

Government Street Baptist Child Development Center

A Ministry of Government Street Baptist Church
3401 Government Boulevard
Mobile, Alabama 36693

Welcome to Government Street Baptist CDC

Government Street Baptist Child Development Center offers an Early Education program for children six weeks through three years old. The program was established by Government Street Baptist Church to provide quality education and childcare in a safe, loving, Christian environment. The school serves as an extension of the home, seeking to educate the whole child – spiritually, cognitively, emotionally, socially, and physically. We offer small classes while using Bob Jones University Press's Pathways for Preschool program. It is designed specifically for K2 and K3 and based on much research, the program is developmentally appropriate. Young learners will delight in learning new things as they meet daily with fun characters, songs, rhymes, games, crafts, stories, learning activities, and more, students will learn through play. Our 18–24-month classes use a curriculum from ABC Jesus Loves Me, because it's never too early to begin teaching your toddler. This curriculum includes comprehensive learning for: Academics, Bible, Development (Fine and Gross Motor), Music, and Self-care. Teachers use a hands-on approach when planning the curriculum and learning centers in all age groups are an integral part of each day. Classroom instructions in all subject areas are based on God's Word.

Mission Statement

The mission of Government Street Baptist Child Development Center is to extend the ministry of and help accomplish the purpose of Government Street Baptist Church by providing quality 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. Government Street Baptist 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

Government Street Baptist Child Development Center operates as a not-for-profit, providing instruction 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 Government Street Baptist Church family.

Admission Procedures

Prior to admission, parents must complete a set of forms containing information regarding their child, a medical release authorization, and permission to obtain emergency medical care. A current immunization form must be attached to medical forms and updated as required by law. The parent and child are required to visit the daycare center prior to admission and the child will receive a milestone evaluation based on the milestone tracker from the Center for Disease Control. This will

help determine our suitability for the child's learning. Children are accepted for a trial period of up to two weeks to determine if the child can adjust to group care. The center reserves the privilege of dismissing any child if, after entering, they seem unable to adjust to group care or participate in group experiences.

Tuition

The first week's tuition, along with the registration and supply fee, is due upon enrollment. Tuition is due each Friday of the week prior to attendance thereafter as long as the child is enrolled. Accounts **not** paid in full by close on the following Monday will incur a \$25.00 late fee and the child may not return until the account is paid. There is a \$30.00 NSF fee on all returned checks. Checks will no longer be accepted on the account after the second returned check. For your convenience you may now schedule your payments to be automatically deducted from your bank account or charged to your Visa, MasterCard, American Express or Discover Card through Procure Online. Once registration is complete you will receive your log-in information by email. If you do not wish to set up recurring payments, you will still be able to pay by cash or check, however, each child must have a secondary form of payment (checking/savings account, credit or debit card) on file that will be charged on Tuesday morning if payment has not been received by close of business on Monday.

Referrals

We offer one free week of tuition to families for referring other families. Your child must already attend our center to receive this free week. It will be credited to your account after the family referred has been in attendance for two full weeks and all fees have been paid.

Forms

*The following forms must be completed and returned to the CDC office prior to admission:

- Registration form
- Recurring Payment Authorization Form
- Birth Certificate
- Immunization record from doctor's office or the Mobile County Health Dept.
- Child Medical Report
- Current Utility bill verifying the parent/legal guardian's physical address
- Copy of the parent/legal guardian driver's license
- An affidavit must be signed and notarized stating that the parent is aware that their child is attending an exempt program
- Authorization for Pick-up form—children will not be permitted to leave the center with an unauthorized escort
- Valid legal court documentation must be submitted and kept in the child's file if either parent is not allowed to have contact with or pick up the child

*Forms must be kept current.

*The center must be notified in writing of any changes in address, telephone numbers, email or parent work information or this information may be changed by the parent on Procure.

*No changes may be made by phone.

Release of Child Policy

Every effort is made to ensure that our children are released only to persons named on the authorized release form.

- When parents of a child are divorced, the parent with legal custody fills out the forms when the child is admitted into daycare and can change or update this form at any time. We ask the custodial parent to pick up the child. This makes the list of people allowed to pick up the child as short as possible. This way we can get to know these people by face and name and are less likely to make mistakes.
- When the non-custodial (must be on the pick-up list) parent has the child for several weeks, he/she is then allowed to pick up the child or make alternate arrangements for pick up since he/she has primary care of the child during this time. In cases of weekend visits, the custodial parent should pick up the child and deliver him/her to the other parent.

