**Life Church**

**Child Development**

**Center**

**Before/After School Care**

**Parent Booklet**

**2023-2024**

8701 Zeigler Blvd.

Mobile, AL 36608

251-633-2679

# Life Church Child Development Center

A Ministry of Life Church of Mobile

8701 Zeigler Blvd.

Mobile, AL. 36608

251-633-2679 Fax 251-650-0324

**Welcome to Life Church Child Development Center**

This program was established by Life Church to provide quality education and childcare in a safe, loving, Christian environment. The Center serves as an extension of the home, seeking to educate the whole child- spiritually, cognitively, emotionally, socially, and physically.

**Mission Statement**

The mission of Life Church Child Development Center is to extend the ministry of and help accomplish the purpose of Life Church of Mobile by providing care, education, and development for each child enrolled to his/her greatest potential. This includes the spiritual, mental, physical, emotional, and social development of the children. This is accomplished by providing developmentally appropriate activities and guidance based upon Christian principles and by providing a program of ministry and outreach to the families of the children enrolled. Life Church CDC exists to build Godly character in children through quality early childhood Christian education in a safe and caring environment, incorporating proven methods and materials to promote success in school and in life, with eternal values.

**Statement of Nondiscriminatory Admission Policy**

Life Church Child Development Center operates as a not-for-profit, providing training in Christian education. Children who meet admission requirements are accepted without regard to race, national or ethnic origin or religion. Applicants are welcome from the general public as well as the Life Church family.

**Updating Information**

It is important to the safety and well-being of your child for the office to have the most up-to-date information for contacting you in case of an emergency. Any change in home, business, and other emergency addresses or phone numbers should be reported to us as soon as possible.

**Changes to Account Status**

The Life Church CDC office must be notified in writing of any changes to a child’s status. No notice of change will be accepted by phone.

**Dismissal**

**The center also reserves the right, at the Director’s discretion, to dismiss a child for serious behavior problems, parental non-compliance, or non-payment of tuition.**

### Hours

Before School 6:00 am to 7:20 am Monday through Friday.

After School 2:45 PM to 6:00 pm Monday through Friday, after 6:01 pm

A late charge of $1.00 per minute will be added to your account and due on the following day.

## Annual Registration Fee

There is an initial registration fee of $25.00 for one child and $40.00 for two or more children. This fee assures your child or children a place in the Before/After School program. This fee is non-refundable and is due at time of enrollment.

## Tuition

Tuition is due each Monday as long as the child is enrolled. If tuition is not received by Friday, a $15.00 late fee and an invoice will be issued. A two week unpaid balance will result in dismissal of your child from Life Church Child Development Center Before/After School Program.

**Full Weeks**

**Tuition** will be:

Before School Care

$9.00 for one morning (per child)

$38.00 for two or more mornings a week (one child)

$53.00 for two or more mornings a week (two children)

After School Care

$12.00 for one afternoon (per child)

$58.00 for two or more afternoons a week (one child)

$83.00 for two or more afternoons a week (two children)

Before and After School Care

$21.00 for one morning and one afternoon (per child)

$75.00 for two or more mornings and afternoons a week (one child)

$102.00 for two or more mornings and afternoons a week (two children)

**Food**

Breakfast is available for morning care.

Pop tarts Cereal

White milk

Parents are welcome to send Ready To Eat Items from home for Breakfast.

Sugar Shack is available after school.

Chips Candy

Fruit Snacks Cookies

Kool-aide Drinks

Parents are welcome to send Ready To Eat items from home in a Snack bag.

**Breakfast or Sugar Shack must be paid separate from tuition.**

**Holidays – Closing**

Life Church Child Development Center will be closed on the following days: New Year’s Day, Dr. Martin Luther King Jr. Birthday, Good Friday, Memorial Day, July 4th, Labor Day, the day before and the Friday after Thanksgiving, and three days at Christmas. When a holiday occurs on a Saturday or Sunday, a substituted day is scheduled. Tuition is due as usual, and no discount given for holidays, absences, or weather related closures.

