basis.
3. **Family Discount**: CGBLC offers a \$10 a week discount for each additional child in a family attending full-time childcare.
4. **Enrollment/Annual Registration fee**: A \$50 enrollment fee is due at the time of enrollment.
5. **Absent Credit**: Full time child(ren) that are enrolled for at least a full year is given a credit for (5) absentee days each year for vacation. Please let us know in advance when child(ren) will be absent. Part-time children do not have vacation days.

6. **Minimum Attendance:** CGBLC does have a three-day minimum attendance policy at a rate of \$80.00 per week for children over 24 months only. Scheduled days must be given ahead of time for staffing purposes.
  
7. **Summer Leave:** If your child attends our pre-school program but will not participate in our summer program, you will be required to pay a \$50 holding fee to retain the child's position at the center. A \$50 re-registration fee must be paid upon returning.
  
8. **Before/After school care:** CGBLC offers a before and after school care program. Before school rate is \$25.00. After school is \$25.00. Before and after school is \$50.00 per week.
  - a. If your child attends for ½ days during school dismissal, there is a \$10.00 per ½ day added to weekly rate.
  - b. If your child attends a full day during school closings there is a \$20.00 per day rate added to weekly rate. Not to exceed \$95.00 per week.
  - c. If your child attends for a full week during school closing you will be charged the full weekly rate of \$95.00 for childcare.
  - d. Summer care rate for school age children is \$95.00 per week.

\*Please note that rates are subject to change without notice. Parents will be given 30 days to comply with rate change.



## Policies and Procedures

1. **Drop off/ Pick up Requirements:** Children must be checked in and out daily. No child will be released without proper identification. Please be sure that anyone picking up the child has a photo I.D. Should an emergency arise and someone other than those designated on the enrollment form must pick up the child, the office shall be notified in writing, if time allows, or by phone. If the office is notified by phone, certain security information such as the child's full legal name, birth date, or teacher's name, may be asked in order to provide a safe and secure environment for the child.
2. **Drop off/ Pick up Times:** Children must be picked up by 6:00pm each day. A late fee of \$10.00 will be charged for the first 10 minutes and \$2 per minute thereafter will be charged for any child in attendance after 6:00pm. This fee is due at time of pick-up. Children not picked up by 7:00pm are subject to being turned over to the Department of Human Resources: Therefore, it is Imperative that the office be notified immediately when you are unable to reach the center on time. Excessive late pick-ups may result in dismissal from the center.
3. **Volunteer Program:** Any parent/individual interested in volunteering for any special event or to help in a classroom will be welcomed and should notify the center director so proper arrangements can be made.
4. **Meals:** CGBLC will be serving breakfast, lunch and a mid-afternoon snack per the following schedule below:
  - a. Breakfast from 8:00am until 8:30am please keep in mind that breakfast ends at 8:30am. Your child should be here in time to finish breakfast by 8:30am. Please do not bring your child in eating. This causes problems because other children do not understand why they are not getting to eat while your child is eating. Please feed before bringing or let us feed them at 8:00am.
  - b. Lunch will be served from 10:30am -11:00am during school months and 11:00am-11:30am during summer months.
  - c. Mid Afternoon snack will be served around 2:30pm.



5. **Clinic**: CGBLC is responsible for first aid only. We have people in the center at all times that has been American Heart Association or Red Cross certified in first aid only. Parents will be notified when a child is injured on the campus or when he/she appears to be so ill that they need to be sent home. A child will be sent home with any of the following symptoms: a fever of 100 degrees or higher, loose stools (diarrhea), vomiting, rashes that ooze must be removed from the facility, this also includes rashes that look questionable. Therefore, it is imperative that CGBLC maintains accurate home, work, and emergency phone numbers for each child. Children with signs of a communicable illness (including, but not limited to, a severe or whooping cough, difficulty in breathing, stiff neck, conjunctivitis, yellowish skin or eyes, unusually dark urine and /or gray or white stool) will be removed from the facility and may not return without medical authorization. We must have a doctor's excuse stating when your child may return to daycare or your child must be fever free or symptom free for 24 hours without medication before returning to center.
6. **Head Lice**: No one immune from getting head lice. It takes a cooperative effort between the home and CGBLC to reduce the spread of head lice. Head lice problems can arise among daycare children due to close contact with each other. Children will be periodically screened for head lice. Once lice or nits have been detected, the child must be removed from the center. The parent will be notified to take the child home and properly treat the condition. Upon returning to the center, the child will be rechecked before being admitted to class. If nits still remain in the hair, the child will be sent home for additional treatment.
7. **Ringworm**: If a child has ringworm, the child will be removed from the center until the affected area is treated. Ringworm is contagious about 24-48 hours after topical medication treatment. Child may return after contagious period is over however, affected area must be medicated and kept covered at all times until ringworm is gone.
8. **Medication**: Prescription and Over the Counter medicine will only be administered with written authorization from the parent/guardian.

9. **Birthday Parties**: Birthday parties are allowed at CGBLC. Special snacks may be brought in for your child's class. Please check with the administrator for the number of students in the class. Please supply items needed for the birthday party.

Note: classroom parties may be scheduled to correspond with an upcoming holiday. Parents may be asked to bring items for these events. Parents are welcome and encouraged to attend these activities.

