

**CHapel Hill**  
**CHILD DEVELOPMENT Center**  
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**[www.chapelhillbc.org](http://www.chapelhillbc.org)**

Welcome Families!

We are excited and honored you have entrusted Chapel Hill Child Development Center with the opportunity to love, serve, educate, and minister to you and your family. As a Ministry of Chapel Hill Baptist Church, we strive to meet the physical, mental, social and spiritual needs of your child.

We are blessed with wonderful teachers who desire to show and tell your child about Christ as well as guide them and prepare them by laying the educational foundation for their academic future. From chapel time, learning centers, and group play to fine and large motor development we desire to see each child develop to their greatest, God given potential.

Ephesians 2:10 says, *“For we are God’s masterpiece, He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago.”* Our Child Development Center is in awe and wonder that God had this moment planned long ago for us all. As a staff we are looking forward to serving you, our families in the days to come. We also look forward to watching your child grow and become the masterpiece God created him/her to be!

In Christ,

Stacey L. Johnson  
stacey@chapelhillbc.org  
Director

***Child Development Advisory Board Members***

*Rob Livingston – Staff Liaison*  
*Sheryl McKinley – Board Chairman*  
*Julie Brown*  
*Beth Kimbrell*  
*Savannah Pate*  
*Allison Boutwell*  
*Elizabeth Webster*  
*Kaci Hindman*

# At Chapel Hill Child Development Center... We Play All Day!

As a parent you may say... I am paying tuition for my child *to just play*? For a child, play is learning, learning is play. Below is a list of the top ten reasons why play is what we do:

## 1. Children learn through play

- **Dramatic play in a classroom grocery store:** Cognitive skills like math reasoning and problem solving are taking place. Social interactions are improved through the buy and sell of items, as well as the shopping experience.
- **Balancing blocks and running on the playground:** Fine and Large motor skills are strengthened.
- **Playing with toy animals alongside a friend:** New vocabulary and social skills are being sharpened as children use their imagination and voice to make the animals come "alive".
- **Creating a menu for a pretend restaurant:** Literacy skills are being developed as the children associate letters and pictures.

## 2. Play promotes health.

- Children grow healthy and strong when allowed opportunities for movement. Healthy movement counteracts issues of obesity many children face today due to the lack of physical play,

## 3. Play reduces stress.

- Play promotes healthy emotional development. Being engaged in activities through play evokes feelings of joy which is an outlet for any stress or anxiety a child may feel.

## 4. Play is a multifaceted activity.

- There are many types of play, each having its own specific outcome. Symbolic, sociodramatic, functional, and games with rules are just a few examples of the categories Researchers and Child Developmentalists study. Their focus in these studies is: how children learn through play, how outdoor play effects health, disadvantages of screen time, and the need for free play.

## 5. Play should be a priority each day!

- The biggest supporters of your child's learning is you, the parent! You need to make sure your child has screen free time to play!

**6. Play and learning are a package deal!**

- Play is not separate from learning, and learning is not separate from play! The best way to think about it is a Chemist and his lab. A Chemist needs his lab to discover and invent. A child needs play to discover and invent.

**7. Play should include time Outside!**

- Enough said.

**8. There is a lot we can all learn from play.**

- If you are looking for a great resource on this topic see [www.naeyc.org](http://www.naeyc.org) or check out David Elkind's *The Power of Play*.

**9. Remember you were a child once...find that inner playful child in you.**

- Play is a natural instinct for a child. It's who they are and what they do. As parents, it's our job to provide them the time and space to do just that.

**10. Play is Learning!**

- Play gives a child opportunities to create, invent, discover and imagine! This type of learning **CAN NOT** be found in a worksheet or screen time! Play provides opportunities to learn which in turn leads to higher self-esteem and success in many areas of development.

I am in Preschool

*I am not built to sit still,*

**Keep my hands to myself,**

Take turns,

**Be patient,**

*Stand in line,*

*Or keep quiet+*

**ALL OF THE TIME.**

I need:

Motion,

*Novelty,*

Adventure,

And to

Engage the world with my whole body.

**Let ME Play! Trust me, I'm Learning!**

## **Our Mission and Purpose**

At Chapel Hill Child Development Center we have two missions, or goals for our program. First, to serve you, our families, by demonstrating the love of Christ through our words, actions, and love towards your child. Second to provide an educational environment developmentally appropriate for children ages six weeks to five years.

