



Parent and Student Handbook

*"Make your ways known to me, Lord;
teach me your paths."*

(Psalms 25:4 HCSB)

Greetings from the Director:

(To be added after a director is called.)

Creek Path Baptist Church Gatherings

Sundays:

9:15 am: Small Group Bible Study for Children, Youth, and Adults

10:30 am: Engage Worship Service/Children's Church

5:00 pm: Discipleship Groups for Children, Youth, and Adults

Wednesdays:

6:00-7:00 Kids4Christ Children Ministry

CPBC Student Ministry

House of Prayer for Adults

Mission Statement

On behalf of Creek Path Baptist Church, we welcome you to Creek Path Childcare (CPC). As a ministry of Creek Path Baptist Church the CPC mission is to provide a quality, Christian-based preschool/daycare center for children between the ages of 6 weeks and 5 years old as well as an after-school care and summer care program for children in Kindergarten through fifth-grade. The CPC ministry is established to meet the need for childcare in our community and to connect with young families. As a ministry of Creek Path Baptist Church, CPC will support the church's mission of engaging God in worship and His Word, as well as engaging the world with the Gospel of Jesus Christ. It is our prayer that we are effective in supporting our parents with the administration of this outreach ministry and that we will be a service to our community.

Goals

- To teach each child that God is real and that a personal relationship with Him gives meaning to life.
- To provide a safe, loving environment.
- To be in a Christian environment with other children and to develop healthy social relationships.
- To provide appropriate play experiences for the child's developmental needs and interests.
- To help the child learn to utilize their intellectual and creative abilities in future learning tasks.
- To be able to reach out in God's love to the community, while shaping little hearts to be the light of the world and to follow God's path!

Curriculum

Our philosophy is that preschool age children need to know that God made them, that God loves them, and that Jesus wants to be their friend forever. Therefore, the curriculum provided for each class is meant to facilitate the teaching of these truths while striving to reinforce Pre-Kindergarten guidelines, basic readiness skills, Bible stories, and verses. We have chosen the **A Beka** Bible curriculum for instruction with our Preschool. In addition, all classes will use resources from a variety of curriculums that focus on letter and number recognition, blending sounds, shapes, counting, cutting with scissors, holding a pencil, and additional preschool skills. The **A Beka** curriculum provides our program with consistency and continuity. Developmental Assessment Reports for 18 months through Pre-Kindergarten are completed on a class by class basis. Teachers will communicate with parents throughout the year regarding the progress of their child and a written evaluation will be sent home at the end of the school year.

Special Needs

CPC will accommodate to the best of our ability children with special needs (physical, behavioral, cognitive, etc.) Ongoing communication with parents and staff is essential to provide quality care that is developmentally appropriate for the child's needs. We believe all children are uniquely created.

CPC will not discriminate against children with special needs. We will accept any child with special needs by a trial basis of one to two weeks, after which we will require a conference with the parent(s). At this conference, we will assess whether we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care.

School Staff

Our teaching staff at CPC consists of experienced early childhood teachers and teacher assistants. All of our staff members receive on-going training in child development and CPR/ first aid training. They have also cleared state and federal background checks.

Enrollment

CPC accepts children from **ages 6 weeks through Kindergarten**. We also accept children from **Kindergarten through 5th grade** in **After School Care** and our **Summer Care**! The child must be the designated age by **September 1st** of the current school year to enter his/her appropriate age group. CPC does not discriminate against any child based on race, color, religious belief, national origin or gender. CPC reserves the right to determine a child's eligibility based on space, medical needs and/or special needs or circumstances.

CPC reserves the right to make the final determination of a child's acceptance into the program. **Early registration begins in February for all students currently enrolled. Regular registration will open shortly thereafter.** When all classes are full, we will begin a waiting list. Children will be assigned to appropriate classes according to their age as of **September 1st** of the current year.

After-School and Summer Care registration will open in March. When all classes are full, we will begin a waiting list. Children will be assigned to appropriate classes according to their age.

