



Rules & Regulations

CONTACT INFORMATION:

Post Office Box 893
Cullman, Alabama 35056

Phone – 256-739-4245

Director – Mrs. Trish
trishposey@daystarchurch.tv

Director In Training – Mrs. Elizabeth
elizabethcornett@daystarchurch.tv

Assistant Director – Mrs. Beverly
beverlydleith@gmail.com

Office Administrator – Mrs. Michele
micheleduke@daystarchurch.tv

Program Administrator – Mrs. Melissa

Rules & Regulations:

We wish to thank you for choosing Daystar Preschool & Childcare for your child's needs. We can assure you that our facility has planned a safe and happy environment that will be your child's home away from home. We are in no way a substitute for the family or the values learned at home, but we wish to help you in all the ways God has planned for your family.

Our faculty is made up of loving individuals who enjoy working with young children. We will strive to help your child grow in every way. We will seek to teach your child Christian values, ideas, and principles. We will provide the necessities for an effective program and constantly evaluate the program for changes that enhance our center.

As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the close cooperation, communication, and understanding of parents and staff.

This handbook has been prepared in order that you may know our policies and better understand the program as we work together to help your child through a successful experience while enrolled with our center. This handbook is not a contract and may be changed at any time by the Director.

Programs Offered:

1) Child Care

- A) The childcare program is an annual program. During the school months those enrolled in childcare will also attend our preschool classes.

2) Before School and After School

- A) We will escort children to the bus stop in the morning and escort them from the bus to the building in the afternoon. We do not transport children to and from school. While in our care, children must follow all the rules set forth for the childcare and preschool participants. They must be carefully considerate of those younger than themselves. Respect for the childcare worker is required.

3) Preschool

- A) A preschool course involving 18 months – to – school age is offered during the school year. Academic instruction is given using the ABEKA Christian curriculum. More information about this course of study can be received from the teachers. Our summer session does not include a preschool curriculum, however, it will continue with a structured Christian schedule daily.

Days of Operation:

- 1) Childcare is available five days a week, 6.30 a.m. until 6:00 p.m., Monday – Friday.

- 2) “Drop-Ins” are not accepted at our center. **During the summer**, we do offer part-time (3 days a week) or full-time for all ages. **During the preschool year**, we offer preschool only (Monday – Friday, 8 a.m. – 12 noon), or full-time (Monday – Friday, 6:30a.m. until 6:00 p.m.).
- 3) The center will be closed for the following holidays/events:
 - A) New Year’s Day
 - B) Good Friday
 - C) Memorial Day
 - D) July 4th, Independence Day
 - E) Labor Day
 - F) Veteran’s Day
 - G) Thanksgiving Day
 - H) Friday after Thanksgiving
 - I) Christmas Eve
 - J) Christmas Day
 - K) We will close early the day of Preschool Graduation – 5:00p.m.
 - L) We will close early the day of our Christmas Party – 12 noon.

These holidays/events will be posted in advance for your convenience. Normal fees will be required on these days.

- 4) Preschool classes are available from August to May each year at 8:00 a.m. – 12:00 p.m. Monday thru Friday. Children enrolled full-time in the childcare program get the advantage of being in the preschool classes. Classroom assignments are made according to age. These assignments are made by the Director.

Admission Procedures:

