

Dear Kindergarten Parent,

The teachers and staff of Ridgecrest CDC are pleased that you have chosen our kindergarten program for your child. It is our belief that all children are a gift from God and should be nurtured and loved not only by parents but by all who have a part in their care. We are honored by your show of trust in entrusting us with him or her.

It is our goal to provide each child enrolled in our kindergarten program with a safe, loving and structured Christian environment where appropriate growth and development can take place. This handbook has been provided so that you will know what you can expect during your child's enrollment with us. If at any time you have questions, concerns or suggestions regarding our program, please feel free to contact us.

We are excited about a new school year and looking forward to seeing all that God will accomplish in the lives of our students through the ministry of the CDC. Our prayer is that everything we do will glorify Him.

In His Service,

Shirley Leach

Shirley Leach
Director

**RIDGECREST CHILD DEVELOPMENT CENTER
PRESCHOOL**

Hours of Operation:

Preschool: Monday through Friday

Half Day program - 8:00 a.m. to 11:00 a.m.

All Day program - 6:30 a.m. to 5:30 p.m. (Maximum stay 48 hours per week)

Enrollment

The following items will be required for admission:

- Enrollment application
- Certificate of Immunization (blue slip)
- Emergency Medical Treatment Form
- Copy of Birth Certificate
- Annual, **non-refundable** registration fee (\$100)
- Annual, **non-refundable** activity fee (\$25)
- Affidavit
- Two letters of recommendation (Friend, employer, pastor, etc. that are not relatives)
- Child must be toilet trained
- Interview

Holidays:

The following holidays will be observed with the preschool and day care being closed:

New Year's Day (January 2) Labor Day (September 5)

Good Friday (April 14) Thanksgiving and Friday after (November 24-25)

Memorial Day (May 29) Christmas Eve and Christmas Day (Dec. 23 & 26)

4th of July (July 4)

In service Day for Teachers July 28

Additional breaks and holidays for K-3, K-4, and K5:

Thanksgiving (November 21-25)

Christmas Break (December 91-January 2)

Martin Luther King, Jr. Day (January 16)

President's Day (February 20)

Spring Break (March 27-31)

Last Day of School (May 12)

*Children who attend day care as well as kindergarten will be able to come during the days the CDC is in operation. Day care **MAY** be available for those who do not normally attend day care for a daily rate per child. Arrangements must be made with CDC Director.

Hazardous Weather:

If the Dothan City Schools are closed an entire day due to bad weather, the center will also be closed. If the closure is due to power outage the CDC will be open. Announcement will be made on the local radio and television stations. Mass text messages may be sent to parents with a cellular phone number on file. Parents are to follow normal departure procedures when picking a child up early. Parental discretion is advised when bringing children during bad weather or when picking them up early.

Tuition and Fees

It is our goal to provide the best possible care for your child while he/she is enrolled with us. The CDC depends on tuition payments to employ the best staff and operate our facility in the most cost-effective manner. Tuition payments are made through the FACTS Management Company. We do not accept cash, checks, debit or credit cards. It generally takes 10-14 days for the first payment to be processed. Parents should create an account with FACTS by following these steps:

- Go to www.rbcdothan.org
- Look under ministries for the Child Development Center
- Next go Parent Resources
- Click on the FACTS emblem
- Create new account
- Follow the prompts to set up your payment plan. For kindergarten only (part time students) you will choose to pay monthly. Parents of full time students will have the choice to pay every Friday, every other Friday or monthly. FACTS will automatically add a \$10.00 late fee if payment is not paid by Monday. A \$30.00 returned payment fee will be assessed to the Responsible Party if a payment attempt fails. Returned payment fees are assessed for each payment attempt that is returned. Ridgecrest CDC has no financial liability for returned payment fees. Returned payment fees are subject to change in future academic terms
- **Full payment is required whether your child is present or not.**
- After one (1) year of enrollment, full time students will be entitled to one (1) week of vacation from payment. Please inform the Director two (2) weeks prior to that vacation. (Part time kindergarten students and full time students that do not attend during the summer months will not qualify for this vacation from payment)
- **Ridgecrest CDC does not participate in Family Guidance or any other government assistance program.**
- A written notice of withdrawal from the program at least two (2) weeks prior to the child's last day at the center is requested. This is necessary to stop FACTS withdrawals from your account. Since the CDC pays the annual FACTS fee for each account, parents will be charged \$5.00 for each month remaining in the contract if their child is withdrawn.
- If notice is not given, you will be responsible for those two (2) weeks payments.
- Once a child is withdrawn, the registration fee must be paid again for re-enrollment. Re-enrollment is contingent on availability of space.

