

PARENT HANDBOOK AGREEMENT

Please sign and date this statement saying you have read and understand the Handbook and return to your child's teacher or the director. All children must have this in their files.

I, _____ have received, read and fully understand the Operating Policies set forth by the Child Development Center, First Baptist Church, Talladega, Alabama as stated in Parent Policy Handbook.

Child's Name _____

Parent's signature _____

Date _____

PHOTOGRAPHY WAIVER:

I give my permission to First Baptist Church Child Development Center to publish photographs of my child/ren, as well as any work created at the Center, including but not limited to artwork, class pictures, etc. I understand that my child's name will never be listed on any social media page without parental permission.

Parent's signature _____

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This policy handbook is effective August 1, 2023 and supersedes any previously adopted and/or distributed policy handbooks of the Child Development Center at First Baptist Church of Talladega.

**First Baptist Church
Child Development Center
Talladega, Alabama
256-362-1192**

PARENT HANDBOOK 2023-2024

SECTION I

INTRODUCTION

Mission Statement

The Church Weekday Education Program exist to glorify God by providing loving, Christ-centered care to children in an environment that encourages exploration and with a curriculum that facilitates cognitive, physical, social, emotional, and spiritual development.

Policy Statement

The First Baptist Church, Talladega, Alabama, Child Development Center is a nonprofit organization and has met the requirements for exemption from licensure in accordance with the Code of Alabama 1975, Section 38-7-3. In accordance with Federal law and U.S. Department of Agriculture policy, it is the policy of the First Baptist Church, Talladega Alabama, Child Development Center to accept children without regard to race, color, creed, religion, sex, national origin, handicap, or age or marital status of parents. There is no distinction in eligibility for admission or in the provision of care. Programs and activities of the center are provided without discrimination.

Purpose Statement

The Church Weekday Education Program is a ministry of First Baptist Church that combines quality education and professional day care for children six weeks through six years old.

Statement of Religious Affiliation

The Child Development Center is a ministry of First Baptist Church of Talladega, AL. First Baptist Church is a member of the Coosa River Baptist Association, the Alabama Baptist State Convention, and the Southern Baptist Convention.

Statement of Philosophy

The CDC staff recognizes that God has created each person in His image as a unique individual. We strive to follow the developmental “whole-child” approach, educating children toward spiritual, emotion, and cognitive, social, and physical growth.

Operating Hours:

The CDC opens at **7:00 a.m. and closes at 5:30 p.m. Monday thru Friday.**

Ministry Staff Information

The Pastor, Director, Assistant Director, and Church Weekday Education Committee oversee the ministry of the Child Development Center. As a ministry of First Baptist Church, the Child Development Center expects its director, as well as all staff, to be faithful followers of Jesus Christ, regularly involved in a local church of like faith and practice. The church ministerial staff is actively involved and supportive in the ministry of the program.

**FIRST BAPTIST CHURCH
CHILD DEVELOPMENT CENTER**

OBJECTIVES

- To provide a quality environment for children in the center
- To provide a sound developmental curriculum
- To provide experiences which encourage children to think through and solve problems, individually and with peers
- To provide opportunities for success so that the child experiences a growing sense of self-worth
- To provide an environment in which each child will experience a personal joy in learning
- To provide an environment in which each child will develop self-control, respect for others, kindness, and cooperation
- To help each child recognize the Bible as a special book and retell Bible stories
- To provide an environment and experiences that will teach each child to know that Jesus is a special friend
- To provide experiences to develop in each child a positive self-image
- To provide a staff dedicated to enriching each child's life through quality instruction, both developmentally and spiritually

SECTION II

OPERATING POLICIES AND PROCEDURES

ADMISSION POLICIES AND PROCEDURES

The Church Weekday Education Committee (CWEC) and the Director reserve the right to determine maturity, age readiness, and space for acceptance in the CDC program. Priorities for admission and enrollment are as follows:

- 1st – Current CDC students and children of staff
- 2nd – First Baptist Church members
- 3rd – Siblings of current students
- 4th – Children on the waiting list
- 5th – General public by date application is received

Signed medical forms and affidavits, along with an immunization certificate (Blue Slip) from your physician must be returned by the first day of school or your child cannot enter the program.

