

Crockett Day
School
and
Activity Center

Parent Handbook
2016-2017

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Dear Parents,

Thank you for choosing Crockett Day School and Activity Center! We realize that you are entrusting us with your most precious treasure. We acknowledge the awesome responsibility we have as we work with you in laying the Christian foundations for your child. The CDS is a ministry of the Conley family for our community, and we are here to ensure a safe, pleasant environment for you and your family.

This parent handbook has been formatted to help you understand our policies and procedures. In writing this handbook, we kept the safety and well-being of our children and staff at the center of our decisions. The majority of our policies have been set to protect the children, so that we are able to care for them to the best of our ability. Please take time to familiarize yourself with the information in the handbook. If you have any questions, or if there is anything we can do for you, please let us know as we strive to serve you and your family.

Sincerely,

CDS Staff

“Train up a child in the way he should go: and when he is old, he will not depart from it.” (Proverbs 22:6)

Crockett Day School Purpose:

The Crockett Day School is a ministry of the Conley family. We will provide a Christian environment with quality training that will help children become whole persons – physically, socially, educationally, spiritually, and emotionally. The CDS will be a cooperative ministry between the staff and parents for the care and development of the children enrolled in our program. We seek to minister to parents in such a way that it may allow the Gospel to be presented and Christian homes established and strengthened.

“The Crockett Day School does not discriminate against any person seeking entrance into our program on basis of race, creed, sex, national origin, handicaps, and/or religious beliefs.”

Fees:

A \$100 non-refundable fee is required to hold your child's spot in the program. This fee will be credited towards your first week of care.

A \$50 supply fee per family will be charged during the first week of care. This is non-refundable and paid yearly.

Tuition:

\$130.00 per week for all day school students

\$125.00 per week for the 2nd child

\$100.00 per week for Monday, Wednesday, Friday

\$70.00 per week for Tuesday/Thursday

*If you are part time, you can only come on your assigned days. For part time, we will work with you to help you find a partner to split a spot. **All fees must be paid whether your child is here or not!**

*For full time students during the regular school year, we will offer two summer options:

Option A: You pay a \$130 non-refundable fee to hold your spot during the summer. Your child will return in the fall. Your first payment will be due one week before your child returns to CDS.

Option B: Your child continues to come to CDS part-time during the summer months. \$100 for Mon, Wed, Fri or \$70 for Tues/Thurs (*If part time spot is available.)

*We will be open 50 weeks out of the year. Here are our **CLOSED HOLIDAYS!** Please note the days we will not be open: Good Friday, Memorial Day, 4th of July, Labor Day, 3 days for Thanksgiving – Wednesday, Thanksgiving Day, Friday, and December 24, 25, 26, New Year's Day

Bank Draft

*If your bank account information changes, it is your responsibility to make sure that you fill out a new form before the next payment is due.

*There will be a \$35.00 returned check fee. Any account with 2 returned checks will be required to pay cash only.

*All payments are due on Monday. You must stay paid one week ahead. The Director will contact parents of unpaid accounts. A late fee of \$10 will be applied to the account. Failure to pay by Friday will result in the child not being accepted back into the center until all payment of past due tuition, current tuition, and late fees are paid.

Removing Your Child from CDS

**If you choose to pull your child out for any reason, a written two-week notice must be given. Payment is due for the two-week notice period whether or not the child attends CDS during those two weeks. Any outstanding fees must be paid in full on or before the child's last day.

Termination of Care

Your child's care could be terminated with or without notice for any of the following reasons:

- Failure to complete required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Inability to meet the child's needs without additional staff
- Lack of payment
- Lack of respect for staff or other children by the parent or the child
- Violence upon any person or child

Daily Routines:

Arrival – All children **MUST** arrive before 9:00 a.m. unless you have a Doctor's note from an appointment. If not, your child will not be allowed to stay. If you want your child to come after 9 am, you must bring a Doctor's note and schedule the late arrival with the On-Site Director. The child needs to arrive before 10:30 a.m. or after 2:00 p.m. *Children who arrive late are off of their schedule and usually do not take naps. It is unfair to ask them to lie quiet for 2 hours while the others are napping. In addition, the late child may wake up the others if he/she enters during naptime, which is disruptive to the schedule of the other children.*

***If your child is not coming to school, PLEASE call the On-Site Director before 9am so that we can plan our day accordingly.**

Sign-In and Sign-Out – It is **MANDATORY** that you sign your child in when he/she arrives, and you must sign your child out when he/she leaves. Sign-In/Sign-Out must be completed by the adult responsible for bringing the child or taking the child home. (Not little brother or sister)

Alcohol and Substance Abuse – For the safety of your child, no child shall be released to an adult under the influence of alcohol or substance abuse. If the staff suspects this, another responsible adult on your child's release form will be called to pick up your child.

Late Pickup Fee – A late fee will be charged for any child who has not been picked up from CDS after 5:30 p.m. **The charge is \$1 per minute.**

Supplies/What to Bring:

1. extra clothes to leave in child's cubby (weather appropriate)
2. Oversized Art Shirt
3. Diapers/Pull-ups for your child

4. 2 packs of wipes (first of the month – All children will share wipes.)
5. 2 boxes of healthy snacks (first of the month– All children except infants.)
6. Sunscreen and/or OFF for your child – (This will be kept in your child's cubby.)

Breakfast – We will provide breakfast for the children, and it will be cleaned up by 8:30 a.m.

Lunch – You need to send a lunch for your child. We do have refrigerators and microwaves available for use; however, lunch gets complicated when everyone needs to heat something up daily. Please limit your use of the microwave if possible. Friday will be **FUN LUNCH FRIDAY**. We will have options for lunch (pizza, cheeseburgers, chicken nuggets) for \$3.00.