Programs

Ridgecrest CDC offers programs for children ages 6 weeks to K-5. The programs are flexible to meet the needs of the parents.

- ▲ A ten (10) month kindergarten program is available for three, four and five year olds. The A Beka curriculum will be used for these classes.
- ▲ Classes meet from 8 a.m. to 11:00 a.m. five days a week.
- ▲ The children will present a Christmas program in December and a graduation program in May.
- ▲ A summer day care program is also available for kindergarten students. Notices concerning summer attendance will be sent home in April giving parents the opportunity to choose summer care for their child. Learning activities will continue but the schedule will be less structured than the school year program.

Attendance and Dismissal

Ridgecrest Child Development Center does not discriminate on the basis of race, sex, religious background or national origin. While we welcome all children, school staffing will determine if the center will be able to meet the needs of a Special Needs Child. It is our desire to work with parents to provide the best possible away from home care. The CDC reserves the right to dismiss a child from our program for any of the following:

- Repeated acts of violent or aggressive behavior. This includes biting for all age groups. The staff will make serious effort to work with the parents of the child who bites and the child who is bitten. While biting is normal behavior for many one and two-year-olds, it will not be allowed to continue when bites are severe (breaks the skin or leaves deep bruises) and frequent.
- Parents who are verbally or physically abusive to a child, parent, teacher or other staff member.
- Tuition becomes two (2) weeks past due.
- Failure to clear a returned check within 48 hours of notification.
- A child's physical or emotional problem outside the scope of the CDC staff training. This includes severe tantrums and emotional outbursts or a physical condition that would demand more than an average amount of the teacher's attention making it difficult to give adequate care to the remaining students.
- Use of unacceptable language.

Student Evaluation

- ❖ K-3 and K4 will receive a Progress Report every six weeks. Parents should examine, sign and return the report to the teacher.
- ❖ K-5 will receive a report card every six weeks. Grades of S (satisfactory) and U (unsatisfactory) will be given the first grading period. Letter grades will begin during the second six weeks.
- ❖ Weekly folders will be sent home containing your child's work for the past week. Notes from the teacher and CDC office will sometimes be included. Please look over your child's work and keep it, read the notes and announcements and **return the folder and bag to school on the following day.** You may wish to add notes or comments to the teacher at that time.

Parent - Teacher Conferences

Both teachers and parents play an important role in the education of children. When everyone works together, children learn. Parents are encouraged to keep up with their children's progress.

- ▲ Conferences with the teacher may be scheduled through the CDC office. Both parents are encouraged to attend.
- ▲ Classroom visits and observations must be scheduled through the Director.
- ▲ **Please do not enter the preschool classrooms without prior approval. The teacher must be able to give her attention to the children.**