REQUIREMENTS FOR ADMISSION:

A parent must first complete an application packet for the child. The admission packet includes:

- a. Application for enrollment (Online)**
- b. Medical/physicians report (Online)**
- c. Certificate of immunization (Blue Slip)**
- d. Family and emergency information**
- e. Policy agreement form (signed)**
- f. Affidavit (we will have document notarized after parent has completed)**
- g. Registration fee**
- h. Supply fee**

*It is the parents/guardians' responsibility to keep file information up-to-date and the pre-registration information current.

It is recommended that the parents and child visit the facility to prepare the child for the preschool experience. Policy, payment plan, and miscellaneous information will be discussed at that time and any questions can be answered prior to enrollment and payment of registration fee.

CONFIDENTIALITY

Respect for staff, children, and families is a high priority at FBC/CDC. We keep all information about children and families confidential. In the interest of the child's daily care, it is sometimes necessary for staff members to have access to confidential information about children and families. For emergency purposes, the teacher will maintain the emergency contact information and medical approvals. This information is treated with strict confidentiality and sensitivity and is shared with appropriate staff members on a need-to-know basis only. Personal information will not be shared without written consent of the custodial parent on record in the FBC/CDC student file.

SECTION III

POLICIES OF OPERATION

ATTENDANCE:

Continuity and consistency are important elements in your child's growth and development. Regular attendance will contribute to a smooth adjustment to the preschool setting. **Please call the CDC office as soon as possible to let us know when your child will be absent or late. Any child absent for two weeks without explanation or payment will be dropped from enrollment. No refund will be given for extended absences due to sickness or vacations unless special arrangements are made.**

ARRIVAL AND DEPARTURE OF CHILDREN:

Parents/guardians may walk their children to their designated classroom. Upon arrival, please place your child's belongings in the designated area. Please be sure to sign your child in and out daily and make staff aware of arrival and departure prior to leaving the classroom. Please call the CDC office (256-362-1192) and give your child's teacher or daycare worker a written note if a person who is not on the "authorized to pick up child" list will be picking up your child that day. Children will not be allowed to leave with anyone other than parents/guardians or those persons designated by parents in writing. A driver's license or alternate form of identification provided to the CDC will be matched against the list of names you have designated to pick up your child. Please update your child's list as needed. **THIS IS FOR YOUR CHILD'S SAFETY AND PROTECTION.**

Staff will not receive students before 7:00 a.m. **We ask that all students arrive by 8:30 a.m.** Children must be picked up before 5:30 p.m. Depending on their arrival time, children gather in designated rooms according to age. If requested, the staff will assist you with your child's breakfast between 7:00 a.m. and 8:00 a.m. Pre-school teachers begin teaching class work between 8:00 and 8:30 each morning.

PROVISION OF FOOD:

FBC/CDC DOES NOT PROVIDE MEALS. Children will bring their own lunch and drink from home. Nutritional lunches and drinks are encouraged. **Please do not send carbonated drinks. Lunch boxes should have an ice pack to keep things cool. We do have a refrigerator, but there is not enough room for everyone's lunch box.** Microwaves are available to warm up lunches. Please, limit the number of sweets you send. In the instance that you do not provide lunch for your child, we will contact you or the emergency contact listed on your registration forms to bring food for your child. Toddlers and two-year-old will need two sippy cups with their names on them.

Each morning your child will need a morning snack at 9:00 a.m. The classroom teacher will have a designated bucket to place your child's snack in for the morning. In the afternoons teachers will offer your child something left in their lunch box for an afternoon snack at 2:00 p.m.

Lunch is served between 11:00 and 12:00; snacks are served in mid-morning and mid-afternoon, as determined by each classroom teacher. If your child is on a special diet, the center will serve the snack that you provide, but you must inform the teacher of the child's specific need. If your child has a food allergy, please notify the teacher, and fill out a food allergy alert form to be maintained in the child's folder.

DAILY REST PERIODS:

Provisions will be made each day for each child to rest. Two hours per day (except infants) rest times will be available for each child. At no time will a child be forced to sleep for a 2-hour period; however, some children require more rest than others. Alternative rest period will be offered to those children who do not sleep (addressed on a case-by-case basis). Please provide a nap mat, sleeping bag, and/or a small blanket to cover the cots at naptime. Each child's linen will be taken home every Friday afternoon to be laundered and brought back to the center on Monday morning. We share our space with the First Baptist Church nursery and Sunday school and respect our shared space by maintaining a clean and orderly classroom. **Please label your child's linen, cups, and all personal items with his/her name.**

POLICY OF CHILDREN'S PERSONAL BELONGINGS:

Each child must have 2 complete changes of clothing suitable for the season (underwear, shirt, pants, and socks) at the Center to be used for emergencies. All clothing must be marked with the child's name. Please dress your child in clothing for play and outdoor activities. Select clothing that is washable, sturdy, **free of complicated fastenings (especially for children who need diapers changed or are being potty trained)** and warm for cold days. Children have a **difficult** time running and climbing on the playground equipment with sandals or flip-flops, therefore, these shoes are not allowed due to safety concerns. No boots or cleats are allowed. Velcro tennis shoes are recommended.

