

Bethesda Baptist Childcare Center

Updated October 2015

4. A



Parent Handbook

Train up a child in the way he should go; even when he is old he will not depart from it.

(Proverbs 22:6)

Bethesda Baptist Childcare Center

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Dear Parents,

Thank you for your interest in Bethesda Baptist Childcare Center. This Ministry began years ago in hope that it would provide Christian Care and outreach to all that graced its doors.

The most important decision you will ever make is childcare. Where do I start? Do I want my child in a Christian atmosphere?

BCC is a center with a Christian based curriculum and Christian staff. We hire staff with a special "calling" to the ministry of children and families. Our staff is certified in CPR and first aid.

We believe that "children are the greatest in the Kingdom." As a matter of fact, Jesus used a little child as an example of who we should be like in order to see heaven.

That is why we at Bethesda count it all a joy and privilege to be a part of the teaching and nurturing of God's special gifts.

Thank you for the opportunity to minister to you and your family.

In His Service,
The Staff of BCC

Mission

Bethesda Childcare Center (BCC) is a ministry of Bethesda Baptist Church that aims to assist families by providing Christian childcare and Pre-school education in order to “train up a child in the way he should go” (Proverbs 22:6). BCC desires to give quality Christian childcare and a Pre-school education that meets children’s spiritual, mental and physical needs all while partnering with their parents in leading them to a saving knowledge of Jesus Christ at an early age. Through this partnership we desire to begin a foundation for a strong Christian walk and life for all our students.

The objective of our center is to personally educate each child through the use of a Christian curriculum, which prepares them for the developmental stages moving toward the elementary level. It is stated in 1 Corinthians 13, “Love is patient, kind, it does not envy, it does not boast, it is not proud, it is not rude, it is not self-seeking, not easily angered, it keeps no records of wrongs. Love does not delight in evil, but rejoices in truth.” This center will be considered an extension of a Godly and Christian home and therefore we will work with the parents to meet the good and proper goals they have for their children. It is also to be an arm of the church, leading families into its fellowship. BCC is to be an ever-burning light for Jesus Christ, sharing his love with all who come in contact with us.

Philosophy

This center offers an enriched program, meeting the highest standard of early childhood education. This program is geared to the individual needs of each child, which we believe to be the following:

1. The need to be loved and accepted unconditionally.
2. The need to feel secure by being accepted as a member of a group.
3. The need to develop a positive self-image by getting to know one's self.
4. The need to gain approval and receive praise from peers as well as adults.
5. The need to develop independence by assuming responsibilities and making choices.
6. The need to be creative.
7. The need to express ideas and emotions in a constructive way.
8. The need to develop in all areas: social, emotional, physical, spiritual, and intellectual at one's own pace.

Enrollment

All families wishing to enroll are required to submit an application, medical history, immunization record, travel and activity form, and discipline statement (signed by parent). These items are state mandated. On each application, we require that you submit any and all phone numbers where you may possibly be reached in case of emergency. We should be able to reach you at any time of the day. Call the office in the event that your work number changes, if you will be at another number for the day or your address changes.

Prior to your child's start date, we ask that you bring your child and spend some time with him/her in order that they might feel more comfortable on their actual first day.

Tuition & Fees

Bethesda Childcare Center requires the annual enrollment fee and the first week's tuition upon enrollment. These fees are non-refundable. Tuition is paid in advance and is due on Monday each week. If tuition is not received by close of business that Monday, a \$10 late fee will be assessed. If tuition is not received by Friday of that same week, your child will not be able to return to the center until your account is current. Non-payment of tuition is grounds for immediate dismissal from our center. Re-enrollment will depend upon ongoing availability.

Enrollment fee is Seventy-five dollars (\$75.00). This fee is due annually on the first of September of each year. If your child begins after April 1st, you will not be required to pay another annual fee for the upcoming school year.

Tuition payments are processed with our Automated Credit Card system. This is the only form of payment that will be accepted. The auto-draft form is located in the registration packet. If you need to change the credit card on this form, you can do that by completing a new form, which can be found at the BCC front desk.

You are required to pay tuition 51 weeks per year. A free vacation week is given during the Christmas holiday. 100% of the tuition is due even in situations that include but are not limited to vacations, sickness, holidays, closings due to emergencies, and inclement weather (except as discussed in the inclement weather section).

Returned Check Fees

If for any reason BCC accepts checks for field trips or other events and your check does not clear, a twenty-five dollar (\$25.00) charge will be added to your account. If an account has three returned checks the only acceptable form of payment will be a credit card. No cash will be received at the center.