Classroom visitation

- The parent(s) with custody can visit the CDC at any time for any reason. In fact, we feel that it is their responsibility to visit often enough to know their child's teacher and to be sure that their child is well cared for and happy.
- Visits must be made that are not disruptive to the ongoing schedule of activities planned by the center. Get to know your child's daily schedule.
- Our center has a definite schedule that is followed every day. We will attempt to help the parent see the child without the child being aware that he or she is being observed. This will allow the parents to see their child while interacting with his or her peers.
- Please stop outside the classroom door instead of entering the class in order to cut back on the number of outside contacts with the children in the class. This helps with the control of illnesses and other contagious diseases.

Camera Policy

- Government Street Child Development Center understands that enrolling a child in daycare can be a scary time for parents and that security and peace of mind is important. For this reason, we have placed cameras in every classroom. Security cameras are an excellent way to ensure both staff and students' safety at a childcare center.
- The benefits of having cameras are enormous: not only do they provide a sense of security for parents, but they also serve as a valuable tool in case there's an accident or play incident; we are able to go back immediately and review exactly what happened. We can also periodically use the footage to further any training or education of the childcare center's employees.
- Our cameras are not accessible online for remote viewing, nor are they available for viewing by anyone other than the director, administration, or authorized individuals. We feel camera confidentiality among children, parents and staff is essential. We never wish to compromise privacy between students, parents, or staff. The director has live access to all childcare areas throughout the day. This means that a close eye can be kept on all the center's daily goings on at any point during the day.

- However, we have partnered with Project Shield through the Mobile Police Department's Cyber Intelligence Unit, giving them remote access to our cameras. Although these camera feeds are not monitored, they are easily accessible during times of emergency or law enforcement investigations.

Operating Hours

- The center is open five days a week (Monday through Friday), twelve months a year except for designated holidays and teacher workdays. Please see the calendar on the last page for these exact dates.
- The center is normally scheduled to close on the following holidays: New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday (the Friday before Easter), Fourth of July, Memorial Day, Juneteenth, Labor Day, Veteran's Day, Thanksgiving Day, and the day *after* Thanksgiving, Christmas Eve, and Christmas Day. Any exceptions to these days will be announced. The full fee will be charged for the weeks in which these holidays occur.
- The center will close for three teacher workdays each school year. These days will coincide with GSCS and MCPSS teacher workdays. They will generally be during the first week of August, the first week of January and the middle of March. Please see the calendar on the last page for these exact dates.
- The center opens at 6:30 AM and closes promptly at 5:30 PM. A late pick-up fee will be strictly enforced with no exceptions. Please give us a courtesy call if you see that you will be late. The late pick-up fee is as follows: ten dollars (\$10.00) for the first ten minutes or any part of this ten minutes, after ten minutes, the charge is ten dollars (\$10.00) for every five additional minutes or any part of this five minutes the child remains at the Child Development Center. After three or more late pick-ups a penalty of \$30 will be billed in addition to the applicable per minute fees previously stated. After three occasions of adding a \$30 fee we may withdraw you from the center.
- Children should not be left at the center any longer than your work hours plus transportation time. *For the benefit of your child, this should **not exceed ten hours per day.***

Arrival/Departure Procedures

- **In order for your child to gain the maximum benefit from the program, he/she needs to arrive at the CDC no later than 8:15 AM. You must notify the front office before 8:00 AM if your child will be arriving late.**
- A child must be *escorted* into the center by an *adult*.
- Upon arrival, **The parent will be asked to sign the child in and record the temperature of the child that is taken at check-in as well as check-in on the computer available at the desk.** The parents will not be permitted to enter the classroom. Please stop at the door of the class to deliver your child directly into the care of his/her teacher. The day care staff cannot be responsible for the child's safety if this policy is not followed.
- Parents must park in a regular parking space, turn the car motor off, and escort their child into the center.
- Lock your car, and do not leave valuables in view when you leave your vehicle.
- Parents must not block the drive-thru drop-off. Per fire department regulations, **NO PARKING** is permitted, even for a brief time, in the drive-thru drop-off. This is an

emergency lane and is not intended for a parent to park their car in the drop-off lane while escorting their child into the facility (this includes during inclement weather).