Any item brought from home should be safe and suitable for sharing with the group during show-n-tell and should be labeled with the child's name and be able to fit in child's cubby. **PLEASE, DO NOT ALLOW YOUR CHILD TO BRING TOYS TO SCHOOL IF IT IS NOT A SHOW-N-TELL DAY.**

Money should not be brought to the Center unless it is requested for a special occasion. See field trip paragraph for exceptions.

POLICY FOR FIELD TRIPS:

The CDC will take occasional field trips. We need parents/guardians to help chaperone the children. On school-wide trips, if a family member is unable to chaperone, the parent will have to make other arrangements for that child during field trip hours. There will be no reimbursement of tuition for the time. The CDC takes annual field trips (location determined by the Director).

*All toddlers and two-year-olds going on a field trip **MUST** be accompanied by an adult family member.

FIELD TRIP PROCEDURES:

1. Parents are notified at least 1 week before a field trip.
2. Field trip permission forms, that include emergency contact and insurance information, are filled out by the parent for each child participating.
3. A binder containing all the children's information is taken on each trip.
4. First aid kit is taken on each trip in the event of a minor accident.
5. A van driver's form is filled out on each trip that contains each child's name and parent's signature. This is used to check children and supervising adults on and off the van.
6. Each CDC van driver is approved through the church insurance before ever driving a church van (driver must provide copy of driver's license and insurance)

Procedures to follow in the event of a major accident:

1. Call 911
2. Call the FBC Pastor at 256 362 8081
3. Call the Director of FBC/CDC at 256 362 1192
4. Supervise/assist all children until paramedics arrive
5. Call emergency point of contact as listed on the child's contact sheet

If injuries require medical transport, we will provide the location that the child is being transported. A staff member or CDC representative will accompany the transport vehicle. We will not be allowed to divulge any medical information to a parent/guardian.

PAYMENT POLICY PLAN:

Tuition per week: Infants, \$140, Toddlers and Two-Year Old's, \$135; Three- and Four-Year Olds, \$125. **Registration Fee is \$30.00 for first time enrollment or re-enrollment.**

A yearly supply fee of \$100.00 is due by August 31st.

The First Baptist Church Child Development Center operates on a PREPAY basis. Tuition for the week is **due in advance on Monday of each week.** (If desired, more than one week may be paid in advance.) Parents have until the close of business each Tuesday to pay their child's tuition. **If tuition is not received by close of business on Tuesday, a \$30.00 late fee will be assessed.** The tuition fee and the late fee will have to be paid when the child arrives on Wednesday in order for the child to be left at school. We will be unable to make any exceptions. The child may return to school after full payment is made for the week. If payment is not made by Friday of the same week, the child's slot at the school will be forfeited. If parents wish the child to return to school and maintain enrollment, the late tuition, the late fee, and the new week's tuition will be required on the following Monday morning before the child can be left at the CDC. If full payment is not made at that time, the child will be dropped from enrollment, and re-enrollment with a registration fee will be required for the child to return. If a child is dropped due to inability to pay tuition, the parents are still required to pay unpaid tuition plus cumulative late fees for the time the child was enrolled in the center.

REMINDER: There will be some months that will require 5 weekly payments. Please check your calendar. (October, January, April, And July)

A fee of \$30.00 will be charged for any returned checks. There will be an additional charge of \$3.00 (or the fee charged by your individual bank) if a check must be sent through twice. Payment must be made even if your child misses a week due to sickness or vacation.

*******POST DATED CHECKS ARE NOT ACCEPTED*******

If you are late picking up your child, there will be a \$10.00 late fee for the first five minutes beginning at 5:31 p.m. and \$1.00 per minute thereafter.

After the parent is late in excess of 15 minutes, and no arrangement has been made by the custodial parent or guardian for pick up, the emergency next of kin will be notified to pick up the child. If this person cannot be reached, the staff member in charge will contact the authorities for advisement. At no time will the child be left unattended.