Additional Fees to Expect

- Cap and gown fee (for the four year old “graduating class”). These are yours to keep after graduation.
- Field Trips
- Sunscreen/Bug spray
- Spring/Fall pictures (optional)

Weekly Rates

Two's Class.....	\$180.00
Three's Class	\$170.00
Four's/Five's Class	\$170.00
*Part Time (2 yo).....	\$145.00/\$100
*Part time (3/4/5 yo).....	\$135.00/\$90

*Part Time: 3 full days M, W, F
2 full days T, Th (upon availability)*

Age Groups

Bethesda Childcare Center serves children ages 2 through 5. Our policy for each age group is as follows:

Age 2 – Your child needs to be 2 years old at time of enrollment. If your child does not turn 3 on or before August 31st, he/she will remain in the 2 year old program for the next school year.

Age 3 – If your child turns 3 on or before August 31st, he/she will be in the 3 year old program for the next school year.

Age 4 – If your child turns 4 on or before August 31st, he/she will be in the 4 year old program for the next school year.

Our school year ends in June, when we have a “Promotion Week” and your child will move to the next age group (if applicable).

Durham Public School’s cutoff birth date for Kindergarten is August 31st.

Bethesda Christian Academy’s cutoff birth date for Kindergarten is August 31st.

Discounts

- Active Bethesda Baptist Church Members receive a 10% discount.
- Multiple children discount is 5% off of each student.

Hours of Operation

The hours of operation are from 7:30 am until 6:00 pm, Monday through Friday. All children are expected to be at the center by 9:00 am if they are going to attend that day. Please call if your child is not going to be in school before 9:00 am.

The start time is critical so the children can be involved in their daily activities and to start their curriculum time. This consistency helps them to adjust to the routine of the school schedule. We will allow late arrivals for doctor’s appointments, dentist appointments, etc., if notified in advance. However, in the previously mentioned rare circumstances your child needs to arrive at school before noon. We will not be able to accept your child after noon.

Lunch

If your child comes in after 11:00 you must make arrangements for his/her lunch. There will be no one to sit with your child after 11:00 so their lunch would need to be off campus.

Drop-off and Pick-up

Please enter and exit only through our front door. In order to assure the safety of our students, parents are required to sign their child in and out each day. Parents must accompany children into the center and leave them with the teacher in charge. At pick-up, parents must make sure the teacher sees them pick their child up. Only those people indicated on the application will be permitted to pick up a child. Written permission may be sent in on a day-to-day basis, or you may phone the director during the day about whom your child is to be released to. The person must provide identification before taking a child from the classroom or leaving the playground. This identification may be shown more than once, depending on whether the same teacher is in charge. Please do not allow older children to enter the building or classroom alone. Your child must be picked up at the gate of their playground. They will not be allowed to leave the fenced area and travel across the parking lot to a parent.

Difficulty with drop-off time is normal for children, especially during their first weeks of attendance. Our teachers are glad to assist you and your child at drop-off time. If your child is upset when you leave, please know that children usually calm down and are participating in classroom activities before a parent reaches the parking lot. Please feel free to call at any time to check on your child.

Late Pick Ups

Picking up your child after 6:02 will result in a late fee of \$1.00 per minute per child. The fee will be assessed to your next week's tuition. No children can remain in the center longer than 10 hours a day.

Daily Admission/Dismissal

Bethesda Childcare Center reserves the right to refuse admission or dismiss any child or parent at any time with or without cause.

Possible reasons for the refusal of admission or dismissal include but are not limited to:

- Staff deems the child too ill to attend;

- Domestic Situations that present safety risks to the child, staff or other children enrolled at the center;
- Parent's failure to maintain accurate, up to date records/documentation or failure to pay tuition;
- Parent's failure to comply with any part of this manual.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Outside Play

We go outside every day, weather permitting. These are state regulations. If, for some reason, you do not want your child to go out, you must keep them home or make other arrangements for his/her care.

Closings

New Year's Day
 Martin Luther King, Jr
 Good Friday
 Easter Monday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving
 Christmas Week
 Select Teacher Workdays

Inclement Weather

Our closing and/or delay schedule will be communicated in a variety of modalities. The announcement will be aired on Channel 11 WTVD, Channel 5 WRAL, BCC's Facebook, mass phone call, BCC's website and by a mass parental email. If you do not see our closings listed in these places, we will be open on regular schedule. We do not always abide by the closings of Durham Public Schools or Bethesda Christian Academy. We will issue a refund **one (1)** time per calendar year, in the event that we are closed three or more days in the same week (even if the above scenario happens more than one time). The charges will be 50% of the

regular rate for that week. In the event of an early closing, the same rules will apply as late pick up. For example, if we close at 3:00, you will have until 3:01 to pick up your child before late pick up fees start to accrue (\$1.00 per minute). If our center opens for business, normal tuition will be applied.