- No child should be left unattended in a car for any reason.
- Traffic safety rules are to be followed by parents at all times. The speed limit is 5 M.P.H. in all parking lots and around buildings. Parents must stay alert for groups of children moving from one area to another.
- Children will be released only to properly identified persons as specified in his/her release authorization form. We now offer contactless sign in/out options through our Procure software that allows attendance tracking such as QR code and location-based check-in/out. Authorized Persons must sign the child in/out and check-in/out through one of the listed methods and **must receive an ID badge to be given to the teacher to receive the child.** **The child will not be released without an ID badge.**
- At no time will we be able to make changes to your authorized pick-up list via a phone call, this must be done in writing or added by the parent through the Procure App. Please make sure every possible person has been listed so in emergency situations there will always be someone on the list that can pick up your child.
- A child must be picked up by an authorized adult and not by another child.

Personal belongings

All clothing and **personal belongings must be labeled with the child's first and last name.** **The center does not accept responsibility for unmarked clothing or personal property.** Lost or left over property will be kept until the end of each month then donated to a local mission group.

- When the weather permits, children will be taken outside daily. Children should bring appropriate outer clothing for outside use. **Outerwear must be labeled with the child's first and last name.**
- All children that are walkers must be in closed toe shoes.
- Earrings must be small post. Loops will be removed and returned to parents in an envelope. The center is not responsible for the loss of valuable jewelry.
- The center has an adequate supply of toys and videos. Children are not allowed to bring toys and videos from home. **The center does not accept responsibility for lost or broken toys or personal property.**
- Children should never bring guns, sharp objects, mouth size toys, and other small pocket toys to the center.
- Sippy cups are only permitted in our infant and one year old classrooms. Please make sure they are labeled with your child's name and per Board of Health regulation, they must go home every evening. We are not permitted to wash them.
- Large bags are not permitted to be in the classrooms. If you must bring a large bag for any reason, please leave it in the office.

Health

- A **health record of immunization** signed by the child's physician, or the Health Department must be provided by the parent. The health department requires us to have an original copy of the immunization record and it must have a current date. A **Medical Report** signed by the child's physician must also be provided. This form is located in the registration packet.

- If an illness **occurs** while your child is at the center--fever of 100 degrees or higher, two episodes of vomiting, two episodes of diarrhea or any suspected contagious disease--the child will be isolated from the group and the parents will be contacted to come pick them up.
- Sick children ***must be kept at home***. Absolutely NO SICK children will be allowed to be in attendance. A child showing any symptoms of a contagious illness ***will not*** be admitted to the center. This includes, but is not limited to, vomiting, diarrhea, fever, any unexplained rash, common cold, croup, sore throat, fifth disease, impetigo, ringworm, pinkeye, lice and hand, foot, & mouth.
- A child who does not appear to be fully recovered from an illness will not be re-admitted to the center without ***a notice from his/her physician***. This notice should state that the child has been seen and/or treated by the physician, **is no longer contagious**, and is able to return to and participate in the activities of the center.
(Outside play is also a health measure and is an important part of the daily schedule. Whenever the weather permits, the children will go outside. Please do not ask for your child to be kept inside. If your child is not healthy enough to participate in all activities, then your child should be kept at home to fully recover).
- If your child is sent home due to illness, he/she must be kept home for one full weekday and be free of symptoms for 24 hours before returning to day care. (Example: if a child is picked up at 10 a.m. on Monday, he/she will not be allowed to return until Wednesday.)
- The child must be able to remain fever-free WITHOUT medication.
- Parents are asked to notify the CDC when their child has been diagnosed with a contagious illness or other infestations. In cases of children or staff being diagnosed with COVID, we will follow the current AL Dept. of Health and the Center for Disease Control guidelines which may be a required quarantine for those in close contact. Also, in cases where children have been diagnosed with RSV, the child will not be able to return for 10 days.
- Children have to be physically able to maintain the daily schedule. A teacher must care for a group of children and is not able to give a sick child the individual attention he/she requires (such as holding for long periods, extra naps, etc.).
- If an ill or injured child's parents or designated emergency contact cannot be reached or if the injury or illness is severe, the CDC staff will obtain emergency medical treatment as deemed necessary at the expense of the parent.