As a Christian Child Development Center (CDC) and as a Ministry of Chapel Hill Baptist Church, we feel a calling by God to meet the Spiritual needs of our families and children through Bible teaching, songs of faith and words of encouragement. As a CDC, we understand through research that children learn best through play. We strive to provide an environment that is mentally, socially, and emotionally appropriate for children offering safety while exploring, making choices and investigating the world around them.

## **Non-Discrimination Policy**

Chapel Hill Child Development Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, financial programs and other school related programs.

## **Admission Procedures**

Enrollment is open to any child, six/eight (dependent on Pediatrician's release of Blue Card) weeks to five years of age. Chapel Hill Child Development Center does not discriminate based on race or ethnic origin. Priorities for enrollment are:

- 1<sup>st</sup>: Current CDC Families.**
- 2<sup>nd</sup>: Children of CDC Staff and Teachers**
- 3<sup>rd</sup>: Siblings of Current Students**  
**(student must be actively enrolled to be considered a sibling)**
- 4<sup>th</sup>: Children of Chapel Hill Baptist Church Members**
- 5<sup>th</sup>: Children on the Waiting List**
- 6<sup>th</sup>: General Public**

Children are placed in classes based on their date of birth. When maximum enrollment is reached in each classroom, a waiting list will begin. A non-refundable waiting list application fee is required upon completing a paper

application with the CDC Director. Once enrollment is established, the application fee will go toward the Family Registration fee. Upon enrollment, all families will receive an updated copy of the Parent Handbook and complete the following forms: Application, Enrollment Information, Affidavit stating you acknowledging we are exempt from licensing (must be notarized), Child Medical form completed by Doctor or CRNP, Release Info., Medical History and Medical Release form, Form stating you read this Parent Handbook, and an updated Blue Immunization Card. *Students may not attend until an updated Blue Card is on file.* Per state standards, we maintain a file for each child enrolled in our program. We are required to keep these files current at all times. We need you to keep the CDC Office staff up to date on enrollment information (address, telephone numbers, email contacts and emergency release contacts).

### **Documentation for Enrollment**

Current (and updated as needed) information is required. This is for your child's safety and protection. Forms must be completed and placed in a file in the CDC office prior to attendance. Enrollment forms will be completed and updated each school year. Registration and supply fees are also due each year. If your child attends the CDC during summer months, the fees are due prior to the start of summer. Supply fees may be paid in full in August or divided into two payments due in August and January. There will be deadlines given for compliance to this requirement. In addition to enrollment information, an updated Blue Immunization card is required. We will notify you when your child's card expires.

*Parents are to notify the CDC of any changes in home, cell or work phone numbers and home address in writing.* In case of an emergency we need updated information so you may be reached quickly. In case of sickness, we refer to the Emergency Release Form and require that someone listed on that form arrive within 30 minutes of phone call.

### **Withdrawal Procedures**

**When withdrawing from the CDC, a 30 day written notice and payment for those thirty days is required. Notice must be submitted to Program Director.**

### **Disenrollment Procedures**

Chapel Hill CDC reserves the right to disenroll a child permanently from the program due to the following reasons:

- Tuition and fees are not paid in full in a timely manner.

- Teachers and staff are unable to meet the needs of the child/family due to negative classroom behaviors, aggressive behaviors toward other children, or aggression toward teachers.
- Parents or legal guardians behave in inappropriate ways including verbal abuse to teachers or Directors, the use of profanity, uncooperative with requests from CDC staff, and/or angry demeanor towards the center, its policies and the staff.
- Noncompliance of policies presented in the Parent Handbook.

## **Security**

All doors on the Chapel Hill campus will remain locked during CDC hours. Entrance into the building requires a key fob. Each family will be issued one key fob upon payment of Registration Fees. Additional key fobs are available for \$25. Lost/replacement fobs are \$50. Please keep these safely on your key chains! Fobs will allow entrance into the CDC beginning at 7am. Fobs will not allow you to enter the building at 5:31 pm. *Our building is as safe as you allow it to be!* Please purchase, retain, and use the key fob system. Upon your departure from our program, please return your fobs to the CDC Office.

## **Arrival and Departure Procedures**

When you arrive to the Child Development Center each day, your child must be accompanied by you or an authorized adult to their classroom. **Per State of Alabama law, parents must sign their child in and out using their whole name-not initials.** Chapel Hill assumes legal responsibility when children are signed in each day and we are released from legal responsibility when their parent or authorized adult signs them out. Please verbally let the teachers know when children are added to and taken away from the program. Teachers will not respond to the doorbell until 7am each morning nor will key fobs allow you into the building prior to 7am.