Tuition and Fees

Class	Weekly/Monthly	Registration/Curriculum Fees
Infants	\$105.00/\$455.00	\$50.00/\$0
Toddlers	\$105.00/\$455.00	\$50.00/\$0
Pre-K Two	\$100.00/\$433.00	\$50.00/\$25.00
Pre-K Three	\$95.00/\$411.00	\$50.00/\$25.00
Pre-K Four	\$90.00/\$390.00	\$50.00/\$25.00
Preschool Only	\$65.00/\$281.00	\$50.00/\$25.00
After School Care K-5th	\$40.00	\$50.00/\$0
Summer Program K-5th	\$75.00	\$50.00/\$0

Tuition is due on the 5th of each month your child attends. Weekly tuition is due on Mondays. Checks should be **made payable to Creek Path Childcare.** The CPC Director will be able to accept your payment, or it can be put into the drop box at the Welcome Desk. All payments need to be placed in an envelope with the child's name listed on the outside. Please do not put your payments in your child's bag or belongings. **There will be a fee charged for insufficient funds on returned checks.** Tuition payments are late if not made by the **10th of each month.** A late charge of **\$25.00** is added to the monthly tuition rate if paid **after the 10th** of the month. If you pay weekly, payments are late by **Wednesday of each week.** For **August, tuition is due on or before Open House.** Parents who allow their child's tuition (plus any late charges) to go unpaid through the last day of the month may be asked to forfeit their child's place in the program unless other arrangements have been made with the Director.

Full payments are due regardless of absent days, closing, weather days, or holidays. WE CANNOT HOLD A SPACE FOR YOUR CHILD WITHOUT PAYMENT OF THE REGISTRATION FEE AND CURRICULUM FEE (IF APPLICABLE). Registration Fees and Curriculum Fees are **NON-REFUNDABLE** unless we do not have a space for your child. We require a **one-month notice** if you **decide to drop** from our program. We cannot refund money for dropping a class once the month has already begun and tuition is not prorated.

***Families enrolling more than one child will receive a \$10 discount on monthly tuition rates.**

****Late pickup will result in an additional fee of \$5.00 each 15 minutes.**

*****Please notify us of any changes of address, phone numbers or any other important information.**

Registration and Curriculum Fees

Annual Registration and Curriculum Fees are due at the time of annual enrollment. These fees secure a place for your child, as well as, daily supplies and materials necessary for proper instruction through the year. These fees are **NON-REFUNDABLE**.

In order to register, you must submit the following prior to your child's first day:

- Completed and **Signed** Registration Form and Picture Release Statement
- Completed and **Signed** Emergency Release and Medical Release Forms
- **Physician Signed** Blue Immunization Form (Requirements specified by the AL Dept. of Health)
- Completed and Signed Parent/Student Handbook **signature page**
- Non-Refundable Registration Fee of \$50.00 per child (unless \$10 discount has been applied after the first child) plus Non-Refundable Curriculum Fee, if applicable. (See page 4)

Supplies

Many supplies for the year will be provided for your child. The Director/teachers may also post needs on calendars or newsletters. Requests for donations during holidays, parties, or special occasions will be appreciated! Parents will be notified if there is a need to dress up or dress differently for the day or a planned activity. **ALL TOYS AND PLAYTHINGS WILL BE PROVIDED BY THE PRESCHOOL. PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS TO SCHOOL. CPC WILL NOT BE RESPONSIBLE FOR ANY LOST OR BROKEN TOYS!**

Items Needed at the Beginning of each year **(August)**

Please provide all of the items your child will need throughout the day: diapers, pull-ups, wipes, diaper rash cream, bottles, sippy cups, formula, food etc. CPC will not provide these items for your child. CPC teachers will work with you and your child when potty training. PreK2, K3, and K4 students will require a nap mat (with their name) for rest time. All children are required to have an extra set of weather appropriate clothing. All items should be placed in a zip lock bag in their backpack. Soiled clothing will be sent home inside the zip lock bag to be replaced with clean clothing for the next school day.

Dress Code

Dress is left up to the discretion of the parent. However, the children are involved in many activities and should dress in appropriate clothing. We spend lots of time painting, gluing, and playing outside. We try to use washable paints, markers, etc., but we cannot be held responsible for stained clothing. Clothing should also be simple enough for your child to get in and out of easily, with little or no help.