Medication

- The first dose of any medication must be given at home.
- Whenever possible, please give all doses of medications at home.
- Medication must not be handled by children.
- No medication or medical procedures (prescription or over the counter) shall be administered without a written, signed authorization, on the required authorization form, from the child's parent/ guardian. This authorization form will be valid for no more than 7 days unless accompanied by a written physician's statement.
- Any prescription drug must be in its original container with a pharmacy label and clearly labeled with the child's name, name of drug, and directions for administering.
- Over-the-counter drugs shall be in the original container, clearly labeled with the child's name and directions for administering the drug. An authorization form must also be on file for over-the-counter medication, but it can remain valid for a year for such medications as Tylenol that are kept in the office for situations that may arise. The office staff will call to

advise you of a situation such as earache, teething, or low grade fever and at this time the parent can advise staff to give medication if an authorization form is on file. Over the counter drugs will only be administered within the written guidelines as per child's age, weight, and dosage directions. Any alterations to these directions must be accompanied by a note from the child's physician. Medication will not be given unless a measuring device (if medication requires measuring) is provided by the parent for each child's medication.

- Medication or medical procedures shall be administered to the child by the designated CDC office staff only.
- Health laws require that all medicine be brought and kept in a container (such as a zip lock bag) and clearly labeled with the name of the child, name of the medication, dosage amount, and times to administer medication.
- Parents should provide in writing the time of all medication dosages to be administered to the child while at the center. The request must be signed and dated by the child's parents.
- Medication will be secured in a locked storage cabinet in the CDC office, inaccessible to children.
- Medication/drugs will be returned to the parent/guardian or disposed of properly when no longer needed.
- Time and date of all medication dosages or medical procedures administered at the CDC will be documented, in writing, signed by the staff person administering the medication or procedure and kept in the child's file.

Food

- For children on table foods, all food is furnished by the center.
- Children will be encouraged, but not forced, to eat.
- Breakfast will be served at 8:00 AM. In order for your child to have breakfast at the center he/she must be here *before 8:00 AM*. Breakfast served late delays the entire class schedule.
- Children must ***finish*** any outside purchased breakfast before entering day care center.
- Breakfast consists of one of the following:
 1. Pancakes/Waffles, Syrup, Milk/Juice
 2. Cereal/Milk, Toast, Milk/Juice
 3. French Toast, Syrup, Milk/Juice
 4. Grits, Toast, Milk/Juice
 5. Oatmeal, Toast, Milk/Juice
 6. Sausage or Chicken Biscuits, Milk/Juice
- A copy of the lunch menu will be posted in the office and sent home in the monthly newsletter.
- Lunch service begins at 10:30 a.m. Children arriving after 10:AM, for example due to a doctor's appointment, will not be served lunch. Please make sure they have lunch before arriving at the center.
- Afternoon snacks are served around 2:00 PM.
- If your child has a special diet, you may send easily prepared items in NON-GLASS containers.
- It is the parent's responsibility to notify teacher and the CDC in writing of **any** known food allergies (such as milk, applesauce, peanuts, etc.). Procedures to counteract the allergic reaction must be made known.

- You must notify the teacher any day that your child will not be eating what is served in the cafeteria.

Emergency Procedures

- **Weather**-The center will stay abreast of any emergency measures needing to be taken.
- In the event of inclement weather, we will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. To make this process as easy as possible, we will follow the Mobile County Public School System's decision on closures. If MCPSS closes, we will be closed unless you are otherwise notified. We will also make every attempt to notify you via the local news channels; CDC, school, and church Facebook pages; announcements on Headmaster Online, or email.
- Should we need to close for any reason, tuition will not be refunded or reduced for closures of less than 3 school days. If the closure extends beyond 3 school days, parents will have their tuition reduced.
- In the event that we open and the weather becomes too severe, parents will be required to come for their child immediately after receiving notification.
- If rapidly developing situations occur and parents would not be able to get to the center in time (such as cited tornadoes), all children will be taken to the safest part of the building.
- **Fire** – Government Street Baptist Child Development Center has regularly scheduled fire drills. The buildings are inspected regularly by the Mobile County Fire Inspector. The exit plans now in use have been approved by the fire department.
- Government Street Baptist Church, School and Child Development Center has an Emergency Operations Handbook. A Crisis Management Team that will go into effect immediately in case of an impending emergency or disaster.
- In the unlikely event of an emergency evacuation where we must vacate the premises, children will be adequately supervised by teachers and staff and will be transported to the nearest safe location using all possible safety precautions and care. Parents will be notified where to pick up their children.