Registration fees and supply fees are non-refundable if your child is removed from school or elects not to attend. Please make checks payable to FBC/CDC. Also, in remarks section of the check, write the child's name and the dates covered by your payment.

WITHDRAWAL POLICY:

Parents are required to give a two weeks' notice before removing their child from the CDC. If you do not give notice, you must pay two weeks of tuition.

WITHDRAWAL FOR SUMMER ONLY:

The Director must be notified in writing by the first week of May if the parent wishes to withdraw his/her child from the summer session only. A holding fee of \$100.00 per month (June and July) is required for each child's spot held during the summer. The \$200.00 holding fee entitles the parent to 3 days of drop-in care each month. Drop-in days must be scheduled with the Director.

TERMINATION OF SERVICES:

Children are accepted in the Center who will profit from group experiences in the setting. If a child's behavior is unacceptable and continually hurts others and/or destroys property on an on-going basis, the CDC reserves the right to drop any child from enrollment upon three days' notice to the parents involved. After the CDC has worked closely with parents to resolve problems, grounds for immediate dismissal without notice are as follows:

- a. Severely inappropriate behavior
- b. Past due accounts
- c. The parent is consistently non-cooperative in working with staff or following policies.
- e. Possession of weapons
- f. Possession of illegal or controlled substances
- g. Possession of obscene materials
- h. Acts of vandalism
- i. Willful and intended injury of another person

The Director will meet with the parent to explain the reason for his/her child's dismissal from the Center.

BITING POLICY

If a child bites another child, the parent of the biter will be notified. The parent(s) of the bitee will be notified as well with an incident report. If the skin is broken the teacher may notify the parent through text or a phone call.

If a child bites another child two times (in one day) the child will be moved to another room for an appropriate period of time out. If the child **bites more than three times in one day**, the parent may be called to take the child home.

The Director reserves the right to refuse future acceptance in the program of a child whose behavior is unacceptable.

SECTION IV:

EDUCATIONAL PROGRAM

CURRICULUM:

The Abeka Bible curriculum will be used to teach age-appropriate Bible stories to the children in the two-, three-, and four-year-old classes. Developmentally age-appropriate activities will be implemented with all age groups. Copies of the curriculum used are available in the Director's office.

A child's growth and development are viewed as a process, not just as a sequence of events. Development along the growth process is interrelated with physical, mental, emotional, and spiritual learning. Abeka will instill in your young children a love for God and a basic knowledge of the Bible. This Abeka Preschool Bible Kit will teach children about Old and New Testament stories and how much God loves children. The preschool Bible curriculum lessons tie these elements together with weekly lesson plans that include songs, verses, prayer, and Bible stories. Themes are used by teachers to plan individual and group activities that will meet the needs and interest of children. We are blessed to have teachers who plan learning through active exploration and who are dedicated to teaching children appropriately. Our goal is to help children become independent, self-confident, inquisitive, and enthusiastic learners.

LEARNING CENTERS:

Our rooms are arranged into learning centers. In these learning centers, children make choices, experience hands on learning, enjoy using their senses, and participate in individual and group activities. Activities are provided in the following learning centers: home living, puzzles, books, nature, art, and music.

ART:

With preschoolers, it is the process and not the end product that is important when considering artwork. To that end, please know that much of what your children bring home as "art" will be unidentifiable. However, this offers you a wonderful opportunity to talk to your child about the colors he/she uses, how he/she worked with his/her hands to make art, and what he/she was learning in her classroom that day. Always ask your child to tell you about their artwork.

OPTIONAL ACTIVITY:

Currently, TUMBLEBUS, a privately owned business, comes to offer age-appropriate gymnastics at our CDC. Information is available in the CDC hallway of the childcare area. We do not endorse nor benefit financially from this program and offer information only. There may be other optional opportunities in the future.

MUSIC:

Music is a wonderful tool for teaching young children. Toddlers and up will be exposed weekly to various songs, instruments, and musical experiences. Since children enjoy all aspects of music, a variety of activities will be included in each teacher's lesson plans.

CHAPEL:

Chapel is a special time set aside each Wednesday at 10:00 a.m. to share Bible stories with the children in the chapel.

OUTDOOR PLAY:

Outdoor play is essential to the developing child, and we will play outside daily, weather permitting. Be mindful of weather conditions and dress your child accordingly.