You can assist us in drop off time each morning by consistently saying good-byes and leaving quickly. Lingering or hanging around the hallways can cause your child to be upset. Please be considerate of your child and other children by doing so. Our teachers will love on and attend to your child from that moment on.

Pick up times are strictly enforced. Children must be picked up no later than 5:30pm. A late pick up fee of \$25 will be charged for pick-up later than 5:30pm. In addition, \$1 per minute for every minute after 5:30pm will be assessed. The official clock to monitor pick up times will be in the Child

Development Center foyer. All late fees will be billed by statement each month. Abuse of the late pick-up policy may result in your child being disenrolled.

Chapel Hill Child Development Center will not allow anyone to pick up your child unless that person is listed on the release form signed by the parent. An exception is made only if a parent sends a note, emails or calls the CDC Office giving permission for another authorized adult to pick-up. This person and others on the release form will be asked to show a driver's license for picture identification. Children must be picked up and signed out by a parent or authorized adult. Children will not be allowed to leave the CDC, gym or playground with an older sibling not accompanied by an adult. ***All persons must be 18 years or older, listed on the emergency list and have a picture ID.***

### **Attendance**

Chapel Hill Child Development Center is open from 7:00am to 5:30pm. Because a child's security is based on routine and consistency, we ask that your child arrive to school each day by 8:30am. A child who is continually late will not gain the most from the educational aspects of our program. Parents can help children adjust to their time at school by making sure attendance is on time. Please call the CDC office (205.339.4026) if your child will not be at school.

### **There will be no swapping of days from original enrollment agreement.**

For example, if you enroll for Monday/Wednesday/Friday your child may not attend on Tuesday or Thursday. However, upon approval from CDC Director and **if a classroom is under ratio on a day of need or interest in events, you may pay for an extra day of attendance.** Rates for such days are listed in the **Fees, Tuition, and Payments** section of this Parent Handbook. *You must check with the office staff prior to planning your extra day. We must abide by the State guidelines for teacher/child ratios.*

## **Fees, Tuition and Payments**

| <b>Fee Description</b>   | <b>Amount</b>  | <b>Expectation</b>   |
|--|--|--|
| <i>Tuition</i>   | Based on age and enrollment                                | Due on the first of the month and late after the tenth of the same month.  |
| <i>Tuition Late Fee</i>  | \$30   | Notice will be sent home for all payments received on the 11 <sup>th</sup> of payment month.                             |
| <i>Family Registration Fee (Nonrefundable)</i>                 | \$125/Fall<br>\$75/Summer<br>\$150/Summer and Fall         | Due upon enrollment or at the start of each new school year.   |
| <i>Skip the Summer Fee</i>                                     | \$100  | Due upon in lieu of Summer attendance/tuition.   |
| <i>Supply Fee</i>  | \$150  | Due in August of new school year. May be divided into two equal payments (\$75) in August and in January of school year. |
| <i>Summer Supply Fee</i>                                       | \$35   | Due on the first day of the Summer Program.  |
| <i>Late Pick-Up Fee</i>  | \$25 after 5:30pm and \$1 per each minute later than 5:30. | Daily enrollment ends at 5:30pm.   |
| <i>Extra Day (Only if ratios allow and Director approves.)</i> | \$45   | Due upon extra day stayed or may be combined with multiple days.   |
| <i>Waiting List Fee (Nonrefundable)</i>                        | \$20   | Due upon interest in program if needed spot is unavailable.  |
| <i>Sibling Discount</i>  | \$30   | Discounted only when two or more siblings are enrolled in program.   |

Tuition is based on the total number of enrollment days per calendar year and divided into equal monthly payments. Tuition is due on the first of each month and late after the tenth. Any tuition not received within 30 days of expected payment, will require a parent meeting with the CDC Staff Liaison and the CDC

Director. Failure to meet with CDC staff and continued delinquent tuition payments will result in your child's termination from the CDC program.

**Checks should be made payable to Chapel Hill CDC.** Monthly tuition will not be deducted for absences or Tuscaloosa County School holidays. CDC closure dates are already figured into monthly tuition rates. Parents or the responsible party are to pay whether the child attended school or not. Checks will not be held until the end of the month. Receipts will be written for cash payments or when requested by the parent or responsible party.

Should you have a returned check, tuition must be paid in cash or money order along with a \$30 returned check fee and fees assessed by the bank. Payment not received within 90 days of return, the check will be turned over to the Worthless Check Unit of the District Attorney's Office. All tuition and fees must be paid in full by May in order for children to participate in end of the year activities.