**Holiday Care**

Life Church CDC may offer holiday care for $30.00 per day per child on some days that Faith Academy is closed and Life Church CDC is open. Life Church CDC will inform parents at least 2 weeks before a Faith Academy scheduled school closure date if we will be offering Holiday Care.

**Medication**

Except for emergency first aid, no medication, prescription or non-prescription, will be administered without written parental authorization and a doctor’s note. Only prescription medication, issued in the child’s name and having a current date, may be administered. Medication Authorization Forms will be available in the Center foyer and must be completed by the parent **before** any medication may be given to the child.

If administration of an over-the-counter medication or doctor’s sample is required, it must be accompanied by a dated, **written note from the child’s physician**. This note will be good for a **maximum of three days only**. If symptoms persist beyond that point, the parent may need to seek further medical attention. Under no circumstances may Tylenol, aspirin or any other similar medication be administered for the purpose of reducing a child’s fever or relieving pain without a written note from the child’s physician.

Any exceptions to these guidelines must be approved at the Director’s discretion. Parents will be notified of any adverse reactions. For the safety of our children, medications should **not** be kept in book bags or diaper bags. All medication will need to be turned into the Life Church CDC office along with the completed Medication Authorization Form. All medication will be locked up in the Center office.

**Accidents and Injuries**

The Life Church Child Development Center staff makes every effort to ensure the safety of your child. Unfortunately, accidents do happen. In the event your child is involved in an accident, we will make every effort to contact you. If we cannot reach you, we will call the emergency contact listed on your child’s enrollment form. Please be sure to make any necessary changes on these forms during the year. Included in your child’s enrollment package is an Emergency Medical Authorization form. This signed form will assist us in getting prompt attention for your child. Our staff will complete an Incident Report in the event of any serious accident or injury.

At least 95% of our staff at any given time will have current training in **First Aid and CPR** for children and will provide any immediate care deemed necessary. In case of serious illness or injury, **E**mergency **M**edical **S**ervices (911) will be contacted. If a child should need to be hospitalized, they will be taken to Providence Hospital. A staff member will stay with the child until a parent or guardian arrives.

**Before School Arrival Procedures**

For security purposes, only the front door of the Center is accessible from the outside. When the parent enters the front door, they must sign his/her child in with the morning staff.

**Departure Procedures**

When a child is enrolled, the parent must list the names of any individuals who are authorized to pick up their child from the center. The child will be released only to their parents, or to one of their authorized individuals. When picking up a child, the parent must first check their child out in the front office. Front office staff will then verify the individual’s identity and then call for the child to be dismissed. If an authorized person other than the parents is picking up the child they will need a photo ID before they will be allowed to pick up the child.

If you desire a Life Church Child Development Center or Life Church employee to care for your child after 6:00pm the employee must be listed on the pick-up authorization form. The employee will not be allowed to care for your child before or after closing hours anywhere on the church grounds or property.

**Discipline Policy**

Good manners and character training are a regular part of the Life Church Child Development Center program. The children are taught to listen, obey, share, be kind to others, and to respect the personal and property rights of others. Children are expected to be respectful to their teachers and to the other children. There will be a lot of positive reinforcement for good behavior. We try to use positive discipline techniques that are constructive. We set limits that are developmentally appropriate and are enforced consistently. When necessary, children are given a few minutes in the “thinking chair” to consider their actions before they are allowed to rejoin the group. The use of corporal punishment is never permitted. If behavioral problems persist, your child will be sent to the director's office.

**We reserve the right to contact you to come and discipline your child or to pick up your child if we feel it is absolutely necessary.**

If there is a consistent problem, a conference will be scheduled with the parents, the teacher and/or the director. We will try to work together as a team to resolve the problem. However, we do reserve the right to withdraw a child from the program if behavioral problems cannot be corrected or if we do not have the full support and cooperation of the parents

**Inappropriate Language Policy**

Children will be expected to speak respectfully and politely. If a child is using inappropriate language, they will be told why their language is not allowed. If they continue to use unacceptable language, we will follow the policy listed below.