Arrival Procedure

- ▲ Three, four and five-year-old kindergarten students should be dropped off at the CDC front entrance. Teacher's aides will be on duty between 7:15 and 8:00 a.m. to escort the children to their rooms. Separation from the parent is much easier for the child when it occurs outside the building. Your cooperation is absolutely necessary in order to enforce proper security in our building. Parents wishing to make a payment or speak to office personnel should wait until their child has been taken to their classroom.
- ▲ When using the east covered drive, please enter from the mail box end and exit toward the fitness center. No parking allowed under the drive thru between 7:15 and 8:00 a.m. On the west end, please enter from Martin Street and exit toward the fellowship hall. Limit your speed to no more than 15 mph and watch carefully for other cars and pedestrians.
- ▲ Before 7:15 a.m. and after 8:00 a.m., all children must be checked in at the receptionist desk.
- ▲ **Please be sure your child is on time. The children should be here before 8:00 a.m.** There will be no late admittance to the chapel program on Tuesdays. Children arriving after 8:00 a.m. on Tuesday will stay with office personnel in a designated room until their class returns from chapel. **A large number of tardies may result in the dismissal of your child.**
- ▲ Preschoolers attending the half day kindergarten program will be charged an extra fee if they arrive before 7:30 a.m. or are picked up after 11:00 a.m.
- ▲ Special instructions concerning your child should be written and sent to the teacher.
- ▲ **All food and drinks should be finished before arriving at the center. Please do not bring food into the classroom.**
- ▲ Because it is so important that the teacher's attention be on all of the children, please schedule an appointment for a parent-teacher conference if you have questions for your child's teacher instead of during arrival time.
- ▲ **Children should not be brought in or picked up between 12:00 and 2:00.** Nap time is a vital part of the children's day, we want it to be as undisturbed as possible.

Departure Procedure

- ▲ Children will be released only to parents, guardians or others who are listed on the enrollment form as authorized individuals. Each person must come to the center to register their thumbprint and security code before picking up for the first time. A valid driver's license must be presented at this time.
- ▲ Written notification is necessary anytime your child will be picked up by someone not listed on the enrollment form. A picture I.D. will be required.
- ▲ K3, K4, and K5 students who do not attend all day kindergarten should be picked up at the front entrance at 11:00 a.m. Parents and other authorized individuals should wait in their vehicles or outside the door for the children to be brought to them by the teacher. The first vehicle in each lane should pull up to the end of the paved sidewalk. A sign with your child's name will be given to each parent to display in the passenger's side window. Children not picked up by 11:00 a.m. will be sent to lunch with their class and a fee will be charged.
- ▲ Please be prompt. A late fee of \$1.00 per minute past 5:30 p.m. for all day kindergarten children is to be paid to the CDC. Being late an excessive number of times could jeopardize your child's day care position.
- ▲ Please do not block the drive thru for longer than it takes to check your child out. If you need to go the office, speak with your child's teacher or visit with other parents, please park in a parking space. Vehicles should enter the drive thru at the mail box and exit toward the fitness center.
- ▲ All appointments should be made after kindergarten class time if possible. When it is necessary to check your child out early, inform the receptionist and she will arrange for your child to be brought from the classroom.

FOOD: Meals and Snacks

- ▲ A snack will be provided during the kindergarten program. Day care children also receive a hot lunch and an additional snack.
- ▲ **No outside food or drink should be brought to the center.**
- ▲ Please do not bring food for the group unless it is a special occasion prearranged with the Director or Receptionist.
- ▲ Parents may send a simple, prepackaged snack for their child's birthday. Baked goods must come from a Health Department inspected establishment and have ingredients listed on the package. The teacher will pass out invitations to parties outside the center if everyone in the class is invited. **These invitations must be given to the teacher or CDC secretary. Parents are asked not to place any type of communication in the cubbies of other children.**

Parties and Holiday Observance

- During the Easter season our emphasis is exclusively on the resurrection of Jesus. The Easter bunny and related topics are not discussed or promoted. Please do not send candy or other gifts for the children.
- Ridgecrest CDC does not observe Halloween in any way. Please do not send treat bags for your child's class. The children will have a fall party the first Friday in November. The church usually has a Fall Festival around this time of year to which all children and their families are invited. We emphasize harvest time and the blessings of God.
- The birth of Jesus is celebrated at Christmas. While Santa Clause may be part of an individual family's holiday observance, it will not be included in the center's Christmas activities. Teachers may organize small gift exchanges for their class but parents should not send candy or gifts for the children.
- The classes will have parties for Valentine's Day, fall and Christmas. The parents are asked to contribute \$2.00 for each party. The teachers will purchase food for the parties. Any money left over after the last party will be used for classroom supplies. The children will be served only one sweet item at each party. Please do not send treat bags of candy for the children. Valentine cards with a sucker attached or individual valentine candy with "to: _____ and from: _____" printed on the pack are suitable.