Registration fees for each school year are nonrefundable. If a sibling is enrolled in the program, a discount for each child after the first is \$30 per month per additional child.

### **Classroom Organization**

Because we desire to see children achieve goals that are unique to their specific age of development, classrooms are divided by chronological age. Our goal is to keep your child grouped with other children they will be with in Kindergarten. In August of each new school year (unless Summer allows for such a change), children will proceed to the age-appropriate classroom.

### **Student/Teacher Ratios**

To maintain the quality of our program and adhere to minimum standards provided by the State of Alabama, the CDC follows the following Teacher/Child ratio:

- Infants: 2 teachers to 7 students.
- Ones: 2 teachers to 9 students.
- Two's: 2 teachers to 14 students.
- Three's: 2 teachers to 16 students
- Four's and Five's: 2 teachers to 18 students.

## **Teacher/Staff Qualifications**

The staff at Chapel Hill CDC has undergone a detailed interview process. Teachers have also had a background analysis that searches for criminal records as well as any reporting of child abuse. In addition to screening, each person on staff has been certified in CPR, they have been trained on medicine laws, and currently they receive continuing education through Professional Development workshops. The requirement is 16 hours per calendar year. All teachers are expected to plan, prepare and implement daily activities according to curriculum set by the CDC Director. Teachers also have the freedom and ability to teach Bible stories and combine God's word into monthly curriculum as well as behavioral expectations.

The Director is hired by the CDC Advisory Board of Chapel Hill Baptist Church. The Director is responsible for the overall planning and management of the program. Through continued training, regular scheduled Board Meetings, interactions with parents and teachers, and church staff meetings, the needs of parents and children are constantly a part of decisions and planning. The Director is responsible for planning and coordinating daily activities and coordinating staff development.

## **Curriculum**

Children learn through Play! Our curriculum is based on this amazing fact! Through play, experimentation, exploration, problem solving and discovery we believe children will grow and thrive spiritually, physically, mentally, socially, and emotionally. Because 90% of brain associations take place between birth and five years, topics and experiences are introduced in such a way to encourage this amazing process.

### ***Early Learning begins with...***

- Promoting sensory awareness through activities with a variety of colors, textures, and patterns.
- Understanding spatial awareness and motor skills through blocks, busy boxes, and puzzles.
- Encouraging language development through conversation, music and song, fingerplays, rhymes, and reading books.
- Achieving in gross motor skills by allowing time to crawl, walk, run, jump, roll and scoot in the gym or on the playground.
- Developing fine motor skills through the use of utensils at lunch, art materials, and classroom manipulatives.

- Spiritual, Social and Emotional development through the sharing and singing of God's word, Bible stories, and through positive encouragement in interactions.

***In all developmental stages, learning continues through:***

***Exploratory Play:*** Items such as glue, string, tape, play dough, goop, water, beans and other like materials allow for exploring and understanding the functions of such objects. Fine motor skills are enhanced as children connect and create their finished products.

***Music and Games:*** Providing items such as cards, dice, beans, paper, counters and so on allows children to create their own games. Dancing and playing instruments helps children learn about matching movements to music as well as coordination of self and self with others.

***Constructive Play:*** Blocks, cups, wood pieces, cardboard tubes of various sizes, sugar cubes, etc. are all materials in which children can design and construct. Processes such as this build concentration and promote taking turns and sharing together.

***Dramatic Play:*** Dress-up clothes, hairdryer, cash register, office supplies, luggage, etc. allow for role-play and pretend play. Through use of imagination, children are building literary and communicative skills that might not be used in other social situations.

Keeping this in mind, our approach is to offer a balanced environment with opportunities for experimental learning, quiet time, active play, and group activities. Curriculum includes a monthly theme with weekly goals and topics of interest for preschool aged children. Lesson plans will be completed and posted by the teachers. We strive to stay educated with current research as well as new trends in educating the young child. We believe children lead the way in learning and teachers facilitate this process.

## **Classroom Discipline**

Limits and boundaries provide children with a sense of security in their environment. Recognizing this as an important need for development, classroom discipline provides security, teaches acceptable behaviors, and assists in the development of self-control. In order for this to take place, classrooms are organized and teachers are trained to develop proper, positive relationships with the children. In the event inappropriate behaviors occur, we begin to handle each situation keeping the individual child, the family dynamic, and the outside environment in mind.

Unacceptable Behaviors include:

*Throwing toys, aggressive behaviors toward teachers or other children (kicking, hitting, biting, pulling hair), lack of cooperation, causing physical pain to themselves or others, leaving the classroom or group setting without permission, arguing with teachers, using inappropriate language*

Teachers have responsibility to the child, their family and the classroom as a whole to handle these issues with a positive approach.