- 1) Children presently enrolled in the center will be given first consideration for continued enrollment. Each one wishing to continue enrollment must have their fees up-to-date, they must complete all required forms, and pay the yearly registration fees prior to the open registration date. Openings remaining will be filled at that time.
- 2) If your child will not be attending during the summer, a two-week advance on the fall tuition will be required at registration to hold that child’s enrollment for the fall. This two-week advance is non-refundable and in the event that this child does not attend in the fall, this will be used for their two-week notice after the parent has notified the center in writing.
- 3) Interested parents should call the center to request that their child be enrolled. If there is no vacancy, the child’s name will be placed on a waiting list. When a vacancy occurs, the center will notify the parents and arrange for a pre-admission conference if the parents/guardians are still interested.
- 4) All required forms, including a contract and rules & regulation agreement form, signed by both parents or accompanied by custody documents. They must be completed and returned to the center along with the annual registration fee of \$45 for preschool age children. The first week’s fees will be due at registration. The registration fee and first week fees are non-refundable. At initial enrollment, registration fee and first week’s fees may be held up to 2 weeks before regular fees will be due. A two-week notice is required to withdraw enrollment. An additional mid-term fee of \$30 will be due before December 15th for all preschool age children. This mid-term fee will enable us to replenish supplies for the second half of the year. All forms are to be completed by the child’s parent/guardian and the child’s blue slip must have a current date, completed and signed by your child’s healthcare provider. School age children (age 6-and up) will pay a \$30 registration fee per year. The State of Alabama requires that these forms be

properly completed and signed, available to the Director of the center on or before the first day of attendance by your child. Please keep these forms up-to-date at all times. Notify us immediately of any changes; i.e.: address, phone numbers, work phone numbers, cell numbers, and custody changes. All changes must be made in child's file, on original forms, and must be in writing from the parent or guardian and initialed with a date of change.

- 5) We encourage children to visit the center prior to their first day. These visits should be brief in order not to disturb classes in session and should be scheduled with the director for convenience of both parties.
- 6) The center reserves the right to drop any child from enrollment upon two (2) weeks notice. This would include, but not limited to, excessive changes or requirements of research and file copies. Parent or Guardian may be charged a copy fee according to the amount of research and work required, along with legal fees to handle personal issues. Under certain circumstances termination may become effective immediately upon the Director's discretion. Parents may withdraw their child from enrollment upon two (2) weeks notice "or" upon payment of two (2) weeks additional fees.
- 7) Interested parents may pay their child's fees for the year in advance in order to receive a 10% discount. In the event that the parent needs to withdraw their child before the time period paid for in advance, they will lose the 10% discount and accept a 15% penalty for the remainder amount to be reimbursed. Parent shall receive this reimbursement within 30 days of notification to Director, Trish Posey, that your child would be withdrawing early.

Emergency Plan:

- 1) In the case of a medical emergency with a child, an attempt will be made to notify the parents immediately. If the parents cannot be reached or if the situation warrants, 911 will be contacted and paramedics may transport the child to the appropriate facilities to receive medical attention. We will in no way transport a child from the center in our personal vehicle during a medical emergency.
- 2) Routine fire and tornado drills are conducted periodically. In the event of severe thunderstorms, tornadoes, etc. or in the event evacuation from the center becomes necessary for reasons other than fire, procedures outlined by the county coordinator of Civil Defense will be followed. In the event of inclement weather – parents should make arrangements for the child/children to be picked up immediately by someone on the formal pick-up list. In the case of Fire—we have been instructed to gather all children outside the building at the far end of the front parking lot close to the mailbox, out of harms way and wait for First Responders to arrive.
- 3) In the event of inclement weather, i.e. snow, ice, tornado, or excessive power outage; we will follow the county school's (more specifically, Good Hope School), decisions for closing, closing early, or late opening. Upon early closing or late opening, we will close/open one (1) hour after or before, the school dismissal. Please monitor local weather alerts for these closings. It helps if you contact the center to let us know someone is on the way to pick up your child/children. For the safety of the children, you must pick up your child as soon as possible. State regulations prohibit us from allowing a child to leave the center once a warning has been issued for our area. In this case, you must wait until the warning has been lifted for the child to leave the center.
- 4) If power, heat, or water is temporarily not available, the center will try to remain open if at all possible. If we cannot properly care for the children or if directed to close by State DHR, parents may be notified to come earlier than usual to pick up their children.