10. **Toys, Linens, personal items**: No Toys/No Sippy Cups from home. Parents are required to send a blanket and a nap mat for naptime for their child(ren). They will be sent home each Friday to be laundered. All items must be labeled with permanent ink. An extra outfit is required to be available at all times. This should be placed in a sealable plastic bag and properly labeled as well. All diapers wipers and pull-ups must be provided daily or you will be called to bring these items to the daycare.

11. **Visitors**: Parents are always welcome at CGBLC. Anyone listed on the child's pick up list will not be permitted to visit without written permission from the parent/guardian. In order to maintain a secure environment, all visitors must check in at the office prior to entering a classroom.

12. **Discipline**: CGBLC will not use or tolerate the use of corporal punishment or other humiliating or frightening techniques. Discipline will not be associated with food, rest, or use of the restroom. We believe that redirection; positive reinforcement, encouragement, anticipation and elimination of potential problems go a long way in disciplining children. Teachers and /or staff members have the right to correct misbehavior according to established guidelines. Parents must understand that the primary responsibility for their child's behavior rests upon them. From our experience, we know that if the daycare has the support of the home, we can do a much better job in educating children.

13. **Age-Appropriate Discipline techniques**: The following are the age appropriate techniques practiced by staff of CGBLC.

- a. Children will be redirected in a positive tone and encouraged to correct their behavior. If the problem persists, other techniques as outlined in this handbook may be used. Continued misbehavior may be reported to the parent to ensure the safety of the child and his/her classmates.
- b. Occasionally, students may not respond to the above techniques and it becomes necessary to take other forms of discipline action. If a child's behavior becomes excessively disruptive, the parent may be called to remove the child from the center for the day. CGBLC reserves the right to dismiss any student who has excessive misconduct. Note: Parents will be responsible for reimbursing the center for any equipment/facilities that are damaged by the child.

14. **Expectation of the children:** We feel that children who know what is expected of them are better prepared to handle themselves in a center setting. Please talk to your children about the following expectations and consequences.

- a. Expectation-Students are expected to:
  - i. Show Respect for all personnel
  - ii. Treat each other as they want to be treated themselves.
  - iii. Conduct themselves in an orderly manner at all times and in all places connected with the daycare.
  - iv. Treat all CGBLC property and the property of others with care.
- b. Consequences-Depending on the severity and the frequency of the infractions, the following consequences may be used as disciplinary measures:
  - i. Warning
  - ii. Time Out (1 minute per each year of age of the child)
  - iii. Conference with the child
  - iv. Teacher/Parent contact or conference
  - v. Referral to Administrator
  - vi. Expulsion

15. **Alabama DHR Child Care Services phone number:**  
(866) 528-1694

16. **Enrollment Requirements**: All children enrolling in CGBLC will be required to provide proof of current immunizations upon enrollment. In addition, physicals must be updated every two years from date of issuance.

School age children whose records are on file at public or private school facility will not be required to provide proof of immunization; however, the parent/guardian will be asked to attest to the current health condition of the child and should provide the name and address of the school where the health records are on file.

17. **Licensing Agency**: CGBLC is an exempt facility meaning that we are not required to meet all the state guidelines for daycare facilities; however, we have obtained the state manual and are working on fulfilling the requirements. We are inspected by the health department and the Alabama State Fire Marshall on unannounced visits. There is always someone on staff that has been American Heart Association or Red Cross certified in CPR and First Aid.

18. **Confidentiality**: CGBLC strives to maintain the confidentiality of all children and their families served. Your child's file information and verbal information concerning your child will only be shared with you. To assure confidentiality for all children served, we request that you not ask staff specific questions regarding other children served.

19. **Open Door Policy**; we maintain an open door policy at all times. If you should have any questions or concerns, please speak to the Daycare Manager or the Director at any time.

20. **Inclement Weather**: CGBLC is committed to providing services during all weather conditions; however, there are times that weather may hinder us from opening on time or in cases of extreme conditions beyond our control we may need to close early for the safety of the children. In these extreme cases the parents will be notified immediately. Keep in mind, we will follow closely to the Cullman County School System.

21. **Multimedia**: CGBLC will have a selection of different multimedia sources that will be using for teaching and/or entertainment. We request that NO videos/DVD's be brought into the center.

## Classroom Programs and Academics

1. **Preschool curriculum**: CGBLC is currently using the Abeka Curriculum.
2. **Graduation**: A graduation ceremony will be held each year for all preschool students who will be entering Kindergarten the following school term. Parents will be notified of the fee for participating in the graduation. All graduating students will receive a Preschool Diploma at this time.
  - a. All students in the Pre-K program must purchase a student kit.
  - b. The kit includes the curriculum for the entire school year.
  - c. Parents will be notified of the price for the kit prior to starting.

# Emergency Response Plan

## **IN THE EVENT OF A TORNADO WARNING**

The staff and children will proceed to the ladies prayer room of the church until the danger has passed.

## **IN THE EVENT OF A FIRE**

The staff and children will proceed to the fire exits and continue to the designated meeting place. A fire drill will be performed on a regular basis.

## **IN THE EVENT OF AN EMERGENCY EVACUATION**

The parent/guardian will be notified of the evacuation and will be required to pick up the child.