Transportation

It is the policy of Government Street Child Development Center to never transport a child under the age of six, due to the Alabama Child Restraint Law. This law requires every person transporting a child under the age of six years in a motor vehicle registered in this state and operated on the roadways, streets, or highways of this state to provide for the protection of the child by properly using a child restraint seat system meeting applicable state and federal motor vehicle safety standards.

Discipline

Good manners and character training are a regular part of the Government Street Baptist 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. 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 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.

Biting policy

Biting is an unsettling problem that sometimes occurs in preschool settings and is considered developmental behavior generally seen in children ages 18-36 months old. Statistically 1 out of 10 toddlers bite. The following are reasons for such behavior:

1. Exploring
2. Learning about cause and effect
3. Imitating others—toddlers use imitation as a way to learn
4. Developing understanding of autonomy and experimenting with asserting themselves as independent beings. Children this age are trying to make choices to control and have power over others.
5. Needing more attention
6. Frustration—this is sometimes caused by their lack of language skills and self-control. They may know exactly what they want and do not yet have the words or ability to control them or to be understood.
7. Expressing anger
8. Releasing tension or anxiety
9. Excitement

The goals of teachers and parents are to help children to stop biting and learn appropriate behavior. Government Street Baptist 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 biting:**

- Each incident is to be documented with a description of what led to the bite.
- Parents are required to sign the document which is filed in the child’s file after each biting incident. Parents are encouraged to speak to their child’s teacher concerning the incident.
- After three biting incidents that are considered by the teacher to be acts of aggression, the parent will be called to the Center to discipline his/her child. Government Street Baptist Child Development Center expects parents to have a discipline plan in place before they arrive at school.
- After a parent comes to discipline his/her child at the Center two times, the parent will be notified to pick up the child for the remainder of the day.

- If GSBCDC must call the parent to discipline the child at the Center two times for a biting incident after the day at home, GSBCDC will not allow the child to attend the Center for one week. It will still be the responsibility of the parent to pay the weekly fees to continue enrollment. A conference with the director/principal will be required before returning to the Center.
- After the child returns from a week of absence, if aggressive biting occurs two more times, the child will be dismissed from the Center.

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. Government Street Baptist 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 parents will be called to the Center to discipline his/her child. GSBCDC 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, the parent will be notified to pick up his/her child for the remainder of the day.
- If GSBCDC must call the parent to discipline the child at the Center two times for an aggressive incident after the day at home, GSBCDC will not allow the child to attend the Center for one week. It will still be the responsibility of the parent to pay the weekly fees to continue enrollment. A conference with the director/principal 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.

CLASSROOM

Staff/Child Ratios

Staff/Child ratio shall be as shown in the chart below. If children of varying ages are grouped together, the staff/child ratio should be according to the age of the youngest child in the group if more than 20% of the children are in the youngest age category. If children in the youngest category make up less than 20% of the group, staff/child ratio shall be according to the next highest age category.

Age of Child	Staff to Child Ratio
0 up to 12 months	1 to 5
12 months up to 18 months	1 to 5
18 months up to 2.5 years	1 to 7
24 months up to 36 months	1 to 8
2.5 years up to 4 years	1 to 11

Clothes

Children should wear comfortable clothing, suitable for indoor and outdoor play. Children will be encouraged to help themselves when going to the bathroom as much as possible. Therefore, clothing should be easy to get on and off.

Children must have a complete change of clothing (underwear, shirt, pants, and socks) at the Center to be used for emergencies. Toddlers need two changes of clothing and infants need two to three sets of clothes. All clothing must have your child's name on them. All children should be dressed for play, not in sleepwear, when they arrive.