SHARE DAY:

A teacher may designate a specific share day (show-n-tell) for their class and will inform parents of that day. **DO NOT ALLOW YOUR CHILD TO BRING TOY GUNS OR KNIVES/SWORDS TO SCHOOL! THESE ITEMS WILL NOT BE SHOWN FOR SHARE DAY, AND WILL BE TAKEN, AND STORED UNTIL YOU TAKE THEM BACK HOME WITH YOU.**

CALENDARS:

Monthly calendars will be sent home so that you can remain informed about your child's experiences at preschool. Information will be included concerning the topic of study for the week, as well as any information about field trips, conferences, etc.

PARENT/GUARDIAN INVOLVEMENT:

We encourage parents to become involved in our program by assisting with occupational experiences, show-n-tell, field trips, holiday activities and more. Please feel free at any time to discuss your child's development with the teacher or Director during a scheduled conference time. Your child's happiness and constant progress are our top priorities.

Parents are welcome to observe their children at work and play while in our care. There are windows in each classroom for observation. If you request to visit inside the classroom, please note that children do not behave normally when an outsider is present, especially if the visitor is their parent.

There are opportunities to volunteer. Please see director for information.

PARTIES:

We welcome birthday celebrations! A birthday is a very special day for your child. Parents may furnish cookies, cupcakes, pizza, etc. for snacking or lunch on your child's birthday. If you wish to celebrate your child's birthday at school, please notify the teacher in advance. Invitations to individual birthday parties can be sent home with the children if all the children in the class receive one.

PHOTOGRAPHS AND SOCIAL MEDIA:

The Center reserves the right to publish photographs of the Center's children, as well as, any work created at the Center, including but not limited to children's artwork, class pictures, etc. We take pictures and videos of the children on a regular basis as a way of documenting your child's learning process. Photos may be used for marketing and advertising our FBC/CDC. **By signing the attached parent handbook agreement form, you will be giving FBC/CDC permission to use your child's image. If you do not wish to have your child's pictures and/or videos used for these purposes, please note your exception on the same page.**

COMPLAINTS:

Parents/guardians may address any issues or concerns to the Director or Pastor by phone, in a conference, or in writing. You may also give suggestions in writing to the Director or a member of the Church Weekday Education Committee. Each issue will be addressed as soon as possible. It is our goal to provide a safe, happy, and Christ-like environment for your child. Any concern of abuse must be directly reported to the Pastor or other ministerial staff.

COMMUNICATION AND CONFERENCES:

We strive to always keep the lines of communication open. Our staff must cover an eleven-hour day; therefore, our lead teachers may not be here at your time of arrival or departure. If you have a need to speak to one of our teachers, please call the CDC office and leave a message for that teacher to call. Many of our teachers communicate through text or social media. Please consult with them to share modes of communication best suited to your schedule and availability. Children in our infant classes will bring home daily information sheets, while the older classes have daily information posted or provided in the classroom cubbies. Weekly lesson plans and

schedules are available from your child's teacher. We will send home additional notes and/or letters to keep you informed of activities here at the center. We encourage you to visit the church website to access other important information at www.fbctalladega.com

Each pre-school teacher will schedule at least one conference during the year so that your child's progress in all areas of his development can be discussed with you. Nevertheless, if at any time you would like to discuss any aspect of your child's preschool/daycare experience, please feel free to make an appointment with your child's teacher.

DISCIPLINE:

Every effort will be made to use a firm, positive, Christian approach to discipline. Love, firmness, consistency, and change of pace in activities to accommodate short attention spans are usually all that is needed. However, if these fail, "Time Out" will be used. If "Time Out" proves to be ineffective, a parent/teacher conference will be scheduled to discuss the child's behavior. If the conference does not resolve the child's behavior, suspension will occur.

The FBC/CDC does not practice any form of corporal punishment. Behavior such as hitting, biting, pinching, shaking, threatening to physically hurt, or verbal demeaning others is unacceptable for staff, parents, and children while at the FBC/CDC.

The FBC/CDC will not tolerate any harassment or bullying. Bullying is defined as unwanted or aggressive behavior that involves a real or perceived power imbalance. The Director is to be notified immediately of any such activity involving students, parents, or staff.

SECTION V:

DAILY ROUTINES AND PROCEDURES

DAILY SCHEDULES:

The FBC/CDC opens at 7:00 a.m. and closes at 5:30 p.m. Each classroom, depending on the age, has its own schedules. Upon request, your child's teacher will provide the daily schedule and the schedules are posted in the respective classrooms.