* Each incident is to be documented.
* Parents are required to sign the document which is filed in the child’s file after each incident. The teacher will notify and confer (by phone or in person) with the parent.
* After three incidents of inappropriate language, the parent will be called to the Center to discipline his/her child. Life Child Development Center expects parents to have a discipline plan in place before they arrive at the Center.
* After a parent comes to discipline his/her child at the Center two times during a nine week period, the parent will be notified to pick up his/her child for the remainder of the day. If an incident occurs again.
* If Life Church CDC must call the parent to discipline the child at the Center three times during that year for inappropriate language incident, Life Church CDC will not allow the child to attend the Center for one week. A conference with the Director will be required before returning to the Center.
* After the child returns from a week of absence, if inappropriate language occurs two more times, the child will be dismissed from the Center for the remainder of the school year.

**Aggression Policy**

The goal of teachers and parents is to help children learn appropriate behavior. Behaviors labeled as aggression are actions such as hitting, pushing, slapping, pinching, and /or hurting another person or using verbally aggressive language. These actions may occur as a result of provoked or unprovoked actions from another person. As the teacher observes these behaviors, it will be determined if an incident report should be completed. Life Church Child Development Center teachers and Directors want to partner with parents to provide a safe environment for the children. In doing so, **we have established the following policy for aggressive behavior**:

* Each incident is to be documented with a description of what led to the act.
* Parents are required to sign the document which is filed in the child’s file after each incident. The teacher will notify and confer (by phone or in person) with the parent.
* After three aggressive incidents which are considered by the teacher to be unprovoked, the parent will be called to the Center to discipline his/her child. Life Child Development Center expects parents to have a discipline plan in place before they arrive at the Center.
* After a parent comes to discipline his/her child at the Center two times during a nine week period, the parent will be notified to pick up his/her child for the remainder of the day.
* If Life Church CDC must call the parent to discipline the child at the Center three times during that year for an aggressive incident, Life Church CDC will not allow the child to attend the Center for one week. A conference with the Director will be required before returning to the Center.
* After the child returns from a week of absence, if aggressive behavior occurs two more times, the child will be dismissed from the Center for the remainder of the school year.

We at Life Church Child Development Center strive to provide a safe, loving, healthy environment for our children and expect the parents to partner with us in the endeavor. As parents and teachers work together for the health and safety of the children in our care, we ask that you read our policies and let us know if you have any questions.

**Toilet Training Policy**

Children enrolled in Before and After School Care must be toilet trained before attending. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note wearing pull ups is NOT considered toilet trained

Why do children have to be toilet trained before they attend Before and After School Care?

\*There are strict standards for changing and disposing of wet or soiled diapers/ pull ups and our

 Classrooms are not equipped for this.

 \*When an adult is busy changing a child’s soiled clothing, it takes the teacher away from all

 Students and it removes one adult from the direct supervision of and interaction with the rest of

 the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes.

We understand that each child arrives at this milestone differently; therefore we will allow 2 weeks to demonstrate accomplishment of this goal. However, if the situation is not manageable within the Before/After School environment, we will discuss the issue with parents and reserve the right to suspend attendance of the child at such time.

**Cell Phone Policy**

Cell phones are not permitted in Before or After School Care. Students will be given a warning to put it in the book bag. If the child gets his or her phone out again the teacher will take it to office. Parents will be able to pick up the phone when they come to pick up their child. If a child needs to contact a parent, they can ask to use the phone in the office. If a parent needs to contact their child, they can call the daycare office.

**Staff**

Qualifications include complete background checks with finger printing and references. Training includes child development, health, safety, positive discipline and guidance. Current health evaluations are also required. Employees are sought that have a desire to care for children and a commitment to establish a nurturing, Christ-centered atmosphere for child development.

**Custody Arrangements**

The Life Church Child Development Center staff will not become involved in any child custody disputes. Our records and resources are not available unless required by a current court subpoena.