For safety reasons, no flip-flops, sandals, or cowboy boots should be worn to Government Street Baptist Child Development Center.

Naps

Children in the Center will have a two-hour rest period each day. This rest period is required for all preschool children. Parents of Pre-K2 and Pre-K3 children are responsible for providing mats for their children during naps. We have these available in the CDC office for \$30. Pre-K1 classes will sleep on cots and therefore parents will need to provide a crib sheet for the cot. They may also bring a pillow and blanket or nap mat if they desire to have one.

Birthdays

Children's birthdays may be celebrated at Government Street Baptist Child Development Center if the parents wish to bring cupcakes or cookies and supplies. Arrangements should be made with your child's teacher in advance. (Please keep in mind any food allergies).

Staff

Qualifications include complete background checks with fingerprinting and references. Training includes child development, health, safety, positive discipline, and guidance. Current health evaluations are also required. Each staff member carries a current CPR and food handler license. Employees are sought that have a desire to care for children and a commitment to establish a nurturing, Christ-centered atmosphere for child development.

Messages

Please send written messages to your child's teacher or message the teacher through the Procure App. Verbal messages brought by your child cannot be accepted by the teacher.

Toilet Training

It is our policy to start toilet training at two years of age. The teachers will need your cooperation at home with this step in your child's development. During potty training, we ask that you please do not send your child to the Center wearing overalls, jumpers, or onesies, as these are difficult to manage for both the teacher and child. Due to health department regulations and sanitary purposes, we ask that the children wear pull-ups during this period (the type that fasten on the side, please).

Separation anxiety and saying good-bye

We want your child to have a happy and positive experience at preschool. Please allow the following to be the guidelines:

1. Apprehension is normal, for both of you. Attitudes are important—your child will pick up on your feelings. Expect your child to go to the Center happily and to have a good time.
2. Use the teacher's names frequently in conversation; let your child get used to the idea of preschool. Talk it up!
3. Never sneak away without saying goodbye. When it is time to go, leave quickly without looking back.
4. We will NOT allow your child to continue to cry uncontrollably. We will be glad to call you with a progress report or you may call to check in at any time.

Daily reports

A daily report will be given at the end of each school day in each class through our Procure mobile App. See your child's teacher for information on daily reports.

Accident reports

In the event that your child is severely injured, we will contact you by phone immediately. An accident report will be filled out and sent to you through the Procure mobile App which will require a parent signature. Please be sure to make any necessary changes on the Emergency Medical Authorization forms throughout the year to keep names and numbers current (see enrollment packet).

Vacation

Each child attending the Center for one consecutive year is allowed one vacation week per calendar year with no charge for absenteeism. GSBCDC must be provided in writing a one-week advance notice of your vacation dates, this form is located in the office. This time must be taken on a full week basis (5 days) and cannot be accumulated. Your child will not be allowed to attend daycare during your **free** vacation week.

We do offer an option to pull your child out for the summer provided all financial obligations have been met before your child leaves for the summer including registration forms and full payment for the next school year. Otherwise, they will lose their spot at the daycare and will be placed on the waiting list if they desire to come back in the fall.

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 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.

SUMMER ACTIVITIES (Pre-School)

During the summer weeks our program changes into days of fun-filled activities that include water days, crafts, picnics, and many other activities. We will send detailed information as needed in advance of each event.

INFANTS

- All bottles should be plastic, NOT glass, and clearly labeled with child's first and last name on both the bottle and bottle top.
- All food and formula must be clearly labeled with the child's name. Health laws prohibit open jars of food being accepted because of possible contamination. These also must be NON-GLASS containers.
- Baby bottle nipples must be covered.
- Children in infant and toddler rooms are kept out of cribs and on the floor as much as possible.
- It is the responsibility of the parents to bring an adequate supply of baby food, formula, and disposable diapers.
- The center will furnish apple juice and homogenized milk.
- Center personnel will begin feeding toddlers from the menu when requested by parents.
- Reminders will be sent home when food, diapers, formula, etc. supplies are low.
- Children must be dressed in day clothes.

Infant and One Year Old Schedule

The schedule in these age groups must be highly flexible to meet the children's individual needs.