Arrival & Departure Proceedings:

- 1) Upon arrival the parent/guardian should bring the child into the center and the child must be delivered into the hand of the child care staff no earlier than 6:30 a.m. Each child must be signed in by a **full name signature of first and last name (no initials)**. The staff cannot be responsible for the child's safety if this policy is not followed. In addition, the parents or the person authorized to pick up the child must sign the child out each day upon departure using a full signature, first and last name. If child is picked up after 6:00 p.m., a late fee will be charged to the parent in the amount of \$20.00 per ½ hour with a minimum of \$20.00 payable to the center. If late pickup is recurrent, then the center has the right to expel the student from the center. Late pick up fess are per child.
- 2) Children will be released only to properly identified persons who have been listed by the parent/ or guardian in the 'Child Release' section of the parent agreement form. The names of persons who may call for the child and other information must be kept current by the parent. A picture id may be required if someone other than a parent is picking up the child. Please list anyone you feel will be allowed to pick up your child, as our policy will be NO ONE will be allowed to pick up a child without being listed on the enrollment forms. In an emergency and if approved, a fax in the parent's handwriting designating someone to be added to the child pick up list may be accepted. Parent or guardian may update forms at any time. In the case of custody changes, we must have legal papers on file to implement changes.

Scheduled Rest Period:

- 1) A rest period is scheduled each day between the hours of 11:30 a.m. and 2:00 p.m. Children must arrive **before 9:30 a.m. or after 1:30 p.m.** in order not to disturb the other children's rest period and lunch schedules. If you need to pick your child up before nap is over, it is recommend that you call ahead so that we may help your get your child ready without disturbing the other children.
- 2) Children will be asked to bring a small blanket, **with their name on it**, from home. Please don't send sentimental items. We are not responsible for lost or stolen items. Their nap blanket will be sent home each Friday to be washed and should be brought back each Monday. The center will provide cots and cot sheets/cribs and crib sheets.
- 3) Our school-age children will have a 45 minute "quiet-time" each day from 12:30-1:15. They may bring a beach towel or a blanket of approximate size that will fit in their cubby. They may also bring a book to read during this time. No electronic games accepted. The center is not responsible for lost or stolen items. This does include but not limited to cell phones. No cell phones for school age children will be allowed at the center.

Health and Medical Information:

- 1) A current record of immunizations must also be provided and updated periodically according to the immunization schedule prescribed by the Alabama Department of Public Health.
- 2) Children must NOT be brought to pre-school if they have: severe cold, undetermined rash or spots, fever, severe headaches, upset stomach, diarrhea, or other symptoms of illness. Parents will be notified to come for their children immediately if signs of illness occur during the day. We ask that you keep your child home 24 hours following any diseases with the child's fever

over 101 (****your child should be fever free for 24 hours prior to his or her return to our center**). This is for the protection of every child. When a child is sent home from the center with any sickness that is contagious to others, including a fever of 101 or more, your child must have a written form from a physician to be allowed to return to preschool. If your child is absent for an extended period of time due to illness, we may require a written notice from a physician for your child to return to preschool. When a child returns to the center following a surgery, we may require a release from the physician to return to preschool and must include any restrictions necessary. These requirements are STATE recommended and are for the protection of EVERY child.

- 3) Children may not return to school after a communicable disease until the doctor has released the child or all symptoms have disappeared and been fever/temperature free for 24 hour, and a written notice from a physician will be required.
- 4) Parents will be notified when a communicable disease has been introduced into the center. We urge you to notify the staff when your child has been exposed to a communicable disease outside the center.
- 5) The only medicine our staff will be allowed to administer will be epi pen (under doctor written instructions), topical ointments as needed for diaper rash, orajel ointment for infants and inhalers prescribed by a doctor in original container with written instructions. Any exceptions of this must be approved by Director. These will only be administered upon parents completing a medicine form daily and/or weekly as needed. These items must be clearly labeled with your child's medical need, name, and instructions.
- 6) The center will not accept responsibility for applying sunscreen.
- 7) We can assure you the Daystar Preschool & Childcare will do every reasonable thing in its power to provide a safe and happy environment for your child. If, however, an illness or accident should occur wherein your child needs medical or surgical care, the center will not assume responsibility for cost of said medical or surgical care.