Food Policies

CPC will serve the children during the following times:

Breakfast: 7:30am

Lunch: 12:00 pm

Snack: 2:30 pm

Breakfast items available are cereal, breakfast bars, muffins, etc. If your child arrives at school after 8:00 a.m. he/she will need to eat breakfast before arrival.

You are welcome to provide an alternative snack for your child due to allergies, diabetic, or other special needs.

Do not send your child to school with soda cans.

Food allergies are becoming more prevalent in children. We know that many food allergies require extra care, particularly at lunch time. However, we are a multi-use facility and our rooms, including the lunchroom, are used by many different groups multiple days per week. We do take extra precautions at lunch and snack time if we know ahead of time about a food allergy. We will make every effort to inform teachers of students with known allergies. Although we will make every effort to prevent exposure, we cannot guarantee an allergen free environment.

Childcare Schedule and Calendar

Classes begin in August at the beginning of the school year with Daycare and After-School Care hours 6:00 a.m.-5:30 p.m. Monday through Friday. Preschool A Beka hours are from 8:00-11:30 a.m., Monday through Thursday. The current calendar year is typically set following the annual Guntersville City school calendar distribution, but we are not limited to follow their scheduled holidays. We are closed for the following **Holidays**:

***Labor Day**

***Thanksgiving (day of and day after)**

***Christmas (day before and day of)**

***Memorial Day**

***Fourth of July**

Our Preschool day will include story, craft, work time, music, chapel, daily Bible lessons, and outdoor play (weather permitting).

Our After-School Care will receive a snack, homework help, and play time.

Our Summer Care will have the same schedule as the preschool but **will include field trips and/or excursions for K-5th at least once a week.** (A signed Transportation Waiver will be required).

All such trips are under the supervision of CPC staff and health and safety precautions will be taken. From time to time, other special activities will be planned. Parents will be notified of the days and requirements for the crafts and/or special activities such as these listed below:

- ❖ school and holiday photos (optional purchase),
- ❖ birthday parties (bring treats and party favors for all children in the class. Personal, party invitations are not allowed to be given out unless every child receives one! Please discuss with your teacher concerning the time to celebrate.
- ❖ holiday parties (Please consider helping with these parties by bringing food items (store bought), drinks, party favors, etc.)

Preschool children do not take daily scheduled naps allowing for more play and instructional time before the dismissal at 11:30 a.m. **All Daycare children will have a rest time following lunch.** The length of time will be determined by the child's age group. Two years and up must bring a rest mat. Blankets and any security item can also be brought with the child's name written on each item.

Drop Off/Pick-Up Procedure

No child will be released to anyone other than parents or those authorized on the **Emergency Release Form**. Please list **ALL** people that can pick up your child. If someone other than you or a designated person on your list should need to pick your child up, **YOU MUST let the CPC Director know in person or by phone of the change.** Children must be walked into the building, signed in at desk and picked up and signed out by an authorized individual. To ensure the safety of your child, CPC will verify the person picking up your child by viewing their driver's license.

Parent Drop Off and Pick-Up Procedure:

Enter the parking lot at the drive-under for the Family Life Center (FLC) and proceed around to the east side of the CPC daycare entrance. Park your vehicle and walk your child into the building. A sign-in/sign-out book is located at the CPC entrance desk. Please sign your child in and out each day. It is mandated by the State of Alabama that CPC keep a record of each child's time of arrival and time of departure. No child will be released out of the building without an authorized adult signing them out.

CPC will only be responsible for the After-School Care pick up from the child's school. All parents of our After-School Care children will have to sign a waiver form allowing CPC to transport their child from the school to our facility. A copy of this form will be given to the parent and one will be kept on file.

Emergency Procedures

All children will participate in emergency drills (i.e. fire and tornado drills) throughout the school year. The procedure is necessary to help all children know what to do in the event of a fire or similar emergency. These drills are practiced to teach them how to handle emergencies in a calm and orderly manner. **Fire evacuation routes are posted near the door of each classroom.**

Our number one goal during inclement weather is safety for our students, their families, and staff. We will do our best to keep you well informed and make the best decision we can for that day. The local weather will be monitored continually. In case of dangerous weather conditions **before** the opening of the school day, the classes may be canceled or delayed. Notice of closings will be announced on social media (i.e. Facebook), phone, or text. In case of dangerous weather developing during the school day, the action below will be taken.