Children are exposed to a variety of learning experiences such as songs, music, pictures, books, and toys designed to stimulate learning and development for this age child. Each age group has times throughout the day when the teacher sings and expresses Bible thoughts such as: God loves us; God gave us mommies and daddies; God made the trees, birds, flowers, etc.; Thank you God for food, dogs, squirrels, etc.

Play times for children are times the teacher uses for holding, rocking, talking, and playing with the children to convey a sense of security, love and acceptance.

Diapers are checked and changed, faces and hands are washed, and hair is combed as often as needed.

Parents are informed of progress and reports are sent home daily outlining the child's day.

Sample Infant/One year old Schedule

6:30-8:00	Arrive/Floor Play/Diaper Change
8:00-8:30	Breakfast
8:30-8:45	Diaper Change
8:45-9:35	Read Books & Sing Songs
9:35-9:55	Buggy Ride/Colors, Singing, Weather
9:55-10:15	Diaper Change
10:30-11:00	Lunch
11:00-11:30	Diaper Change
11:30-1:30	Nap Time
1:30-2:00	Diaper Change
2:00-2:30	Snack
2:30-3:00	Book Time
3:00-3:30	Diaper Change
3:30-4:00	Songs & Teaching Posters
4:00-4:15	Diaper Change
4:15-5:00	Story Time/Floor Play/Music
5:00-5:30	Diaper Change/Clean Up/Dismissal

***Schedule may vary slightly for specific class needs or special events.**

About the Two-Year Old Schedule

Bob Jones University Press Pathways for Preschool Program guides are used. Bible stories and truths are an integral part of our daily program.

Units include a variety of subjects on the child's level; coloring, painting, pasting, number concepts, colors, poems, songs, stories, verses, nursery rhymes, finger plays, etc., are emphasized.

Development of large muscles through exercise is of primary importance. Children have outside playtime in the mornings and afternoons. When weather does not permit, they may use the gymnasium for play.

Parents are informed of progress and papers are sent home regularly.

Sample Two Year Old Daily Schedule

6:30-8:00	Arrive/Center Play
8:00-8:30	Breakfast
8:30-9:15	Good morning song/Wiggle Time/In the Big Red Barn
9:15-9:45	Outside Play
9:45-10:15	In the Big Red Barn
10:15-10:45	Craft/Center Play
10:45-11:10	Blessings & Lunch
11:10-11:40	Bible
11:40-12:00	Prepare for Nap/Potty/Listen to Music
12:00-2:00	Nap Time
2:00-2:30	Snack
2:30-3:00	Outside Play
3:00-3:30	Afternoon Review
3:30-4:00	Music
4:00-4:30	Center Play/Craft
4:30-5:00	Story Time
5:00-5:10	Potty/Wash Hands
5:10-5:30	Clean Up/Story Time/Dismissal

***Schedule may vary slightly for Chapel and any other special events.**

***Potty Time is allotted in each activity every 30 minutes to 1 hour.**

About the Three-Year Old Schedule

Bob Jones University Press Pathways for Preschool Program guides are used. Beginning sounds (phonics) are taught. Children learn number concepts, counting, colors, stories, songs, verses, drawing, coloring, painting, pasting, cutting, arts and crafts. Unit studies continue and expand the three-year olds' world. Bible truths and stories are an integral part of the daily program.

Large muscle development still takes priority over small muscles at this age.

Parents are informed of progress and class work is sent home regularly.

Sample Three-Year-Old Daily Schedule

6:30-8:00	Arrive/Center Play
8:00-8:30	Breakfast
8:30-9:00	Potty/Wash Hands/Prepare for Lessons
9:00-10:00	Lessons/Bible Study
10:00-10:20	Art/Puzzles/Center Play
10:20-10:45	Outside Play
10:45-11:00	Potty/Wash Hands
11:00-11:30	Lunch
11:30-12:00	Story Time
12:00-2:00	Nap Time
2:00-2:15	Potty/Wash Hands
2:15-2:30	Snack
2:30-3:30	Center Play/Story Time
3:30-4:00	Outside Play
4:00-4:15	Potty/Wash Hands
4:15-5:00	Lesson Review/Flash Cards/Music
5:00-5:30	Clean Up/Story Time/Dismissal

***Schedule may vary slightly for Chapel and any other special events.**

EXEMPT STATUS OF CENTER

Government Street Child Care is not licensed by the State of Alabama, but has standards that comply with and exceed their requirements. The center is inspected regularly by the Mobile County Health Department and the Mobile County Fire Department.