ITEMS NEEDED TO ENSURE QUALITY CARE

The FBC/CDC staff wants to assure your child is properly cared for while in our Center. Parents are responsible for providing the necessary items for daily care.

Standard Supply:

Infants: 6 weeks to 12 months

Diapers – weekly

Wipes – weekly

Formula /milk– (Breast milk must be brought in COLD every day and labeled with child’s name and the date)

Minimum of 2 sets of seasonal changing clothes – at all times

Toddlers: 12 months to 24 months

Diapers or pull-ups – weekly

2 sets of seasonal changing clothes – at all times

2 sippy cups – cleaned at home daily and labeled with names

Nap mat and/or small blanket (sleep toys are ok but not encouraged
(Pacifiers can be used at nap time only)

*Children are beginning to use forks and spoons, so mealtime will get messy. We clean and wipe the children’s faces and hands regularly. Please dress accordingly and understand that spills do happen.

Twos: 24 months to 36 months

Training underwear/pull-ups for naptime (This is the potty-training class and we do not recommend diapers.) **We would like to have easy open with refastenable sides if possible.**

Minimum of 2 sets of seasonal changes of clothes – always

1 sippy cup – cleaned at home daily, labeled with name.

Nap mat and/or small blanket (sleep toys are ok but not encouraged)

NO bottles are allowed. Pacifiers are not allowed.

*When potty training begins, please dress children in clothes that will help increase independence of this new skill. Clothes to avoid are overalls, onesies, jumpers, and body shirts.

**If your child has a “bathroom accident” in his/her clothing, the teacher will place soiled garment in a plastic bag to be returned to you. For health and safety reasons, our teachers will not rinse, or wash the soiled garments.

Threes and Fours:

2 sets of seasonal changes clothes, socks, underwear, extra clothes– always

Nap mat and/or small blanket

NOTE to ALL AGE Groups: Please dress children in play clothes. Children should not have to worry about getting clothes dirty while they are playing, learning, and having fun. If the child

has an appointment or special activity, please inform your child's teacher so that we can clean him/her up before you pick up child. If your female child chooses to wear a dress or skirt, shorts or leggings should be worn underneath.

Please address specific questions to your child's teacher. The above lists are subject to change according to age-appropriate needs.

SECTION VI:

HEALTH AND SAFETY

GENERAL GUIDELINES FOR PARENTS WITH SICK CHILDREN:

If you take your child to the doctor for any illness, bring a note from your child's doctor documenting the fact that your child is no longer contagious when he/she returns to the CDC. If a child is too sick to go outside to play, he/she is too sick to attend the center. In order to maintain adequate teacher/child ratios, we are unable to keep a child from outdoor play.

- **Flu:** Center exclusion period- minimum of 48 hours after child is given shot or started on oral medication and fever free for 24 hours **without** Tylenol or Motrin.
- **Strep Throat:** Center exclusion period – minimum of 24 hours after child is given shot or started on oral medication and fever free for 24 hours **without** Tylenol or Motrin.
- **Runny Nose/Mild Dry Cough** (no other symptoms or fever): May continue to attend school unless conditions persist more than 7 days.
- **Pink Eye** (or other eye infection): Center exclusion period-to be determined by physician. A note is required.
- **Diarrhea/Vomiting:** May not return to center until free of fever, vomiting and diarrhea for 24 hours. If your child develops diarrhea (**twice**) or vomiting (**once**) while at school, you will be called to come get your child.
- **Rashes (non-allergic):** Center exclusion period – keep home until fever free for 24 hours.
- **Fever:** Must be free of fever for 24 hours without medication before returning to school. Parents will be called to pick up their child if fever is 101 degrees or above.
- **Lice:** May return once treatment is given and no nits are present.
- **Ringworm:** Area must be under treatment with medication and must be kept covered with bandage while child is present in the CDC.

- **Chicken Pox:** Center exclusion period – at least 6 days after onset of rash. All wounds must be scabbed over. No note is required from a physician if above conditions are met.
- **COVID:** If a child shows symptoms of low-grade fever, cough, and runny nose and are tested for COVID, they may not return until the results of the test are negative. If the test is positive, students may not return until the doctor has cleared them to return.

ILLNESS OF CHILDREN, NON-ADMISSION AND RE-ADMISSION:

The parents must provide the child’s health record signed by the child’s physician or the health department. The reports must include records of immunization.

