

**ASHFORD CHRISTIAN DEVELOPMENT CENTER, LLC**

**PARENT HANDBOOK**



**Ashford Christian Development Center, LLC**

Dear Parents,

We are excited by your interest in Ashford Christian Development Center. The philosophy and goals of our program are based on sound educational principles and a Christian concern for the growth of your child as a child of God.

We believe that every child has the right to be safe, healthy, loved and cared for. We will provide the opportunity for developmental activities that maximizes your child's potential according to their age, needs, talents, and interests. ACDC is different because it offers a family-like atmosphere; this is so important in the nurturing of small children. It is a place where every child can be accepted and helped to develop a positive self-concept.

We will keep you informed of your child's progress and problems, cooperate with you in planning the needs of your child, and provide love, attention, and the best quality care possible.

Thank you for allowing your child to learn and grow at ACDC. We look forward to working with you and your family!

Sincerely,

April Alford  
Owner/Director

## **OBJECTIVES OF ASHFORD CHRISTIAN DEVELOPMENT CENTER, LLC**

### **SPIRITUALLY**

We strive to help children grow in their knowledge of God and his son Jesus. We will teach lessons from the Bible and tell stories that relate to their world today.

### **SOCIALLY**

We help children have satisfying experiences in working and playing with those his/her own age. We will help them to learn to respect others and to develop an attitude of kindness, cooperation, courtesy and helpfulness towards others.

### **MENTALLY**

ACDC provides opportunities for self expression, investigation and participation in group activities. We will help to increase their understanding of the world around them and how to live well in it as Christians. We provide stimulating lessons that will get their creative juices flowing and allow each child to ask questions and expand their knowledge.

### **EMOTIONALLY**

We help each child mature in their reactions toward emotional problems and help them to develop appropriate methods of expressing emotional responses.

### **PHYSICALLY**

We will provide opportunities for both indoor and outdoor play each day. This play allows a gain in each child's bodily strength and skills and he/she climbs, runs, balances, lifts, pulls, and pushes in the process of their play.

The most important time for learning is birth through age 5. At ACDC, we will keep your child stimulated and maximize their potential for knowledge. They will participate in crafts, games, outdoor play, indoor play, reading, bible stories, music and many other activities that will encourage your child's spiritual, social, mental, emotional and physical growth.

## **PARENT-CAREGIVER AGREEMENT AND POLICIES**

The purpose of this contact is to define the mutual terms of agreement for childcare arrangements. Parents and grandparents are welcome anytime.

### **PARENTAL RESPONSIBILITY**

Parents will supply:

- Child's clothing in a plastic zip storage bag (one complete extra set of clothes)
- Bedding: sheet & small blanket, or nap mat
- Current proof of immunizations (Blue Slip)
- Toilet training children need wet wipes/diapers/or pull ups

Children may not bring toys to school. We ask that each child leave favorite items, toys, and stuffed animals for nap at home and only bring one on Fridays (show-and-tell). The center will not be responsible for broken or lost items if they are brought to school.

### **BREAKFAST**

Children may not bring/eat breakfast at school after 8 a.m.; they must wait for snack at 9:30 a.m.

### **LUNCH**

Lunch is provided by the center unless a parent chooses to bring lunch for their child which will require the proper form to be kept in the child's folder.

### **SNACK**

Snack will be provided by the center unless a certain diet is required and again proper documentation is required.

### **SIGN-IN**

The State of Alabama Department of Human Resources and Ashford Christian Development Center requires that all children are to be signed in and out each day. Please make sure that you include the time of arrival and departure. You may sign in and out with which ever teacher you leave your child with. Children will only be released to persons listed on the Preadmission Form. In the event that someone else is picking up your child that is not listed, there must be a written, signed letter to that affect given directly to a staff member by the parent. A verbal or phone request will not be allowed. Picture identification will be required at the time of pickup.

## **CLOTHING**

For safety reasons we do not allow flip flops, tops with spaghetti straps, or dresses without shorts underneath them. Children should wear comfortable, washable, easily managed clothing. All children must wear socks with tennis shoes. ACDC t-shirts are available if interested.