**Divorced or Separated Parents**

The Life Church Child Development Center staff tries to be aware of and sensitive to the families we serve. If divorced or separated parents are sharing custody and there is some way Life Church CDC can help make this easier (or avoid making the situation more difficult), let us know. Parents should know that without a legal document, we cannot presume one parent has more rights or fewer rights than the child’s other parent.

**Emergency Procedures**

Every day, our first responsibility is to ensure that the children and staff are safe and secure. If a code orange or red alert is issued, we will follow the directions of the local public safety agencies. The school is equipped with emergency lighting systems, fire extinguishers, and a fire alarm system.

**Weather Alert**

When a weather alert sounds or is aired, precautions will be taken to keep students indoors and in a safe location. When Faith Academy closes due to hazardous weather, we will also close. We will send a message through Procare to notify our parents of any early dismissals or closures.

**Evacuation**

If it is unsafe for students and staff to remain inside the building due to fire or a bomb/terrorist threat, we will conduct an evacuation drill. If necessary, we will relocate students and staff to another safe location. We then will follow the directions given by public safety officials. If there is a threat of severe weather or of hazardous materials (biological or chemical) outside the Center, we will move to safe locations inside the building (interior classrooms and away from windows and doors). We then will follow the directions given by public safety officials.

**Lockdown**

If there is an intruder or threat of violence on or near the campus, we will conduct a lockdown drill. All children and staff will remain behind locked doors. We then will follow the directions given by public safety officials.

**Other Emergency Procedures**

Our staff is well-trained in emergency procedures. We conduct regular safety drills so the children will be familiar with the proper procedures for each type of emergency. Instructions for evacuation of the building with primary and alternate escape routes are posted in each room. During a fire drill, the children are instructed to stay in line, walk slowly, maintain silence, and follow the directions of the staff or Fire Marshall to the assigned area.

In a severe weather drill, the children will follow their teacher to the center of the building, where they are to assume the “drop” position. If there should be a physical plant problem that would prevent continued use of the facilities, we would move the children to another part of the church building or outside until the parents can be notified and the children can be picked up.

**Explanation of Payment Policy**

The continued enrollment of your child depends upon your timely payments. Parents are required to set up payment through the Procare App. If you would like to pay with a check instead of it being automatically drafted, checks should be made payable to Life Church Child Development Center. Please note payment with your child’s name. Payment is due and payable on Monday for the current week if you do not want your account drafted.

A $15.00 late fee will be added to tuition and an invoice issued if not paid by Friday. A two- week unpaid balance will result in your child’s dismissal from Life Church Child Development Center.

For returned checks due to insufficient funds, there will be a $25.00 fee, along with the amount of the check, **Payable by Cash Only.**

**Prohibited Substances**

There will be no smoking or use of tobacco on the Center premises...in the building, on the grounds, or in any vehicle being used to transport children for whom the Center is responsible. Parents, staff, chaperones, volunteers, shall not consume or be under the influence of alcohol, marijuana, or any other illegal drug or controlled substance on the Center premises during the hours of operation or at any other time or place where children are present for whom the Center is responsible.

Aggressive and abusive behavior against staff or administration by parents/guardians will not be tolerated. Aggressive and abusive action by parents/guardians are grounds for the banning of that parent/guardian from the property or their child not being allowed back at the Center, or a combination of both. Complaints and issues should be taken up with the Director or Assistant Director in a professional manner.

**Lost and Found**

Our lost and found cabinet is located just outside of the office. Please check the bin regularly. Items with no name will be donated to a local charity.

**Receipt and Acknowledgment Form**

**I have received a copy of and agree to abide by the policies and procedures stated in the 2023-2024 Life Church Child Development Center Before/After School Parent Booklet.**

**Child’s Name: Grade:**

**Signature of Parent or Guardian:**

**Print Name: Date:**

**\*Please turn in this form, signed, into the Life Child Development Center office. This form must be signed in order for a child to continue their care at the Center.**

**Thank you**

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