Children must not be brought to the CDC if they have:

1. Severe colds
2. Undetermined rash or spots
3. Fever within a 24-hour period – 101 degrees or higher
4. Severe headaches
5. Upset stomach
6. Vomiting/Diarrhea
7. Lice
8. Other Symptoms of illness

Parents will be notified to pick up their child immediately if signs of illness occur during the day. Children must be picked up within 30 minutes from time of call. A child must be free of fever **without** Tylenol or Motrin for 24 hours or free of vomiting/diarrhea for 24 hours before returning to the CDC. If a child is sent home from the CDC due to illness, the child must be symptom free for 24 hours. For example, if a child is sent home sick on Tuesday, he may not return until Thursday. **If your child continues to show signs of sickness, we will require a doctor’s excuse to return to school.**

A child may return to the CDC after a communicable disease only after the doctor has released the child and/or he is symptom free for 24 hours. Please use common sense in bringing your child back to school for his protection, as well as the other children’s. Directors, teachers and daycare workers will be notified of any widespread illness, in an effort to help prevent the spread of disease.

Parents must keep current the name of the child’s doctor and the name of other adults to contact in the event a parent cannot be reached. Parents should report any illnesses or exposures to communicable diseases outside the center to the center staff, so that the director may alert other parents. The Director will inform parents when children have been exposed to a communicable disease at the center.

ADMINISTERING OF MEDICATIONS:

Only with the parent’s signed and dated request will the CDC staff administer medicines. NO EXCEPTIONS! Medicine Administering Forms are located in the Director’s office. All

medication must be in original containers with the child's name and instructions. Staff will follow instructions on the label and will not give out-of-date medication.

**All medications should be hand delivered to the CDC Director or the staff member in charge. All medication will be kept in a secure location.

SECTION VII

INCLEMENT WEATHER AND EMERGENCY PLANS

BAD WEATHER CONDITIONS:

Children will not go outside for playtime if the temperature is below 45 degrees or if the heat index is above 100 degrees.

In regard to severe weather, our first priority is to safety while being attentive to the needs of our parents. The Pastor, Child Development Center Director, and Chairman of the Children's Weekday Education Committee will make an informed decision regarding closing the CDC in inclement weather based on the most current and accurate weather information available.

In order to provide better service to the parents of those enrolled in our Center, the CDC may not be closed or close early due to inclement weather even if Talladega City and County Schools close early. Please consider the following policies:

- a. In some cases, the Center will remain open if the CWEC, Director, or Pastor determines that it can safely provide services to those attending the Center on those days.
- b. Parents and staff will need to check our schedule for the day by either contacting the Center by phone or by visiting our church's Facebook page, which is <https://www.facebook.com/firstbaptistchurchtalladega> or by visiting the Center's Facebook page with is <https://www.facebook.com/childdev.center>.
- c. You may also receive updates by joining our Remind 101 text reminder. You may do so by

texting code **@48be36** to phone# **81010**. This text will allow you to receive messages from the director, but no one can reply.

d. In the event of inclement weather during a regular day, we will post announcements to inform our community whether the Center will close or will remain open. Please assess local TV and radio stations for verifications of opening/closing/and delayed openings.

EMERGENCY PLAN FOR SITUATIONS WHEN CHILDREN MUST REMAIN WITHIN THE FBC/CDC BUILDING

When a warning is given (tornado, earthquake, chemical release, active shooter, or other) - all children and teachers will follow established procedures for fire drills and emergencies. We are prepared for shelter in place procedures. Our policy guides are available in the CDC office for your review.

The FBC/CDC has emergency kits and supplies on hand and will be equipped with telephone and cell phones for communication purposes. Be aware, if an emergency arises, the children will be kept safe and cared for until an all clear is given. Please call the CDC number 256 362 1192 or the church office at 256-362-8081 for information.

BUILDING - EMERGENCY EVACUATION PLAN

If a fire alarm sounds, or if an alert is given to evacuate the FBC building, children and staff will immediately stop what they are doing and proceed with an emergency drill. Our route to exit the building is posted in the classrooms and all teachers have directions. When the all-clear signal is given, the children will look to their teacher for further directions. If re-entry is impossible, parents will be called using cell phones to make emergency pick-up arrangements. If re-entry is possible and conditions are favorable, we will return to our designated classrooms or a safe area in the church.