Toddlers:

- 1) Parents are responsible for wipes, diapers, change of clothes, and extra training pants. No glass bottles are accepted and all items are to be labeled with your child's full name. We ask that you do not bring sippee cups from home (unless under one year of age). If your child requires food or drink different than what is served at the preschool, you must send it from home. We will require a physician letter/note, if your child is not permitted to have milk. If your child has other medical food issues, please submit detailed information of needs. Please send disposable items if necessary. We will not be responsible for dishes or personal items sent from home.
- 2) We request that parents with children three years and under not put bobby pins or barrettes in the children's hair. Many children will put such objects into their mouths, with tragic results. Please help us prevent accidents.

Clothing and Personal Belongings:

- 1) Children should wear comfortable clothes suitable for indoor and outdoor play. Shoes should be worn at the center at all times. Please send your child in shoes that are comfortable for indoor and outdoor play. Shoes will be required from age 9 months and up.

- 2) All extra clothing should be marked with the child's name for identification. This includes coats and sweaters. Please be sure your child has a coat or sweater every day that it is weather appropriate. If at all possible, they will spend a few minutes outside during their day. Please place extra clothes in a Ziploc bag with child's name on it. This helps if things fall out of your child's cubby.
- 3) All children must have an extra change of clothing at all times. It is the parent's responsibility to provide these extra clothes, weather appropriate. If a child has an accident that messes up their clothes and they do not have a clean change of clothes, we will contact a parent to bring a change of clothes at that time.
- 4) Children should bring a small blanket with their name on it for nap. They should take it home each Friday to be washed and returned on Monday. No pillows allowed.
- 5) Please do NOT allow your child to bring money of any kind to the center. This is very dangerous and can cause choking.
- 6) For girls wearing dresses, we request they wear shorts underneath, as they will be playing in the floor and on the playground. For school age children, the Cullman County school handbook dress codes should be followed.

Discipline:

- 1) Our daily program includes fair and consistent discipline. Our teachers have been instructed not to administer physical punishment of any kind; nor will discipline ever be in the form of depriving the child of food, nap, or bathroom facilities. The discipline will be on the individual child's level.
- 2) Parents are encouraged to inform the center of situations at home such as: new baby, death, divorce or separation of parents, illness of family members, or any other situation that might affect the child's behavior. Parents should also notify staff of any medications your child takes. Many common medications cause behavioral side effects.
- 3) Our staff has been instructed to use 'positive reinforcement' and redirection techniques to help your child gain self-esteem.
- 4) Our staff will be using 'time-out' for discipline techniques. The amount of 'time-out' will depend on the child's age. If the child is two years old, the 'time-out' will be two minutes. If the child is three years old, the 'time-out' will be for three minutes, (and so on).
- 5) If there is a discipline situation with your child, such as biting, hitting, or failure to adhere to class rules, and we are unable to resolve it with 'time-out', we will contact the parent/guardian and request further involvement to correct the discipline matter. Upon further continuation of the same discipline matter, you may be asked to come to center to resolve the matter. It is **not** usually recommended that you take the child home in these matters, as it sometimes enforces a sense of "if I misbehave, I may get to go home". In exhausted situations or if the Director feels we may not fairly be able to ensure safety of the child or classmates, we may require that you take the child for the day or the child may be dismissed from our care. Please maintain close communication with the director in these matters.

Feeding Program:

- 1) We do participate in the Child Nutrition Program with the State of Alabama and all meals and snacks will meet the standards set by this organization. We will provide your child with a morning breakfast, a lunch, and an afternoon snack every day at the center. (We will allow your child to eat breakfast brought from home if they arrive before 7:00 a.m.) Some days we may have 'special treats, such as birthday or holidays' that will be served at lunch in addition to the required food items. If you would like to send a 'treat' for your child's class, please contact your child's teacher in advance. Please remember, due to choking hazard and allergies, we do not allow hard candy, peanut butter or nuts.
- 2) In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.
- 3) Weekly menus will be posted at the center for your convenience. If you choose to send your child's lunch, please make sure it is **labeled with your child's name** and placed on the kitchen counter. Please send disposable items if possible. We will not be responsible for returning items sent in your child's lunch or breakfast such as spoons, forks, or dishes. We do not allow the children to bring their own snack unless under Doctor's instructions or approved by Director.

