

# Crockett Day School and Activity Center, LLC

## Parent Handbook

2017-2018

33 North Locust Street  
Alamo, TN 38001

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CDS Phone: 731-696-4457

Mandy's Cell: 731-345-0250

Website: [www.crockettdayschool.com](http://www.crockettdayschool.com)

Revised July 2017

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.

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

### New Students:

Space is limited in each class. For prospective new students, spaces will be filled on a first come-first serve basis. To apply, you need to fill out an application and Mandy will either give you a spot if it is available OR you will be placed on a waiting list and contacted in the order in which applications were received when a spot opens. When you accept your spot, a \$100 non-refundable fee will be paid to hold your spot until the day you begin care. When you begin care, this fee will be credited towards your child's first week tuition. Your full payment for the week plus the supply fee will be due one week before your child begins care. If you do not begin care on the scheduled day, you will either have to pay \$130/week to hold your spot until you begin or you will forfeit your spot and it will be offered to the next person on the list. When you are placed on the waiting list, you will need to tell the Director your anticipated start date and your child's age on that start date. If you are requesting to start months or a year later, there is no guarantee that a spot will still be available for you. You will remain on the waiting list; however, if someone else needs that spot, you do not have a guaranteed spot. The only exception is for pregnant moms who need a spot for a newborn baby. If you have a newborn, you will be placed on the waiting list with your due date and anticipated start date at CDS. (We understand sometimes due dates are wrong.☺) The \$100 non-refundable fee will hold your spot until you are finished with your maternity leave and ready for your child to start. If you do not

begin care as scheduled you will need to pay \$130/week to hold your child's spot, or your spot will be given to the next child on the waiting list.

### Payments:

\*All payments are due on your child's first day of care each week. You must stay paid one week ahead. Elizabeth Conley, the Accounts Manager, will contact parents of unpaid accounts. A late fee of \$10 will be applied to the account if payments are more than a week late. 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. Please realize that we have to pay our monthly bills and teacher salaries whether your child is here or not.

Tuition: Full Time: \$26/day for all full time students (\$130/week)  
\$25/day (\$125.00 per week) for additional full time child/children  
Part Time: \$26.00/day  
Pre-K/School Age Afterschool: \$11/day  
Half Day for Pre-K/School Age when their school has a half day: \$18/day

### Full Time:

Full Time Students pay \$26/day. If we are open, you pay to hold your child's spot whether your child attends or not. The only days you do not pay are for days when we are closed. On those weeks, please deduct \$26/day from your payment.

### Part Time:

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. For part time and full time students, all fees must be paid whether your child is here or not! If we are closed on a day when your child normally attends, you can deduct \$26 from your weekly payment. If you need to add an extra day, you must contact Mandy to see if space is available. If we have an opening for an extra day, please pay the extra \$26 on that day and put a note with it in the mailbox so that Elizabeth knows you came an extra day.

### Summer Options:

Option A: You are full time during the school year, and you continue to be full time during the summer. No changes. You will be allowed one vacation week during the summer months. Other than that, all policies remain the same. Please let us know your week for vacation.

Option B: You are part-time during the school year, and you continue to be part time during the summer months. No changes. Part Time does NOT get a vacation week during the summer.

**Option C:** You pay a \$130 non-refundable fee to hold your spot during the summer. You also pay for the first week of your child's care for the fall before your child's first day of care. Your child will return when teacher inservice begins for the fall semester.

**Option D:** You are full time during the school year, and change to part time during the summer months. You will follow the policy for part time. You will have to discuss this with Mandy to verify which days are available for part time. The fee is \$26/day. Once you sign up, you pay for the days you choose each week. This will allow you to choose your days during the summer. If you sign up to attend, you will be billed for all of the days you choose even if you do not come. We will already have our staff in place to care for your children.

### **Holidays:**

\*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, 4<sup>th</sup> of July, Labor Day, 3 days for Thanksgiving – Wednesday, Thanksgiving Day, Friday, and December 24, 25, 26, New Year's Day (If holidays fall on a weekend, we can choose to observe the holiday and close on a week day before or after the holiday.)

\*If we are closed for a holiday on a day that your child normally attends, you can deduct \$26 from your payment. No one pays on days when we are closed.