EMERGENCY PLAN FOR SITUATIONS WHEN CHILDREN MUST REMAIN HOME DUE TO STATE GUIDELINES

When a state recommended shut down is given (weather, epidemic, pandemic, etc.) - all children and teachers will follow procedures handed down from the local government. We are prepared to follow the Alabama Department of Public Health guidelines if implemented. Our policy guides are available in the CDC office for your review.

If we are closed due to government shut down parents will not be charged for this time.

SECTION VIII

CALENDAR OF EVENTS AND ACTIVITIES

SPECIAL EVENTS

Field trip to the Pumpkin Patch – October 13th

Trunk-of-Treats will begin at 9:00 a.m. on October 27th. Students can dress in costumes, but, please, no witches, ghosts, vampires, etc. Parents volunteer to decorate in the hallway around the first floor of the church and children will receive candy/treats from them.

Christmas Parties – The children may exchange presents at the teacher's discretion. The birth of Jesus will be emphasized during this season. The date of these parties will be decided by the teachers of each class.

Valentine's Day – Children prepare special mailboxes and play postmen, passing out their Valentines to their classmates. Each class will have a party. February 14th

Easter –This is the most important of Christian holidays. We will celebrate our Savior's resurrection during this special time of the year. The children bring or make special baskets and have an Easter egg hunt and party Thursday, March 27th.

Four-Year-Old Celebration – A celebration will be held in May to recognize the children completing our program. Our pre-k teacher will determine the date closer to the end of the year.

CLOSINGS AND HOLIDAYS FOR 2022-2023 SCHOOL YEAR

LABOR DAY	September 4, 2023
THANKSGIVING	November 23-24, 2023
CHRISTMAS BREAK	December 25-29, 2023 (No Payment Required)
NEW YEARS DAY	January 1, 2024
MEMORIAL DAY	May 27, 2024
EMPLOYEE VACATIONS	July 1-5, 2024 (No Payment Required)

CHILD TO STAFF RATIO (DHR mandated):

0 up to 18 months - 5:1
18 months up to 2 ½ years - 7:1
24 months up to 36 months 8:1
2 ½ years up to 4 years – 11:1
4 years up - 18:1

CONTACT PERSON FOR CHILDREN OR TEACHERS:

**Call Mrs. Haley Armbruster, the Director, or Autumn Farmer, the Assistant Director, at
(256) 362-1192 during regular business hours**

FIRST BAPTIST MINISTRIES

First Baptist Church provides many opportunities for preschoolers to have happy times at church learning through Bible teaching activities. Families are invited to participate in Bible study and worship services during these times:

SUNDAYS:

Sunday School:

9:15 a.m.

Sunday Worship Service:

10:30 a.m. and 5:00 p.m.

TUESDAY:

Ladies Bible Study:

9:30 a.m.

WEDNESDAYS:

Supper:

5:15 p.m.

Adult Prayer Time:

6:00 p.m.

Adult Choir:

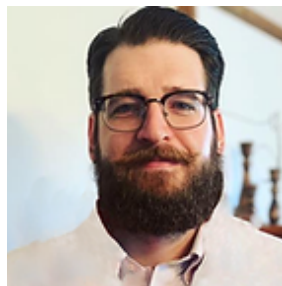
6:15 p.m.

Team KID:

6:00 p.m.

MEET OUR PASTOR

ROBERT KLOTZ



Robert accepted the call to serve as Pastor of First Baptist in February of 2017. He previously served as pastor of Perdido Baptist church for six and a half years. Robert and his wife Heather have been married since 2010 and have three girls, Hannah, Leah, and Ester.

Robert is originally from Lawrenceville, Georgia where he graduated from Brookwood High School. He attended Auburn University until God called him to seminary, and he earned a Bachelor of Arts in Christian Ministry from Leavell College at New Orleans Baptist Theological Seminary in 2010. He continued at NOBTS to earn a Master of Divinity in 2015.

Robert's passion in pastoral ministry is for church revitalization. His personal ministry objective states: I desire to glorify God in my ministry by leading a church to fulfill the Great Commission by making disciples of all nations, and to obey the Great Commandment by delighting in God and loving others with the love of Christ.

“TRAIN UP A CHILD IN THE WAY HE SHOULD GO, AND WHEN HE IS OLD HE WILL NOT DEPART FROM IT”.

(Proverbs 22:6)

**First Baptist Church
Child Development Center
Talladega, Alabama
256-362-1192**