*Teachers are to:*

1. Redirect the child from current choices to choices that fit in best with expectations at the time.
2. Time to think. If the problem still exists, the child will be removed from the situation. If asked to sit away from the group, one minute per age of the child will be the standard with the child sitting no longer than four minutes. This time away gives the child separation from the situation socially and emotionally allowing time to reevaluate their actions or mentally move on from the moment. Once time is up, the teacher will speak to the child, identify the behaviors and what better choices that could have been made and then encourage positive choices by allowing him/her to return to the group.
3. If time away from the group and redirection is ineffective, a Behavior Report will be completed by the teacher. A copy of the report will be placed in the child's file and the original will be sent home to parents or authorized adults.
4. If the above steps prove to be ineffective and the child continues to disrupt classroom functioning, a Behavior Intervention Meeting will be requested. Teachers, Parents or authorized adults, and the Director will development a behavior goal and cooperatively encourage the child.
5. If at any point, a child becomes out of control and the behavior plan is ineffective, the Director has the right to send the child home.
6. After three Behavioral Reports have been sent home and documented in the child's file in a nine week period, the child will be suspended from the program for one week. Fees will still be paid during this time. Upon the child's return, if behaviors continue then the Director, CDC Advisory board and Chapel Hill Baptist Church Staff Liaison have the right to terminate services. The termination of services is a drastic measure that will only be taken if the child's mental, physical health or the safety of teachers and other children are threatened.

*Chapel Hill CDC desires and expects parental involvement and cooperation in the discipline of children. We have the right to discontinue services to families whose needs we cannot meet. The CDC Director and Staff will be as consistent as possible with these issues.*

## **Biting Policy**

Between the ages of nine months to three years, biting occurs in some children. While this is a frustrating phase for parents of biters and parents of the bitten, biting is actually a developmentally appropriate behavior. Research has shown that biting is the direct result of a child's inability to communicate verbally. If a young toddler becomes upset in a social situation, their response may be to bite. This painful and frustrating stage of child development requires replacing the undesirable behavior with more effective ones. This process takes time and effort on the part of parents and teachers as well as a sense of understanding from the parents of the bitten child. In order to work through this difficult time, the following plan will be in place:

- For young children with limited verbal abilities, teething toys will be provided to redirect biting, soothe gums, and offer comfort.
- When biting becomes a reaction or demonstration of frustration, the child will be redirected. The use of language will be encouraged by speaking feelings back to the child.
- Biting forms will be completed by teachers and signed by the Director or Assistant and sent home to parents. Personal information will be left off to protect privacy of both parties.
- If biting becomes a frequent behavior, conferences will be used to design a plan to help prevent more occurrences. If efforts seem to still be ineffective, parents will be asked to pay a "floater" to shadow their child throughout the day.

## **Health and Wellness**

Because Chapel Hill CDC desires to keep all children healthy as possible, all of the following policies will be strictly enforced.

- An up-to-date Blue Immunization card as well as a Child Medical Report is required upon admittance to the CDC. Blue cards must be received before a child can attend.
- The staff will wash hands frequently as will the children. Antibacterial hand sanitizer will not be a substitute for hand washing with soap and water.
- Children should arrive to school each morning bathed and in clean clothes.
- If a child becomes ill during school hours, a parent or adult listed on the Emergency Release form will be notified. Parents must arrive to the CDC within *thirty minutes* of the phone call. **Please be sure that persons listed on the emergency forms are aware they are listed as a backup plan. While waiting to be picked up, the sick child will be removed from the classroom and supervised by a staff member.**

- Please notify the CDC if your child will be absent from school due to illness.
- Anything used for medical purposes (Basically anything that goes IN or ON a child is considered medication)...Vaseline, diaper cream, chapstick, sunscreen, lotion...**will be administered by a staff member only when a medical form has been completed by the child's legal parent or guardian.** Per State Law, the following procedures must be followed concerning the administration of medicines:
  - **Medicine forms must be completed IN BLUE INK weekly and kept current as long as needed. (except for EPIPEN. This requires a prescription from Medical Doctor).**
  - **Child name, date the form is completed and dates to be administered, name of medication and dosage specifics must be filled out completely before medication will be administered.**
  - **Medicine must be in its original container WHETHER MEDS ARE PRESCRIPTION OR OTC.**
  - **Medicine must be listed in said child's name, not a sibling or parent.**
  - **Nonprescription medication will be administered based on the dosage listed on the bottle.**
  - **Medicines that read "Consult a Physician" or require knowledge of the child's weight must be given by a parent or guardian or have a written prescription by a medical doctor before CDC staff can administer.**
  - **No outdated medicines will be given.**
  - **No ANTIBIOTICS WILL BE ADMINISTERED.**
  - **No medications which require refrigeration can be administered because all medicines have to be kept in locked boxes.**
  - **DO NOT send your child to school with medication in sippy cups or bottles. Those must be ingested prior to arrival to his/her classroom.**
  - **Any medication found in a child's lunchbox will be locked in the medication lock box for the day.**