Children Served

The center will serve children 2 through 5 years.

The center is not staffed or equipped to serve children with serious special needs. Children with minor special needs will be considered on an individual basis.

If you withdraw your child for any reason, we require a 2-week written notice.

If, for any reason, we cannot keep your child at our center, we will, in most cases, give you a 2 week notice to enable you to find childcare elsewhere.

Parking Area

Please do not park in front of the door when picking up or dropping off your child. Do not leave the engine running or a younger sibling in the vehicle at arrival or departure. The entrance is very busy and can be very dangerous. Please use caution when entering and exiting the center. **Please refrain from fast driving through the parking lot and please do not enter through the exit driveway.**

Sickness

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. It is a policy that a student must stay home or will be sent home with signs of illness which include but are not limited to:

- Fever – a temperature 100°F or higher (Students should be **fever-free for at least 24 hours without the use of a fever reducing medicine** before returning to school.)
- Vomiting – no matter the frequency (Students should not return to school for **24 hours after** the last vomiting incident.)
- Flu symptoms
- Diarrhea (Students should be diarrhea free for **24 hours** after the last incident)

- Colored nasal discharge
- Rash
- Roseola
- Persistent cough
- Strep throat (Students should not return to school until they have been on 24 hours of antibiotics.)
- Pinkeye (Students should not return to school until they have been on 24 hours of antibiotic eye drops.)
- Head lice (all lice and eggs removed)
- Ringworm on body (treatment for 24 hours; cover with bandage while at school)
- Ringworm on head (physician's note)
- Other contagious conditions (for example, chicken pox, impetigo, etc.)

If you are called to come pick up your sick child, you (or an alternate emergency contact) are required to come within 30 minutes of being contacted.

Children with illnesses that are not contagious may attend the center with a written doctor's note and if the child is able to participate in all activities. Parents must notify the center of any communicable disease their child has or has been exposed to.

Parents must sign a Permission to Administer Medication form (found in the front office) for any medication brought into the center. All medications must be in their original container, with the child's name, date of the prescription and expiration date. The child will only be given the recommended dosage for his/her weight/age as indicated on the medication. If there is no dosage for your child's age, we must have a doctor's note for the dosage to be given.

In the case of severe allergic reactions or chronic illnesses, it is the parent's responsibility to provide the center with an emergency action plan (we recommend updating yearly).

AIDS/Blood Borne Pathogens Policy

Parents must inform the school if their child is infected with a virus such as HIV, Hepatitis B, or other blood borne pathogenic diseases. BCC will not exclude your child from enrollment or restrict him/her from school services or facilities unless medically-based judgements on a case-by-case basis establish that such exclusions or restrictions are necessary in order to preserve the health and/or welfare of the students or other persons

in the BCC community.

A committee made of board members, administrators and physicians will make recommendations and decisions pertaining to individuals with blood borne pathogenic diseases on a case-by-case basis.

Injuries

A staff person will handle slight injuries occurring at the center in this manner: they will fill out an incident report, let administration know immediately that an injury has occurred, and take any necessary steps to clean/sanitize the injury. Parents will be called at the Director's discretion. The incident report will be presented to parent/guardian at pick up and will need a signature. A copy will then be sent home with parent/guardian.

In the event of a serious injury, parents will be notified and necessary steps taken to obtain medical attention. A serious injury can include, but is not limited to the following: serious bleeding, broken bone, and/or open lacerations.

In the case of an emergency, the following will be notified in this order: 911, parents, and/or emergency contact indicated on the application form and physician. For this reason, please keep all records updated. Please let the center know if you will not be at your work number on any given day and where you may be contacted.

Discipline Policy

Bethesda Childcare Center is an extension of the home and we wish to work with the parents in training their children in the way of the Lord. The following discipline policy will be used in each classroom. The teacher has the authority in the classroom to administer discipline according to the policy. Children must obey their teachers. In the event that a student is disobedient, we elect to implement a Positive Behavior Support "Color" System (PBS). Our PBS system operates as follows:

At the end of each day, this will directly correspond to the student's daily communication log. Consistency is vital in the success of this program!

Purple = 1* = "Very Good*" – The student has consistently went above and beyond the call of duty for that day.

Green = 1= "Very Good" – Students will start on green each and every day. By following directions and making good choices, students may remain on green all day.

Yellow = 2 = “Satisfactory” – After a verbal warning and a replacement behavior has been taught, students will have their color changed to yellow.

Red = 3 = “Needs Improvements” – After another verbal warning and the acceptable replacement behavior is retaught, the teacher will change the student’s color to red. At this point, a formal write up for challenging behavior will be completed. Parents will be notified.