* If the weather forecasts are announcing that dangerous weather is on its way but far enough away to dismiss school and get home safely, parents will be notified, and the school will be dismissed.

* If a **Tornado Watch** is in effect, the director will make a decision to dismiss school.

* If a **Tornado Warning** is in effect, the children and teachers will be moved to a secure area until the tornado warning conditions have passed. **No one will be allowed to leave the secure area, until the warning is lifted.**

In any/every scenario, our primary goal is for everyone to be safe and be able to travel to the destination of their choice for safety. Thank you for your cooperation.

General Health and Wellness

It is a fact that children who attend group programs do get sick. We have developed these procedures to help minimize the spread of infections as much as possible. Please help us in keeping our children well by following these procedures. Your child will also be sent home if these scenarios occur. Please keep your child home if:

- He/She has a fever of **100.5** degrees or more.
 - He/She must be fever-free without having taken medication for at least 24 hours before returning to class.
- He/She has vomited or had diarrhea **2 times or more.**
 - He/She must be free of symptoms for at least **24 hours before** returning to school.
- He/She has had any contagious infection such as, but not limited to, pink eye, strep throat, and head lice.

CPC reserves the right to request a medical release from your child's physician regarding any questionable illness before the child is allowed to return to classes and also whether the child is well enough to attend.

In the event of serious injury or illness every effort will be made to contact the parents or guardians of the child. If they cannot be reached, then the school will attempt to call a designated emergency contact person. If deemed necessary by the director, the child will be taken to the appropriate hospital emergency room. The child's parents or guardians are responsible for medical costs as may arise. Be assured every effort will be made to prevent accidents at school.

All medications to be administered by CPC MUST be:

- 1. In the original container (including non-prescription)**
- 2. Labeled with the child's name**
- 3. Labeled with the date (if a prescription)**
- 4. Include directions for administering the medication (include the amount to be given)**
- 5. Authorized by the parent or physician in writing.**

The Director and/or appointed Office Staff are the only personnel who can administer medications.

ABSOLUTELY no medications will be kept in the classroom. Strict documentation will be kept in the director's office of all medications given, recording the time given, the name of the person that administered the medication, the name of the medication and the child's name. No medication will be given without signed documentation. In this event, the parent or guardian will need to stop by the school and administer the medication.

In case of a life-threatening emergency:

- Immediate first aid will be given when needed and 9-1-1 called
- The staff member will attempt to contact the parent by phone to explain the situation.
- If the parent cannot be reached; we will attempt to contact a person from the child's Emergency Release Form.

In case of minor injuries:

- Injuries that result in a scrape and/or cut the area will be washed with soap and water and a band aid will be applied.
- For bumps and/or bruises, an ice pack will be applied where swelling may occur.
- An incident report will be filled out by the teacher and signed by the Director. A copy will be sent home and a copy will be kept on file.

Confidentiality is extremely important for parents, children, and staff. All concerns can be resolved amicably if discussion is made privately and, in a **Christ-like manner** between the parties involved. Please know that at any time, you may schedule a private meeting with the Director to discuss any questions or concerns you may have. At no time will medical information be released without the parent's or legal guardians expressed and/or signed permission. To avoid any misunderstandings, parents are highly encouraged to speak only to the director about any concerns they may have with their child.

Corrective and Guidance Policy

We believe that correction should be given in a loving, guiding, and understanding manner. We accept each child as a person of worth and a creation of God. Good behavior is modeled, recognized, encouraged, and rewarded. Class rules are taught and emphasized daily. **A positive system of behavior guidance is in place in each class.** Children who are following along with tasks will be praised and encouraged. Verbal redirection will be given to those off task. A time out based on 1 minute per year of age will be given if necessary. Disruptive behavior is dealt with fairly with loving concern for the child's growth and character development. Parents will be notified regarding corrective procedures as we encourage open communication between home and childcare to build a healthy relationship for our child's developmental needs and spiritual growth. Proverbs 22:6 says, "Train up a child in the way he/she should go and when they are old, they will not depart from it".