Visits & Conferences:

- 1) Your visits to the center are welcomed and recommended. Please see the Director for a convenient time for both parents and staff.
- 2) At any time you wish to have a conference, please call the center and arrange an appointment with the child's teacher and/or the director. Please make this call in advance so that the appointment can be scheduled for the convenience of both staff and parents.
- 3) We ask that parents not talk about a child's problem while the child is present. If there is a concern, please set up a conference. All conferences will be noted and put in your child's file. Anytime you feel it necessary to discuss a problem, you may have to contact the Director for further resolution. Each concern or situation will be handled with the utmost respect, concern, and as much confidentiality as possible.

- 4) We ask that your reserve time each day for your child to tell you about their day and any activities they may have participated in. Please show interest in and encouragement of your child's efforts.
- 5) All scheduled parent/teacher conference will be announced as arrangements are made. Parents are expected to attend. This is a time when we cover our events planned, changes, and ask for parental involvement.

Prayer, Bible Study, & Patriotism:

- 1) A prayer and Bible lesson will begin each preschool day. Prayer will also be said before each meal and incorporated into the classroom schedule as the teacher or children feel necessary.
- 2) Christian morals and standards such as truth, honesty, patience, love, kindness, joy, and peace will be taught in our lessons.
- 3) We will be teaching the Lord's Prayer daily.
- 4) We will be learning Bible verses daily.
- 5) The Pledge of Allegiance, Pledge to the Bible, and the Pledge to the Christian Flag will be taught in the classroom daily.

Operating Policies

- 1) All staff members at Daystar Preschool & Childcare will be required to follow strict guidelines set up by Daystar Church and the Center Director. If you have any questions on this policy, please contact the Director – Mrs. Trish.
- 2) Daystar Preschool & Childcare occasionally takes pictures of the children participating in some of their activities. We use these pictures for crafts, scrap booking, videos, website, marketing, Facebook page and graduation. If you do not wish to have your child's picture taken for use in these purposes, please put your request in writing and schedule a meeting with the Director – Mrs. Trish.
- 3) We will follow the guidelines set forth by the Alabama Department of Human Resources. The handbook provided by the state of Alabama contains the minimum standards for Day Care centers. The handbook contains all principles, regulations, and procedures set forth by DHR. This handbook will be kept at the center at all times. You may acquire a copy by calling the INTAKE phone number posted at the Daystar Preschool & Childcare center.

Security:

We strive to keep our center secure at all times by using our "key fob" system installed at both of our preschool entrances. We ask that parents/staff help in security by not sharing your purchased key fob with anyone other than the person it was assigned to. Also, any time you enter or exit the building, we ask that you be aware if anyone is around that should not enter without permission. At any time you see a concern, please notify the office immediately.

Our Director, Teachers and Office Staff do "security checks" regularly and work together to ensure the safety of all children enrolled. To enhance our security measures, we are updating our phone systems and we

are installing a security camera at our main preschool entrance. At any time you have questions or concerns, please contact our Director.



**Rates & Payment Policies
Effective August 10, 2015**

Registration Fees

Preschool ages.....	\$45.00
Mid-term fee for Preschoolers, Due December 15 th	\$30.00
School age.....	\$30.00

Weekly Rates Child Care (Full-time includes Preschool classes when in session)

3 weeks-12 months.....	\$115.00
12 months –Nursery.....	\$100.00
K-2.....	\$100.00
Transition (potty training)	\$100.00
K-3.....	\$95.00
K-4.....	\$95.00
School-Age	\$85.00

Part-Time Rates

Preschool Only (Mon.-Fri., 8 a.m. until 12 p.m.).....	\$85.00
<u>3 days per week (available only during summer)</u>	
3 weeks-12 months	\$100.00
12 months–Nursery.....	\$85.00
K-2.....	\$85.00
K-3.....	\$80.00
K-4.....	\$80.00
School-Age	\$70.00
Before and After School Care.....	\$45.00



THE FOLLOWING IS A LEGAL CONTRACT. PLEASE READ VERY CAREFULLY BEFORE SIGNING. TWO COPIES ARE PROVIDED. PLEASE SIGN BOTH AND RETAIN ONE FOR YOUR OWN RECORDS.