## **SICKNESS**

The State of Alabama Department of Human Resources does not allow us to care for sick children. Therefore, the school will not accept children who are possibly contagious. Children who have a contagious illness such as strep throat or pink eye should remain at home for 48 hours after initial diagnosis and treatment. If your child is diagnosed with a contagious illness, they may not return to the center until they are released by their physician. A signed medical release must state that the child may return to a group setting. Children should be kept at home if they exhibit any of the following symptoms: vomiting, diarrhea, severe or suspicious rashes, red seeping eyes, ear ache, head lice, a temperature of 100 degrees or above, persistent cough, non-stop runny nose or evidence of a viral or flu-like condition.

If any of these symptoms develop during the day, the parents will be contacted for pickup, the child will be supervised by a teacher in the sick-room and the child cannot be brought back to the center the following day. In the event that the parent can not be reached we will call the next person listed on the contact sheet.

## **FEVER**

If the child is home with a high grade fever (100 or above) he/she must remain fever free, without medication, for 24 hours before returning to school.

## **MEDICATION**

Childcare providers will not give any over-the-counter medication to any child for any reason. If a child has a prescription that must be administered during the hours of operation a state medical release form must be properly filled out and signed by the parent. All medications must be in their original container, with the original prescription label and the child's name or medication will not be given.

## **EMERGENCY**

At providers discretion (a scratch or scrape can use a band-aid but for a bump or lump a phone call) the parents will be telephoned if their child is injured or needs medical attention. In the event of a serious illness or accident, if the parents cannot be immediately reached, or contact person is unavailable, their physician will be notified, 911 will be called and the child will be moved by ambulance with a staff member to the

closest medical facility for immediate medical treatment. The emergency information and emergency medical form must be kept up to date at all times for the safety of your child. Please inform the Director of any changes and make sure the form on the last page of this handbook is kept up to date.

## **EMERGENCY PLAN**

Routine fire and tornado drills are conducted periodically by the local fire department or staff. The evacuation plan is posted in the hallway. In the event of an actual fire it is imperative that each child is aware of exiting procedures, an alternative route, loss of power, and the sounds and sights of the sirens and strobe lighting. When watches or warnings are issued by the National Weather Service for tornadoes, severe thunder storms, etc., we will endeavor to remain open if at all possible. We will not, however, compromise the health or safety of our children. Parents may, therefore, be notified to come earlier than usual to pick up their child.

## **TOILET TRAINING**

Our school accommodates children in diapers and pull-ups. We will work with you and your child individually on their toilet training needs so that your child feels successful as they train. The staff will put pull-ups or diapers on transitioning children during naptime until they remain dry for an extended period. Transitioning children from diapers or pull-ups to underpants is a process that requires some trial and error. Please make sure that your child has extra sets of clothes available.

## **SNACKS**

Two snacks with drinks will be provided every day. The first snack will be at 9:30 a.m. and the second snack will be at 2:00 p.m. The daily snack schedule is posted in the hallway.

## **ARRIVALS**

We ask that your child's belongings be put into your child's cubby upon arrival and then meet the early arrivals in your designated area. By 8:30 a.m. the children begin their morning circle time and then go to their classrooms. Your child's daily schedule is posted outside of their classroom. We will be unable to accept children after 8:45 a.m. unless they have a scheduled appointment and a written excuse from the doctor. Many children have a hard time transitioning in the middle of an activity and children tend to get upset or frustrated joining in the middle of an activity.

## **COMMUNICATION**

Good communication is very important between parents and teachers. Please feel free to ask questions and send necessary messages to the school. Usually your child's teacher will be able to answer questions, but not during the time she is teaching her class. The

Director is also available to discuss any matter with you. Please let the Director know if you have any questions or concerns. Complaints are to be discussed directly with the Director. We ask that written messages be sent to school. Verbal messages given by children cannot be accepted. Parents are welcome to visit our preschool anytime. All notices to parents and parent information will be posted outside your child's classroom. Be sure to check it regularly for up-to-date information.