Personal Belongings

Everything brought from home should be clearly labeled with child's first and last name.

- ▲ A Kid Napper mat should be brought for all students staying for day care. Plastic mats are not acceptable. The cubbies are not large enough to accommodate extra pillows, blankets or sleeping bags. In compliance with Health Department regulations to prevent the spread of head lice, each child must have their own mat. The CDC does not provide mats to replace those which are forgotten. One small stuffed animal may be brought and left in the child's cubby for nap time.
- ▲ **Personal toys, books, tapes, videos and other items should not be brought to the center except on Show and Tell Day. (The teacher will let you know what day that will be.) Please do not allow children to bring expensive or breakable items for Show and Tell. The CDC cannot be responsible for any personal items lost or damaged.**
- ▲ Toy guns, knives or similar toys are never permitted.
- ▲ Every child should have one complete change of clothes, including underwear, at the center that fit the child and are appropriate for the season.

Clothing

When choosing clothing for your child to wear to kindergarten, please keep in mind:

- ▲ Clothing should be comfortable and suitable for outdoor play.
- ▲ Buttons, snaps and zippers should be easy to use by your child. Pants and shorts with elastic are excellent since many children wait until the “last minute” before going to the bathroom.
- ▲ Shirts should not have advertisements for alcohol, tobacco or display offensive pictures or messages. Pictures of movie or T.V. characters such as Spiderman, Power Rangers, etc. often keep the children from paying attention to the teacher and are a disruption to the class.
- ▲ The kindergarten teachers request that the children do not wear body tattoos since they tend to be a distraction.
- ▲ Children of this age love to run and climb. Make sure their feet are protected by appropriate shoes. **Flip-flops, Crocs and similar style shoes with foam soles are not to be worn.** They do not fit the feet snugly enough to provide support for preschoolers and often come off during play activities and walking in the hall. They also make it difficult to evacuate the children quickly during fire drills or emergencies. The wood chips on the playground have penetrated the soles of these style shoes in the past resulting in injury to children’s feet. These shoes are not acceptable for day care or preschool children. Sandals with back restraints and hard soles are fine. **Tennis shoes are required for P.E. classes on Fridays and any time the children have recess in the gym. Absolutely no exceptions will be made for this rule.**
- ▲ The children will go outside during cold weather when the temperature is 50° or above. Sweaters and jackets should always be brought on cool days. The child’s name should be in all outerwear.

Discipline

Parents and teachers delight in a child who is well behaved and pleasant to work with. It is our goal to provide a caring and structured environment where children can grow and develop into responsible and healthy individuals. Discipline plays a vital role in that process.

- ▲ Inappropriate behavior such as willful disrespect to any adult, disruptions in the classroom, physical or emotional harm to another child or use of profanity will not be tolerated. All threats of violence toward children or staff will be treated seriously.
- ▲ If verbal warnings are ignored or the negative behavior continues, time-out may be necessary.
- ▲ Notes, phone calls and conferences with parents may be necessary to discuss inappropriate behavior.
- ▲ **Parents must present an alternative form of discipline when not in agreement with CDC suggestions.**
- ▲ If behavior continues for an extended period of time, the child may be expelled from the CDC.
- ▲ Ridgecrest CDC reserves the right to expel any child immediately for repeated acts of aggression or violence.