### **Billing Statements:**

Elizabeth Conley is our Accounts Manager. She will be glad to answer any questions that you have about your payment or your statement. Elizabeth prints a statement for every family at the end of each month. This will be sent home with you when your child is picked up. The best way to contact Elizabeth is to email [crockettdayschool@gmail.com](mailto:crockettdayschool@gmail.com). You can bring your payment to CDS and put it in the payment mailbox outside of the office or you can mail your payment to CDS: 33 N. Locust St., Alamo, TN 38001.

### **Reading your Statement:**

- In the Amount Due box, if you have a negative (-) number, that shows a CREDIT. As of the date the statement was printed, you do not owe anything. Your remaining amount will be applied to the next week's bill.
- If you show \$0 due, you have paid everything due as of the date the statement was printed.
- If you have an Amount Due in the box, you need to make a payment, please. Plus, you will need to go ahead and pay for the following week. We ask that you stay paid one week ahead so that you don't get behind in your payments.

### **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/Expulsion Policy:**

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
- Continued misbehavior that can't be resolved (hitting, biting, etc.)

### **Daily Routines:**

**Arrival** – We request that all children arrive before 9:00 a.m. unless you have a Doctor's note from an appointment. If not, your child may 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.**

**Breakfast** – All children will be served breakfast, and it will be cleaned up by 8:30 a.m. We will request breakfast foods to be sent in the monthly supplies.

**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. Most Fridays 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 Newsletters. Any additional notes that need to be sent home will be placed on your child's hook or sent home by the teachers.

### **Emergency Information:**

- 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 center of the building.

**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 and work on a plan for your child. 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.
- The biter will be removed from the group and taken to the Director's office. Parents will be notified by an immediate phone call from the Director or Assistant Director when biting occurs. Parents will also sign a write up form when they come to pick up the child that will remain in the child's file.
- The incident will be logged into both children's files (write-up).
- 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.

1<sup>st</sup> and 2<sup>nd</sup> time a child bites: Call parents; write-up

3<sup>rd</sup> time a child bites: Call parents to come immediately for a meeting with Director/Asst. Director/teacher; work on a plan to correct the biting; write up

4<sup>th</sup> time (or more) a child bites: Call parents to come immediately and take the child home for the rest of the day; meet with Director, Asst Director, and/or teacher to discuss what can be done to correct this behavior; write up



If biting continues, additional steps will be taken as the Director and Owners see necessary. This might be different for each child due to their ages. We understand that biting is a phase, but we will not tolerate excessive biting as it is not appropriate for the other children who get bitten.

### 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!!**

**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.

**Supplies and \$50 Supply Fee:**

Each teacher will have a monthly supply list for her class. Please bring your requested supplies on the first week of each month.

Instead of asking each child to bring school supplies, there will be a **\$50 yearly Supply Fee** for each family. Everyone will be charged the \$50 fee on August 1. If you are not enrolled in August, this fee will be billed during your first week of care at CDS. This helps to cover the cost of curriculum, new teaching materials, toys, playground equipment, extra snack, milk, paper towels, etc.

Supply Fee if you start care Aug, Sept, Oct: \$50

Supply Fee if you start care Nov, Dec, Jan: \$35

Supply Fee if you start care Feb, Mar, April: \$25

Supply Fee if you start care May, June: \$15

\*This will be billed during your first week of care or to everyone who is enrolled in August.

**Monthly Supplies for CDS Infants - 4 year olds**

## Boys

\* 2 rolls of paper towels

\* 2 boxes of breakfast foods – We try to avoid sugary foods for breakfast. Powdered donuts and Pop Tarts are OK sometimes. Here are some foods they like for breakfast:

- NutriGrain Bars
- Fruit Loops
- Cheerios/Honey Nut Cheerios
- Fruit Cups
- Cheese Cubes and Crackers
- Quaker Oat Granola
- Nature Valley Granola pieces
- Yogurt cups
- mini muffins

## Girls

\* 2 rolls of paper towels

\* 2 boxes of Snacks

Here are some suggestions:

- Jello or Pudding cups
- Vanilla wafers
- Fruit snacks
- Goldfish crackers
- Cheez-Its
- Scooby Snacks
- Cheetos or Cheese Balls

**PreK and School Age Monthly Supplies:** Please send 2 boxes of snacks and 1 roll of paper towels each month. Drink mix (ex. Crystal Light Lemonade) is also used if you would like to send that.