Medication forms cannot be faxed or emailed to the CDC staff. **WE WILL NOT ADMINISTER MEDICATION IF YOUR CHILD DID NOT ARRIVE TO SCHOOL WITH A COMPLETED MEDICATION FORM!** These forms must be completed at school or at home and given to your child's teacher the day/week medication is needed.

Children must not attend school when he/she:

- Has a fever equal to or greater than 100.4 within the previous 24-hour time period.
- Has had diarrhea (2 or more loose stools in a 24-hour period and not teething) or has vomited within the previous 48-hour period.
- Has heavy nasal drainage.
- Has a persistent cough.
- Exhibits signs of illness such as unusual tiredness, irritability, persistent crying, and difficulty breathing...
- Has an eye or skin infection. A child is considered contagious with illnesses such as pink eye while the eye is producing yellow matter. Until medication drops begin, child will not be allowed to return to school.
- Is taking more than two medications, over-the-counter or prescription, at the same time (excluding long-term medicines such as allergy, behavioral or seizure meds).
- Has symptoms from contagious conditions such as head lice, ring worm, fleas, or scabies.

We welcome your child back when:

- He/she is fever free for 24 hours **WITHOUT FEVER REDUCING MEDICATION**. In the case of influenza, 48 hours.
- Documentation from doctor states condition is not the result of a contagious infection.
- Symptoms of diarrhea or vomiting end **WITHOUT MEDICATION**.

Weather permitting, children will be allowed outside play – no exceptions. Please keep this in mind when your child is returning to school from an illness. If your child is too sick to run or play outside, then your child is too sick for school. We do not have extra available staff to stay with a single child.

### **Emergency Medical Procedures**

Chapel Hill CDC staff and Directors are certified each year in CPR. In the event of a medical emergency, parents or responsible adults will be notified immediately. It is the responsibility of the parent to maintain phone numbers and emergency contact information. The child's medical doctor will be contacted in the event we are unable to reach the parents or persons listed on the Emergency Contact Form. In extreme medical situations, paramedics will be called and the child will be transported by ambulance to DCH Regional Medical Center.

Please make sure the CDC staff is aware of any allergies that affect the health of your child. If your child requires the use of an EpiPen, proper forms must be completed by prescribing doctor and given to your child's teacher to be kept in a medicine lock box with the EpiPen. If EpiPen must be administered, we will notify you and call 911.

## **Injury Forms**

While safety is our ultimate goal, we all know accidents can occur between one child and another or simply through play. Some incidents require attention such as cleaning, providing ice, or band-aids. In case of such an event, an Injury Form will be completed by the teacher. A copy will be sent home and a copy will remain in your child's file. This report will detail the accident, the nature of the injury and the actions taken by the responsible staff member to remedy the situation.

## **Confidentiality and Communication**

Our desire is to provide a safe environment for you and your child. Safety also involves keeping your child's records confidential. Upon admittance to the program, we begin a paper file as well as an electronic file for your child. The information found in these records belongs to the staff of the CDC and will not be released to anyone uninvolved with the health and safety of your child.

We also realize we are working as a team. Together, we can focus on healthy child development. This is possible through communication. Parent/CDC communication is a vital part of our program. Please check your child's folder each day for notices from teachers or office staff. We will do our best to share important information.

*We communicate to you through:*

- The Parent Handbook.
- A monthly calendar/newsletter which details each month's activities, important dates, monthly curriculum, the Bible/Memory verse and other needed information.
- Infants, One's and Two's will receive a Daily Activity report which details diapering and feeding as well as CDC needs.
- Parents will receive a Progress Report twice a year on your child beginning with the One's through the Pre-K Class. Once just before the Christmas break and the second during the month of May.
- Conferences may be scheduled as needed.

- The Director will communicate through email, Facebook, REMIND 101 App, phone calls, and the monthly calendar/newsletter.