Health and Medical Information

We ask the parent's cooperation in helping to fight the spread of communicable disease. Please read and follow the guidelines listed below:

Children must NOT be brought to the center if they have any of the following

- ▲ Severe colds (this includes croup, RSV, influenza or other respiratory illness)
- ▲ Undetermined rash or spots with fever or behavior changes, until a physician has determined that the illness is not a communicable disease.
- ▲ Skin infections (boils, ringworm, impetigo, etc.) until 24 hours after treatment has been started. Lesions on exposed skin must be covered with watertight dressing.
- ▲ Head Lice (After head lice treatment, a note from the doctor will be required before returning to the center.)
- ▲ Nausea, vomiting or diarrhea within 12 hours. (Diarrhea – defined by more watery stools or decreased form of stool that is not associated with changes in diet. Exclusion required for all diapered children whose stool is not contained in the diaper or for toilet-trained children if the diarrhea is causing “accidents.” Readmission after diarrhea can occur when diapered children have their stool contained by the diaper, even if the stool remains loose, and when toilet-trained children do not have toileting accidents. Special circumstances that require specific exclusion criteria include the following: Toxin-producing *E. coli* or *Shigella* infection, until diarrhea resolves and the test results of 2 stool cultures are negative for these organisms. *Salmonella* serotype Typhi infection, until diarrhea resolves. In children younger than 5 years with *Salmonella* serotype Typhi, 3 negative stool cultures are required.
- ▲ Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
- ▲ Mouth sores with drooling, unless the child's physician or local health department authority states that the child is noninfectious.
- ▲ Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until 24 hours after treatment has been started.
- ▲ Staphylococcus aureus skin infections, only if the skin lesions are draining and cannot be covered with a watertight dressing.
- ▲ Symptoms of childhood diseases (chicken pox, mumps, measles, scarlet fever, etc.)
- ▲ Eye infections (pink eye or other infections).
- ▲ Fever (101 and over) within past 24 hours. Exceptions made per doctors written instructions. Temperatures are taken axillary [armpit + 1°].
- ▲ The illness prevents the child from participating comfortably in everyday activities.
- ▲ The illness results in a greater need for care than what the staff can provide without compromising their ability to care for other children.
- ▲ The child appears to be severely ill suggested by lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or having a quickly spreading rash.
- ▲ If your child becomes ill while at the center you will be notified to pick up your child immediately. All children must have an Admit to School form from the Doctor before returning after a Doctor's visit for anything other than immunizations or well visits.
- ▲ Parents should report to the staff any illnesses or exposures to communicable diseases outside the center.
- ▲ If your child has a continually clear runny nose, rash or other non-contagious allergic symptom, please notify the CDC Director. This should be on the enrollment form.
- ▲ Accidents may sometimes happen even when every attempt is made to closely monitor the children. If professional medical treatment is determined necessary, the center will make every effort to notify you immediately. If we are unable to contact you, the procedure outlined on the Emergency Medical Treatment form will be implemented.

• If medication is to be given at the center, the procedures listed below will be followed:

- Medication of any kind CAN ONLY be administered with a Medical Authorization Form completed and signed by the parent.
- A new form must be completed and signed each day.
- All medicine must be in the original container and clearly labeled with child's name.
- All medicine should be turned in to the CDC office for safe storage whether it is to be given at the center or sent home with the child. No medication can be left in the classroom even if it is in a back pack. This poses a danger to all children in the classroom. Prescription drugs shall have a pharmacy label or shall be accompanied by a physician's written instructions. If the prescription label does not include the time span the medication is to be given, the CDC will require written authorization from the doctor to continue administering the medication for more than seven (7) days.
- Ridgecrest CDC will not give any over the counter cold or cough medications without a written prescription from a physician. We will give Tylenol and Motrin or their generics for routine teething pain or discomfort from immunizations as long as the child meets the age requirement on the medication label.
- The CDC will give only the middle dose of medications given three times in a day or a maximum of 2 doses for medications given four times in a day. No once or twice a day medication will be given at the CDC.
- In compliance with Alabama law HB 253, Ridgecrest CDC will not administer medication contrary to the written prescription or the nonprescription label even with parent's consent.
- The parent is responsible for providing the appropriate utensil for administering the medication. This utensil must be clearly marked with dosage measurements.
- As needed medication will not be accepted or given to any child. Neither will we accept permission given by telephone.
- Parents are welcome to come to the CDC and administer medication to their child at any time.
- All medications should be returned to the parent when child is picked up.
- The CDC will not apply any insect repellent containing DEET to the children's skin. This comes on the recommendation of the Alabama Department of Public Health Environmental Services. Parents may apply the repellent before the child is dropped off or come to the center to apply it. Many repellents contain sunscreen. The CDC will not apply any sunscreen only product due to the liability involved. Permission slips are required for the application of acceptable repellents.
- Please do not pack hand sanitizer in your child's bag. This product can be hazardous to children.