## **DISCIPLINE**

We believe that discipline is for the purpose of instruction, training, and correction – not punishment. Corporal punishment in any form will not be tolerated including: spanking, humiliation, shaming, performing a meaningless task, or withholding food. Discipline is necessary to build a good, moral character resulting in a healthy self-image and respect for others. It enables a child to reach his/her fullest potential as a unique individual and develops healthy social and interpersonal relationships with their elders and peers. It establishes boundaries for appropriate ages. Rules of conduct are posted and will be discussed until the children adjust and feel comfortable with their new environment. We will use play, curriculum, redirection, and praise to express rule following and behavior. If a child becomes defiant (has refused numerous time to do what has been clearly asked) or becomes physically aggressive she/he will be taken aside, or relocated to discuss the behavior. If the behavior continues a child may be sent to “thinking space”, which is a spot to sit (1 minute per age) and calm down and think about good and bad choices. If problems persist a conference will be set up with the parent to determine what would be an appropriate course of action to ensure that child's success at school. We reserve the right to terminate this contract any time to remove a child from our center who has needs that cannot be met by our staff.

## **DAYCARE CLOSING**

The center may be closed on the following dates:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving (25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>)
- Christmas (23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>)
- New Years (31<sup>st</sup> and 1<sup>st</sup>)

## **UNCELEBRATED HOLIDAYS**

We do not participate in Halloween. Therefore, no costumes or treats that pertain to ghosts, witches, goblins, or any other image which could scare or frighten a child will be accepted. We will instead celebrate Fall Harvest. Each child will have a handmade costume to wear, games to play and treats to eat.

**BIRTHDAYS**

We will celebrate each child's birthday. If parents/guardians would like to bring cake/cupcakes to celebrate their child's birthday at the preschool, arrangements must be made a week in advance so that the child's teacher can adjust their lesson plans to accommodate the party. We will not exchange presents at school in respect for the other children in the classroom. We will have that child's party at 2:00 pm during the afternoon snack time.

**FEES**

There will be no adjustments to the weekly fee due to child/parent illness, holidays, bad weather, or personal days. All payments will be made Monday in advance of the week your child will be in attendance. Monies are to be given to the teacher at sign-in or dropped in the payment bin. For the safety of our staff and children we ask for checks or money orders unless other arrangements have been made directly with the Director. Parent receipts will be placed in the folder located outside your classroom. An additional fee of 15% per week or a minimum of \$10.00 will be charged if weekly payment is late. Overtime (after 6:00) will be charged at a rate of \$7.00 every 5 minutes payable at the time of pickup that day. There is a \$40.00 returned check fee. After the second returned check, we will only accept money orders. Tuition accounts with charges two weeks past due will be declared Delinquent Accounts. A child with a delinquent account will not be allowed to attend ACDC until the account is paid in full. Failure to respond to ACDC's collection efforts will result in your account being turned over to a collection agency and will result in significant collection fees. If you are having financial difficulties please make an appointment to speak to the Director before your account is declared delinquent.

**DROP OFFS/PICKUPS**

Your child will only be released to someone listed on their release form. Under NO circumstances will anyone else be allowed to remove a child unless the director/teacher has a written, signed note from the parent. Anyone that is not recognized by the teachers will be required to present picture identification at time of pickup. Children in our care cannot be released to someone who does not have the appropriate child restraint in vehicle or to a person who is physically or mentally incapacitated/ under the influence of drugs or alcohol. If, by teacher opinion, the child cannot be safely transported to or from school, we will ask the parent not to transport the child. The teacher will call a person who can pick up the child from the authorized contact pickup list. If the parent refuses to agree to this alternative, ACDC staff will immediately call child protective services or the police to report the unsafe transport of a child.