Conferences

We will make every effort to work with the parents of children having difficulties in preschool. We are here to serve, protect, and guide all children in care. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional state of another child may require the following actions:

Initial Conference: *The Director may require the parent(s) of any child who attends CPC Preschool to meet for a conference. Goals will be established with the parent that will be involved in creating approaches toward solving the problem.*

Second Conference: *If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.*

Suspension: *When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from CPC indefinitely. The Director may immediately suspend a child any time the child exhibits behavior which is harmful to himself/herself or others. A parent may be called any time the child exhibits uncontrollable behavior that cannot be redirected by the staff. That parent may be asked to take the child home immediately. Suspension from the program may vary from a few hours to an indefinite period.*

Preschool teachers at some point or another are called upon to handle biting or hitting. Our philosophy is that everyone be in a safe environment, teachers included. Hitting and biting are sometimes a normal stage of development for young children teething or still developing their language skills. For safety and health concerns we take this seriously. Our teachers plan supervised activities in order for these behaviors not to happen; however, there are times when a child may not be within reach to stop the action.

Our policy for handling this issue is as follows:

- **The biter/aggressive child will immediately be removed from the group. The receiving child will be consoled, and the area washed with soap and water. If necessary, a cold compress will be applied to reduce the amount of bruising and swelling.**
- **A written incident report will be given to the parents of all children involved.**

- Following through with a “Time Out” will be the next step if unacceptable behavior continues. Persistent behavior problems may result in a conference between the Director, teacher, and parents.
- The Director will take steps to ensure the safety and health of the children until biting and/or aggressive behavior ceases.

If inappropriate behavior continues, a conference will be scheduled with the Director and the parent to discuss the behavior and provide the best possible resolution. If the behavior continues after every effort has been made, and for the safety and welfare of all children and teachers, CPC reserves the right to suspend or drop any child from enrollment upon written notice. If a child is dropped from enrollment due to behavior issues, they may not be allowed to enroll for the next school year. **NO form of corporal punishment will be used at CPC.**

Child Abuse and Neglect

Per Alabama law, all persons are required to report suspected child abuse and neglect to the proper authorities. If we feel your child has been abused, neglected, or a victim of abuse, we MUST contact the proper authorities. A report of the issue will be written immediately detailing every action taken which will be kept in the child’s file.

Parent Communication

It is vital to the success of the student that situations at childcare and at home be discussed between the parent and teacher. It is also important that lengthy discussions do not take place during class time and within hearing of the students. Therefore, most communication will take place via written notes sent home or during a scheduled conference time. A conference with the Director or a teacher can be scheduled by calling the office to make an appointment.

Parent/Student Handbook Signature Page

Please initial and sign the following:

* _____ **Tuition and Reg./Curriculum Fees (if applicable):** *I understand the first month tuition is due when registering* and on **the 5th** of each month thereafter. Tuition is considered late if payment is not made by the 10th of the month. **A late charge of \$25.00** is added to the monthly tuition rate if paid after the 10th of the month.

* _____ **Late Pickup:** I understand and know that if I do not pick my child up by (11:30 a.m. for Preschool, 5:30 p.m. for all other Daycare, After-School, or Summer Care). **A late charge of \$5.00 each 15 minutes will be added to your monthly rate.**

* _____ **Registration, Emergency Contact/Release, Medical Release forms & Immunization Records:** I understand I must provide CPC with **ALL signed documents** for my child prior to the first day.

* _____ **Withdrawing:** I understand that if I choose to withdraw my child and/or drop days enrolled, I will not be refunded or receive a credit.

I HAVE READ THE INFORMATION IN THE PARENT HANDBOOK 2020-2021. I AGREE TO ABIDE BY THE RULES, REGULATIONS, AND OBLIGATIONS. I AGREE TO MEET THE EXPECTATIONS AS STATED IN THE PARENT HANDBOOK.

Parent/Guardian 1 (Print Full Name)

Parent/Guardian 2 (Print Full Name)

Parent/Guardian 1 (Signature)

Parent/Guardian 2 (Signature)

Parent/Guardian 1 (Date)

Parent/Guardian 2 (Date)

Child's Name

Thank you for choosing Creek Path Childcare! We are committed to making early childhood education experience a great experience for you and your child!