RIDGECREST CDC RESERVES THE RIGHT TO REVIEW AND REVISE THESE POLICIES AT ANY TIME. WRITTEN NOTIFICATION OF CHANGES WILL BE GIVEN TO PARENTS AND STAFF.

RIDGECREST CDC KINDERGARTEN CALENDAR 2016-2017 SCHOOL YEAR

Mo.	Date	Day		Pupil Days	Teacher Days
July	21	Fri.	Kindergarten In-Service		
July	31	Sun.	Open House		
Aug.	1	Mon.	First Day of School	23	24
Sept.	5	Mon.	Labor Day – Kindergarten and CDC Closed	21	21
	12	Mon.	End of First Six Weeks		
	14	Wed.	Individual Pictures		
	15	Thur.	Progress Reports and Report Cards		
Oct.	24	Mon.	End of Second Six Weeks	21	21
	27	Thur.	Progress Reports and Report Cards		
Nov.	21-25	M-F	Thanksgiving Holidays – Kindergarten closed and CDC closed November 24-25	17	17
Dec.	12		End of Third Six Weeks and First Semester	12	12
	19-30	M-F	Christmas Vacation – Kindergarten closed CDC closed Dec. 23 and 26		
Jan.	2	Mon.	Kindergarten closed and CDC closed for New Year's Day	20	20
	3	Tue.	Students return from Christmas Vacation		
	3	Tue.	Progress Reports and Report Cards		
	16	Mon.	Martin Luther King, Jr. Day – Kindergarten closed – Day care open		
Feb.	8	Wed.	End of Fourth Six Weeks	19	19
	14	Tue.	Progress Reports and Report Cards		
	20	Mon.	President's Day – Kindergarten closed		
Mar.	23	Thur.	End of Fifth Six Weeks	18	18
	27-31	M-F	Spring Break		
Apr.	4	Tue.	Progress Reports and Report Cards	19	19
	14	Fri.	CDC closed for Good Friday		
May	12	Fri.	Last Day of School	10	11
	15	Mon.	Last Day for Teachers		
	29	Mon.	Memorial Day – CDC Closed		
TOTAL				180	182

**Ridgecrest CDC Preschool Parent Handbook
Policy and Procedure Agreement Form**

I have read the policies and procedures of Ridgecrest Child Development Center and agree to abide by the rules stated within. I understand that failure to comply with these rules could result in possible termination of my child's position at Ridgecrest Child Development Center. I also understand that these rules are subject to change, and that I will be notified on any changes.

The Ridgecrest CDC reserves the right to expel a child from the program for repeated acts of violent or aggressive behavior.

Parent's Signature: _____

Child's Name: _____

Date: _____

Staff Signature: _____

Ridgecrest Child Development Center Media Release Form

I hereby give consent for my child _____, to be photographed by
Child's Name

Ridgecrest Child Development Center personnel or professional photographers contracted by the center (school portraits, class pictures and K5 cap and gown picture). I also give my permission for these photographs, audio and/or video recordings of my child to be used in the following avenues:

Check all that apply

Bulletin board display within the center

Slide presentation for school programs

Television broadcast

Newspaper publication (First name listed? Yes No Full name listed? Yes No)

Please circle yes or no for each

Ridgecrest Baptist Church Directory

Ridgecrest Baptist Church website

Craft projects

Ridgecrest CDC brochures or other advertising media

I agree to participate in these projects without financial remuneration, and I understand that this releases Ridgecrest Child Development Center/photographer from any future claims, as well as from any liability, arising from the use of the said photograph or recording.

Parent's Signature

Date

Parent's Name (please print)

I wish to withhold permission to photograph and/or video tape my child,

_____, **at this time.**
Child's Name

Parent's Signature

Date