## **COURT ORDERS**

ACDC staff may not keep a legal parent from picking up their child. Only if there is a court order keeping a parent/guardian away from a child can the parent/guardian be denied pickup privileges. The Director must have a copy of that written, signed, court ordered paperwork on file to prevent pickup. Otherwise the staff cannot prevent a custodial parent/guardian from pick-up.

## **PHOTOGRAPHS**

There will be lots of pictures taken of the children/staff/parents. These photos will be used for gifts, made into crafts, given to the children, and posted for parents so you can see firsthand how the children and staff play together. We may also use pictures to post on our website. Please send a written notice if you do not want your child's picture to appear on our website.

## **ANSWERING CALLS**

Please be advised that if we are in the middle of an activity that requires close supervision or teaching an important concept in our curriculum, the answering machine may pick up calls during that time. We will return calls as soon as we are available to. Someone on staff will have a telephone available and will try to answer all calls but in the above mentioned case, please be advised that we will call you back.

## **ACDC IS A SMOKE-FREE ENVIRONMENT**

No staff member/parent/persons will be permitted to smoke on or around the premises.

## **STANDARDS**

ACDC is licensed by The State of Alabama Department of Human Resources. A copy of the Minimum Standards for Day Care Centers: Principles, regulations, and Procedures are available in the Director's Office.

## **TERMINATION**

A two week written notice is required for termination of this agreement by a parent/guardian. If parent/guardian is terminating care, payment is due for the notice period whether or not your child is in attendance. ACDC reserves the right to terminate the contract and remove a child from the center without notice if childcare fees are not paid or are delinquent, if a child is aggressive, violent, or a threat to the safety of the other children, and if the staff is unable to meet the needs/concerns of a child or parent.

## CONFERENCES

Parent/Teacher conferences will be held and Progress Reports shall be distributed two times a year with a teacher conference option in November and April. All other conferences will be made by written appointment only with your child's teacher or Director. Once a year, ACDC will provide a Graduation Ceremony and Celebration for our children. All parents, grandparents and children are welcome to attend.

I fully understand and agree with the terms and policies of this contact, which are effective throughout the duration of my child's enrollment. I understand that all children accepted for care are enrolled on a provisional basis for the first 30 days of the signing of this contact.

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Signature (parent/guardian) & Date

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Signature (Spouse) & Date

I \_\_\_\_\_ give Ashford Christian Development Center permission to video/photograph my child at school.

Please write out Special Instructions or Helpful Information Here:

For example: (napping preferences, likes/dislikes, fears, eating habits or developmental concerns)


### **Attachments:**

**Child's Preadmission Record**

**Lunch Release Form**

**Child's Identification Sheet**

**Emergency Medical Release Form**

**EMERGENCY MEDICAL RELEASE FORM**  
**(Must accompany child to hospital)**

I hereby grant permission for Ashford Christian Development Center, LLC/ April Alford, our child care provider, to take whatever steps that may be necessary to obtain emergency medical care, if warranted. These steps may include, but are not limited to the following:

1. Attempt to contact parents or guardians
2. Attempt to contact child's physician, listed below
3. Attempt to contact child's parents/guardians through any other person listed below
4. If parents/guardians or doctors cannot be contacted, Provider will do any of the following:
  - a. Call another physician or paramedics
  - b. Call an ambulance
  - c. Take child to hospital emergency room or medical facility
5. Any expenses incurred under the above will be borne by the child's family
6. Provider will not be responsible for anything that may happen as a result of false medical statement or personal information given at the time of enrollment

Persons to contact in the event parents/guardians cannot be reached:

#	NAME	PHONE	RELATIONSHIP
1			
2			
3			
4			

Physicians to contact in the event of an Emergency:


**TO WHOM IT MAY CONCERN:**

I hereby give my consent to \_\_\_\_\_ or any other hospital, to administer treatment to my child, \_\_\_\_\_ in the event of an emergency at which time I cannot be reached. I give my consent to transport by ambulance, if situation warrants.

<b>DATE</b>	<b>PARENT/GUARDIAN SIGNATURE</b>

Subscribed and sworn before me at \_\_\_\_\_ on this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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My commission expires

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Notary Public