Physical aggression from a student toward a teacher may result in possible dismissal at the discretion of the directors (this includes hitting, kicking, spitting, cursing).

Weapons of any kind, will result in automatic dismissal.

Curriculum

All teachers are required to teach their curriculum daily. This will be ABEKA curriculum for all ages. We will supplement ABEKA with outside sources. We integrate a supplemental curriculum in our classrooms. This curriculum is a teacher engineered and kid friendly resource designed to line up with the various learning styles of young children. In addition, to supplement and enhance our Bible instructions, we will use The Gospel Project curriculum (Lifeway).

Nutrition

For a young child, eating a well-balanced diet is very important. For this reason, the Center provides two meals and one snack daily. Breakfast is served from 7:30 to 8:00 am daily. You must sit with your child for this meal. Lunch and snack consists of one or more of the following: milk, meat, bread, fruit or juice, and a vegetable. Teachers eat lunch and snack with the children to provide a positive role model for good eating habits. A menu is posted on the bulletin board outside the office/classroom and online so you may know what is being served. Our menus are approved by the state.

Parents are required to provide notification in the form of a doctor’s note of any allergies or dietary restrictions. If your child has special dietary requirements, it is your responsibility to provide an alternate meal.

Please note we make all attempts to be a “nut” Free facility (peanuts, tree nuts – which include, but are not limited to, walnuts, almonds, pecans, macadamia nuts, hazelnuts, cashews, pistachios, and Brazil nuts). This includes foods that have been processed in a

facility that also processes nut products. Any food that is brought in must be store bought with a complete nutrition label and approved by our kitchen staff. Teachers are not allowed to accept ANY foods into the classroom without a signature from the kitchen staff.

Abuse and Neglect

We are required by law to report any and all signs of abuse and neglect. All reports are made through the Department of Social Services Protective Service Unit.

Parent Involvement

Parents are an important part of the center. You are always welcome and encouraged to visit at any time. Parents are invited to make suggestions and share their talents with the center. You may schedule a conference with your child's teacher at any time. We want and encourage you to celebrate your child's birthday at the center. We ask that you keep it as simple as possible. Make all arrangements through your child's teacher in advance.

Any person visiting the center between the hours of 9:00 am and 3:00 pm will be required to sign in at the front desk.

Custody Orders

Until custody has been established by court action, one parent may not limit the other from picking up a child from our center. The center must be notified immediately of any changes in the custody order. Certified custody orders must be given to the center directors.

Bethesda Childcare Center will not be a mediator in any way. This includes, but is not limited to: drop off or pick up exchanges between parents, relaying messages to either party and/or passing belongings back and forth.

Clothing/Personal Belongings and Supplies

1. Children should wear loose and comfortable clothing that can be washed.

2. Clothing must be marked with the child's name. We cannot be responsible for lost clothing.
3. Each child must bring an extra change of clothes (appropriate size) to be left at the center. This includes underwear, socks, pants, and shirt. Two sets will be needed if your child is in the process of potty training. It is the parent's responsibility to replace change of clothes seasonally.
4. Each child may bring a blanket to be used only at nap time. Be sure your child's name is on everything you bring to the center. We do not encourage stuffed animals, as they tend to cause problems with the other children.
5. Pull-ups are to be provided by the parents for those not yet potty trained. Wipes are supplied by the center.
6. Jackets of different weights for the spring and fall are essential.
7. No backless shoes/sandals.
8. Please do not send toys to school with your child. This creates problems for the other children, the teacher and the child.

Parent Code of Conduct

BCC requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. One of the goals of BCC is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of BCC, but is the responsibility of each and every parent or adult who enters the school. Parents are required to behave in a manner that fosters a Christ-like attitude and assist in creating this ideal environment.

While it is understood that parents will not always agree with the employees of BCC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point.

Steps for problem solving:

1. Approach the teacher or parent with the one-on-one approach to begin the resolution process.
2. If nothing is solved with the one-on-one approach, then consult the director/s. The director/s will respond in writing within five (5) working days. Documentation for the event will be recorded and an action plan will be launched.

3. If the alleged offender is one of the directors, the offended party shall seek council with The Board of Directors @ boardofdirectors@bethesdaChildCare.com. The board's chair will respond via email within five (5) working days.

Center Happenings

Parents can stay updated about center happenings by checking the following:

- Website (bethesdachildcare.com)
- Facebook (Bethesda Baptist Childcare Center)
- Newsletters
- Center Calendars
- Bulletin boards
- Automated phone system (as needed)
- Parent E-mails
- TV Monitors (located in front hallway and fellowship hall)

Changes in Policies

The fees, procedures and policies stated in this handbook are subject to be changed at the discretion of the center directors or the board of directors.