The Department of Human Resources has several requirements that must be met by church centers. They are explained in this excerpt from the Alabama Child Care Law.

ALABAMA (Regular Session, 1981) Act. No. 81-310 AN ACT

To amend Section 38-7-3, Code of Alabama 1972, relating to the licensing of child care facilities, so as to exempt certain preschool programs operated by churches and religious nonprofit elementary schools from the requirement of being licensed, and provide further for the operation of said child care facilities.

Be it enacted by the Legislature of Alabama:

Section 1, Section 39-7-3, Code of Alabama 1975, is hereby amended to read as follows:

Section 38-7-3. License to operate or conduct child-care facility-required; exemption for church pre-school programs, filing of notices, maintaining records, etc., form for affidavits by parents or guardian; investigation of complaints by district attorney.

No person, group of persons, or corporation may operate or conduct any facility for child care, as defined in this chapter, without being licensed or approved as provided in this chapter; provided, however, that nothing in this section or in this chapter prohibits an employee of the department from carrying out the duties of the department as provided in this title. Provided, further, the provisions of this chapter shall not apply to pre-school programs which are an integral part of a local church ministry or a religious non-profit elementary school unit, secondary school unit or institution of higher learning under the government board or authority of said local church or its convention, association, or regional body to which it may be subject; provided that notice is filed by the governing board of authority of the church or school with the department that said church or school meets the definition of a local church ministry or a religious non-profit elementary school under terms of this Act and are exempt from regulation by the department and a notice of intent to operate said programs is given to the appropriate fire and health requirements for such programs. In addition, all exempt churches hereunder shall publish annually, on church letterhead, a notice to the department certifying that the following records are being maintained by the church; fire and health inspection reports; immunization verification for all children; medical history forms for all staff and children and that the following information shall be available to parents or guardian prior to enrolling their children in said church ministry; staff of curriculum used in the learning programs; the religious teachings to be given each child; and the type of lunch program available; provided further that prior to enrolling and annually thereafter parents or guardian and a responsible individual representing the governing board as authority of the church or school be required to sign and file with the department the affidavits provided by this Act that the individual that the church or school has filed notice and is exempt from regulation by the department. The district attorney of the county in which the pre-school program is located shall, upon presentment of charges, investigate at his direction any allegations against any such church under the laws of the State of Alabama.

The following forms will be presented for parents or guardians signature once every year and kept as a part of our permanent file on your child. A copy of this form is sent to the Department of Human Resources annually in compliance with the requirements of Section 38-7-3 of the Alabama State Law.

SECTION 2. FORM OF AFFIDAVIT (for parent/guardian)

**STATE OF ALABAMA
COUNTY OF**

Before me, a Notary in the aforesaid State and County, appeared _____ and is known to me, after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child/children _____; that affiant has been notified by _____, a representative of Church/ School, that said church or school has filed notice and is exempt under law from regulation by the Department of Human Resources.

_____ Parent/ Legal Guardian Sworn, or affirmed to and subscribed before me this day of _____20__.

**FORM OF AFFIDAVIT (for Church/School)
STATE OF ALABAMA
COUNTY OF**

Before me, a Notary Public in the aforesaid State and County, appeared _____ and is known to me, after being duly sworn or affirmed says as follows:

That affiant is the designated representative of Church/ School and that the below listed parents/ guardians have been notified prior to enrollment/ re-enrollment that _____ Church/ School has filed notice with and is exempt under law from regulation by The Department of Human Resources: _____ Representative Sworn or affirmed to and subscribed before me this day of ____20__. _____Notary Public.

Receipt and Acknowledgment Form

I have received a copy of and agree to abide by the policies and procedures stated in the Government Street Baptist Child Development Center Parent Handbook.

Child's Name: _____ Class: _____

Signature of Parent or Guardian: _____

Print Name: _____ Date: _____

***This form is just a sample and is included in the registration packet. The form in the registration packet must be signed in order for a child to continue their care at the Center.**

Thank you