Bedding – Your child will need **CLEAN** bedding every Monday. Teachers will send blankets/mat covers home on Friday for you to wash and return to school on Monday. Your child needs a blanket and a 2-inch mat with a cover to use for nap time.

Shoes/Clothing – Children must wear rubber soled shoes or tennis shoes. This is for the protection of your child's feet! Weather permitting, we will play outside, and we will work with various art supplies, so please dress appropriately.

Backpacks/Diaper Bags – Bags are only allowed for children under the age of one (state regulation). No backpacks needed. Infants only need bags to carry bottles.

Toys from Home – We provide a variety of play equipment at CDS, which makes it unnecessary for your child to bring extra toys from home. Bringing toys from home usually causes problems among the children. CDS is not responsible for lost, broken, or stolen personal toys. However, if you have any gently used toys or books that your child has outgrown, we will gladly accept those as a donation.

Notices – Parents are given information through our Parent Bulletin Board, website, Facebook page, and PAWS Newsletter. Any additional notes that need to be sent home will be placed in your child's folder. Please check this daily!

Emergency Information:

- The CDS will not release your child to anyone other than the parent/guardian unless there is written permission from the parent/guardian. No exceptions!
- During Registration, you will fill out a detailed list of everyone who can/cannot pick up your child. Please be as thorough as possible!
- Please keep all emergency information current! **If phone numbers change after initial enrollment, please notify the On-Site Director so that this information can be updated!**

- We cannot stop biological parents from picking up their child unless we have an order of the court.

Child Abuse/Neglect

We understand the importance of family unity; however, if a time arrives when any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it to the Department of Children's Services. The CDS will abide by this law.

Emergency Disaster Plan:

In the event of a fire, staff members will take the children out the closest exit and go to the play field. We will remain there until we have an "all clear" from appropriate authorities.

In the event of a severe thunderstorm or tornado, staff members will take all children to the basement of the nearby Church.

In the event of an earthquake, staff members will assist all children in getting under any available furniture. The On-Site Director will be responsible for shutting off the gas.

In the event of a bomb threat, staff members will follow the evacuation plan outlined in the event of a fire.

In the event of violence or a threat of violence, a staff member will notify the On-Site Director and call local authorities.

Biting Policy

Biting is an age related concern that usually happens during the toddler years. To prevent biting, the CDS will communicate with you if this becomes a concern. We will encourage children to use their words to express themselves.

CDS's Action if Biting Occurs:

- Teacher will clean the bite.

- The biter will be encouraged to comfort the bitten child and apologize if old enough to do so.
- Parents will be notified immediately if excessive biting occurs.
- The incident will be logged into both children's files.
- A note or email will be sent to the parents of the children involved.
- ****PLEASE** realize that because of privacy policies, we **CAN NOT** tell you who bit whom. **PLEASE** do not put our caregivers in an awkward situation by asking them about the other child.

Policy for Illness:

This policy is based on the Tennessee Department of Human Services, Day Care Licensing Regulation, the National Center for Disease Control, and Recommendations for Safe and Healthy Child Care.

1. We **MUST** keep an updated immunization record on file at CDS. We will not accept children if they are not immunized. All immunizations must be up to date.
2. If a child becomes ill at CDS, his/her parents will be called to come and take him/her home. *The child must be picked up within the hour.* The child will not be allowed to return for 24 hours.
3. For the protection of all of the children, no child who appears to be ill will be allowed to stay at CDS.
4. Do not give a feverish child Tylenol or Motrin and then send them to CDS. The medicine will wear off, and your child will expose everyone else to the illness. It is unfair to the other children, parents, and caregivers to send a knowingly ill child into the school.
5. It is important to realize that if a child is unable to participate in daily activities, then he/she does not need to be at school.
6. Prior to returning to CDS, after any illness or incident, we reserve the right to require doctor's release. The following always require a doctor's release:
 - all childhood diseases – chicken pox, measles, etc.
 - all surgical procedures – including same day
 - all hospitalizations

Guidelines for Illness:

Fever: Temperature of 100.5 or higher. Child may return after **FEVER FREE** for 24 hours. Please do not give child fever medicine and send them to CDS.

Vomiting: One incident requires child to be sent home. Child may return after 24 hours of no vomiting.

Diarrhea: Two incidents requires child to be sent home. Child may return after 24 hours of no diarrhea.

Pink Eye: Child may return after administration of medicated eye drops for 24 hours.

Thrush: Child may return after treatment has begun.

Strep Throat: Child may return after administering antibiotics for 24 hours.

Flu: Child may return after completing full round of prescribed medication and FEVER FREE for 24 hours.

****THIS IS FOR THE PROTECTION OF ALL OF OUR CHILDREN!!**

Medicine Policy:

1. Medicine must state that is has to be administered 3 times a day for CDS to administer it at all. The morning and evening dose must be administered at home. CDS will only administer one dose of this medicine during the day.
2. All medication taken at school has to be prescribed from the doctor. (labeled by pharmacist with the child's first and last name, name of medication, date prescription filled, name of healthCare provider who wrote prescription, expiration date, administration, storage, and disposal information)
3. The parent must fill out all information on medicine chart.

Allergies/Health Concerns:

- If a child has any **allergies**, you need to tell the On-Site Director and your child's teacher. This information must be posted in the classroom.
- Please notify the CDS of any asthma, seizure disorder, acid reflux, etc.
- If a child has any change in his/her regular diet (ex. food/milk), then we will need a doctor's statement telling this information and for how long the change will remain in effect.