Child's name _____

I AGREE:

1. To pay Daycare Registration fee of \$45.00 per preschool child at the time of enrollment. This is an annual fee. I agree to pay a \$30.00 mid-term fee due by December 15 for each preschool age child. The registration fee for each school-age child will be \$30.00 and there will be no mid-term fee.
2. To pay on the first day of each week, each bi-week, or each month, in advance of care, a tuition fee of \$ _____, with no deductions for absence, including Holidays or closings due to weather or circumstances beyond the control of the preschool. If your child is a preschooler and they will not be attending during summer, you must give us written notice of exit date and re-enter date. If we do not receive written notification in advance you will be responsible for paying your regular tuition rate even if the child is not attending. If you choose to register your child for the Fall but they will not be attending during the summer, a non-refundable two week tuition advance will be required to hold that registration. If you decide your child will not attend in the Fall, with written notification, this two week tuition will be considered a two week notice of fees.
3. In the event of default of payment, I agree to pay any reasonable attorney fees and court costs for the purpose of collection.
4. That if I have not made other arrangements with the director and I have not paid the current week's tuition by Wednesday at closing, I will be charged a late payment fee of \$10.00. **If the payment becomes more than two weeks late, the child will no longer be permitted to attend our childcare until payment is up to date.**
5. That my child is picked up by 6:00 p.m. If late, to pay \$20.00 per ½ hour with a minimum of \$20.00 payable to the preschool.
6. Each full-time child will be given one week's vacation per year free of any tuition to the preschool. *The child may not be in attendance to receive this vacation week.* This vacation is creditable from the week of June 1st of each year to the following week of June 1st. A child must be enrolled in the center at least 30 days to receive a week's vacation. (In order to maintain a highly trained and qualified staff, tuition is to be paid whether my child is in attendance or not, with the exception of the vacation.)
7. To give the preschool A TWO-WEEK WRITTEN NOTICE in the event I decide to withdraw my child from enrollment in the preschool. If a notice cannot be given, to pay the amount due for two weeks fees.
8. That in the event of physical accident or emergency illness, Daystar Preschool & Childcare, has my permission to administer aid as it sees fit for my child's best interests. In the event of an illness or accident while my child is in attendance, medical expense incurred, including transportation to the emergency room of the hospital, is my (the legal guardian's) responsibility.
9. That should the director of the center feel that my child cannot adjust to the center's program, the center will give a two-week written notice before expecting the child to be withdrawn from the center. If the director feels that my child's behavior is detrimental to the well-being or safety of the other children or the staff, no notice is required.
10. That I, or another designated adult will bring my child into the preschool and officially sign him/her in with a complete signature upon arrival each day and departure each day and taken to the hand of a teacher.
11. That there will be a \$30.00 charge on any returned check. If the preschool receives two bad checks from any one person, the preschool will no longer accept checks from that person. Cash or money order would then be required to pay tuition.
12. Although our staff is trained to supervise and protect you children, occasionally an accident or biting can occur. In the event your child is bitten or an accident occurs, your child will be treated with a lot of TLC and first aid if necessary. The parent will be contacted if needed and a report will be made and given to the parent. If your child is a biter, you will be notified and you must work with the child and cooperate with the staff and management to correct the biting problem. If the biting continues to occur, then termination will be our only alternative.
13. To read the Rules and Regulations handbook and agree to follow all policies listed.

**** I have read the above contract and understand the contents.

Date: _____

Parents/Guardian signature:

Social Security Numbers:

Driver's License Numbers:

His _____

His _____

His _____

Hers _____

Hers _____

Hers _____

Bank & location:

His _____ Hers _____