Drop-off and Pick-up times may be used to share events that occurred during the school day. At any time if you have concerns, please contact the CDC Office (339.4026). Messages may be delivered to the classroom teachers if needed. We ask that you do not text or call teachers on their personal cell phones during the school day. This takes them away from your child and the entire class. All communication during hours should take place through the office. If your child's teacher shares her personal contact information with you, we ask that you respect their personal time and try to handle concerns during school hours. The CDC Office does not share personal information on behalf of the teachers. The Director may be reached by email at [stacey@chapelhillbc.org](mailto:stacey@chapelhillbc.org).

### **Custody Issues**

If a parent's name (other than your own) is listed on your Enrollment Information and Emergency Release Form, the CDC cannot prohibit that parent from picking up your child. But, if the CDC has legal documentation on file, which specifically denies custody or prohibits a child from being picked up by that parent, we will refuse pick up. *If the prohibited parent demands the release of your child, our staff has been instructed to talk to the parent, telling him or her that the child cannot be released. If that parent forcibly takes the child, we are not legally bound to physically withhold the child.* We will notify the other parent immediately and call the authorities if requested to do so.

### **Parental Involvement**

The key to success at Chapel Hill CDC is parental involvement and participation. We encourage parents to attend and be a part of activities that make our school exciting. We welcome your visits! However, if these visits disrupt your child's happiness and contentment upon your departure, we will ask that you reconsider this for future events. Separation anxiety peaks at the ages of one and two and usually reoccurs at four.

#### ***Possible opportunities for Involvement include:***

- Parent/Teacher Conferences
- Programs and Special Events
- Party Days (usually seasonal or Holiday related)
- Eating lunch with your child

- Sending special treats for snack (give the teacher a notice prior to doing this to check for allergies and classroom schedule).

If you would like to be involved in CDC parties and activities but are unable to due to time of event, work schedules or other conflicts, we can find other ways you can contribute by bringing items or collecting items needed for the specific event.

### **Diapering and Toilet Training**

Parents or authorized adults are responsible for supplying the CDC with their child's diapers. Teachers will inform parents when their supply is low. Please make sure packages of diapers are labeled with your child's first and last name. In the event of water day, swim diapers must be supplied by the parent as well.

Chapel Hill CDC recognizes that children develop at different rates in all areas, including potty training. Consequently, classroom assignments are not dependent on the achievement of this skill. We believe this is mastered when teachers, parents and the child are working together at both school and home. An interest in the toilet usually appears at the age of two. When interest is shown, parents and teachers should work together to develop a plan.

This plan has two important aspects – consistency and encouragement. Both the CDC and the parent must recognize the amount of training time and the rate of success varies from one child to another. Teachers will communicate to you daily about progress. During this time, please make sure your child is supplied with several changes of clothes and underpants labeled with your child's name.

### **Clothing and Shoes**

At the CDC, we play! Year around we are busy with art, science, and outdoor play. By nature, most children love to get dirty and don't seem to worry about their clothing. Please dress your child in washable, comfortable attire each day. Shoes should enclose the toes and have rubber soles which make it easier and safer for climbing, walking and running. Girls should wear bike shorts or leggings under dresses or skirts to promote modesty and cleanliness. We play outside on both hot and cold days. Dress your child according to the current season. In winter, we ask that gloves, hats, coats and scarfs are labeled with your child's name.

In addition to comfort and season, your child's growing independence is important. Children should be sent to school wearing clothes that are easily managed in the bathroom. Send an extra complete set of clothing to school in a ziplock bag with your child's name. Label each article of clothing inside the bag as well. We do not have extra clothes around the CDC to change your child into.

### **Nap/Rest Time**

Between the hours of 7am and 12:15pm the children are engaged mentally, physically and socially. Research has proven that children 5 years of age and younger need time to be quiet/rest as part of their daily routine. Consequently, we require that each child rests on a cot after lunch. Lights will be turned off and quiet music will be played. If your child is unable to sleep, a Quiet Bag will be given to him/her for the duration of nap. Children one year of age to those in the Pre-K class are required to bring a roll up mat to rest on. Mats will be sent home on Fridays of each week for washing.

Please be courteous during nap time. Some children are lite sleepers. If you need your child prior to 2:30, please stop by the CDC Office for a staff member to assist you.

### **Toys**

Throughout the day, the CDC has a variety of toys made available to the children. They have opportunities for art, blocks, reading and more. Personal toys are not allowed at school because they cause issues with other children, could become misplaced, or possibly broken. Chapel Hill Child Development Center is not responsible for lost, stolen or broken toys. The only exception to this rule is in the event of Show and Tell, special activity days or a special comfort item for rest time. When these opportunities come to be, please have your child's toy labeled with his or her first and last name.

### **Packing Lunch and Afternoon Snack**

- Infants and young toddlers who are still drinking formula or eating baby food are required to bring their own formula and food each day.

- We ask that children eat breakfast at home prior to their arrival at school.
- The CDC provides a morning snack for the children. Afternoon snacks are to be packed by you and placed in your child's lunchbox each day. We ask that afternoon snack is sealed separately in a ziplock bag with your child's name on the bag! If you would like to pack a special snack for your child's class, make special arrangements with your child's teacher in advance.
- Please notify your child's teacher at Open House if your child has a food allergy. We ask that you also tape a notice of the allergy inside your child's lunchbox to serve as a reminder. If your child suffers from severe allergic reactions to foods, classroom teachers may need to take precautions with the class as a whole.
- If you wish to keep your child's lunch/beverage cool or warm, please pack in insulated containers.
- Due to the risk of choking when eating certain foods, we ask that grapes, hot dogs and other similar foods be cut up into small pieces lengthwise. The size and shape can cause partial or complete blockage of the airway especially in small children.

***Foods Appropriate for Lunchboxes:***

Sandwiches, wraps, cubed and string cheese, crackers, veggies with dip, fruit, chicken and tuna salad, chicken nuggets, ravioli, soup...

***Foods Inappropriate for Lunchboxes:***

Whole hot dogs, whole grapes, nuts of any kind, soft drinks, unprepared soup, frozen dinners or other foods requiring more than a minute of microwave time...

Children are constantly in a process of developing self-confidence and independence. Lunch time is no exception. Through appropriately packed lunches, they are becoming more self-reliant!

**Birthday Treats and Celebrations**

We all love to celebrate Birthdays! On your child's special day, you may send cookies, cupcakes or cookie cake to the CDC for all of the children in your child's class. Your child's special treats will be served during snack or after lunch. Please notify your child's teacher in advance so that they may plan accordingly. Party favors will be distributed as long as each child receives one.

Invitations for parties held outside of CDC hours may be distributed at the CDC *only if all children in your child's classroom are invited*. A book donation in honor of your child's birthday is a great idea! See the CDC Director for ideas or suggestions.

### **Items needed at School for a Successful Day**

Teachers work each day planning and implementing creative activities for the children. So, all you need to bring to school each day is your child's communication folder, lunchbox, afternoon snack and a nap mat. Due to space and new guidelines set by the State of Alabama Quality Stars, backpacks will not be allowed in classrooms. If your child is in one of our Infant classrooms, you may bring a diaper bag each day.

### **Emergency Plans of Action**

- *Inclement Weather*

In case of any inclement weather, the CDC will follow the dismissal schedule of the Tuscaloosa County School system. We will send a REMIND 101 text to inform parents about the closure time of the CDC. We ask that you also pay close attention to news and weather announcements concerning the county schools keeping in mind we follow their lead.

- *Tornado Procedures*

The CDC has a weather radio that will remain on alert at all times. Any notification of a tornado watch/warning will be made known to each classroom teacher. Children will be evacuated to the church's lowest level. In case of an actual tornado, teachers will take a head count, keeping children calm in a contained area until conditions are safe.

- *Lock Down Procedures*

If an unknown individual gains access into the building, a staff member will see if they can be of assistance. The staff member will determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would use the designated code to alert teachers in the building and contact the police. The children will be moved to a secure area of the campus.

- *Fire Evacuation Procedures*

If fire threatens any portion of Chapel Hill Baptist Church, children will be evacuated according to the diagram posted in each classroom or as directed by CDC staff. Teachers will keep a count of the children and calmly walk to the athletic field until conditions are deemed safe to return. Parents will be notified by phone about such dismissal.

**FIRE AND TORNADO DRILLS WILL BE PRACTICED  
THROUGHOUT THE YEAR.**

### **Program Changes/Additions**

Chapel Hill Child Development Center and the Child Development Advisory Board at Chapel Hill Baptist Church reserve the right to edit or adapt the policies in this handbook as the need arises. The CDC will make all changes and additions available to parents in a timely manner.

This Parent Handbook has been designed as a tool to inform you of our policies as well as our procedures. Please keep in mind that it has been developed for the benefit of all the children. While we know all situations may not be covered, we do feel a comprehensive understanding of program expectations has been written. Please read each page carefully and keep in your records as a reference in times of question or concern.