



# **PARENT'S HANDBOOK**

**2004 - 2005**

**Cresthill Baptist Child Development Center**  
**6510 Laurel-Bowie Road**  
**Bowie, Maryland 20715**  
**301-262-3992**  
*www.cresthill.org*

**Stacie Banks Hall, Director**  
*director@cresthill.org*

Diana Livingston  
School Board Chair

Dr. James E. Painter,  
Pastor

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# **Cresthill Baptist Child Development Center**

**Telephone: 301-262-3992**

## **Welcome**

Welcome to Cresthill Baptist Child Development Center! We look forward to working with you and your child and are happy to have your family join the “Cresthill Family.”

This handbook is designed to answer questions you might have relating to Cresthill's policies. Please read it and keep it for future reference.

## **Religious Education:**

The JOY of Jesus is the most important lesson children will learn. Cresthill Baptist Child Development Center is an outreach ministry of the Cresthill Baptist Church. Christian education is infused on a daily basis in the curriculum. The members of the teaching staff are both professionally trained and committed Christians. They strive to create a warm and loving atmosphere for children and to personify religious principles in their relationships with children.

The religious education consists of weekly chapel service, morning prayer, devotion, grace before meals, Christian songs, stories and lessons.

If your family does not have a church home, you are invited to visit Cresthill and to consider becoming a part of this fellowship.

## **Academic Philosophy:**

Our primary goal is to provide a Christian environment in which each child can be guided to develop a sense of achievement and success. We believe that we can stimulate each child's natural eagerness for learning in such a way that he will direct his abounding energy in the constructive pursuit of valuable lessons about life and the world. We must attempt to be flexible and individualized in allowing each child to progress at his own pace. However, children must also be taught to cooperate and work with a group and to progress in group teaching situations. Above all, we must help each child to form a healthy feeling about himself, to believe in himself and his abilities, and to believe that his interests and opinions are *valuable while discovering God's purpose for his life.*

## **Academic Purpose:**

The established purpose of our Center is to serve the spiritual, intellectual, social, emotional, physical, and moral education of the child. Christian education is included in the curriculum on a daily basis. Varied forms will include prayer, Bible stories, examples of Christian living and working, and Christian songs consistent with the learning abilities of the children. Children also have enrichment opportunities that include lessons in Spanish, praise dance, computer use, tap/ballet and music history and theory. Arts and crafts are always embodied in lessons. There is also a state-of-the-art playground and a seven acre discovery field for their enjoyment. While a variety of learning approaches including Piaget, Bruner, Highscope, Montessori and Saxon Math through aspects of the LifeWay and Creative curriculums are implemented to instill competencies, a Christian foundation is the most critical lesson model.

## Communication and Confidentiality

Healthy communication between administrators, teachers, parents, and students is essential in building a quality educational environment. Scripture has much to say about how we should communicate with one another.

Our CDC will adhere to two foundational principles when communicating with you and your children: 1) speak the truth in love and 2) go first and directly to the source (see Ephesians 4:15,16 and Matthew 18:15-19). In day-to-day communication and conflict resolution, CDC employees are expected to communicate honestly and confidentially with students and parents.

Since slander and gossip are clearly unbiblical and detrimental to unity, communication will be limited to those persons involved in a given situation. Parents and students will be expected to abide by these same standards. Practicing honest communication in a respectful environment will produce unity within the school, and model godly behavior to our children.

For reasons of confidentiality, when a child becomes involved in a disciplinary situation, CDC employees must communicate the situation to parents without using the names of other children or adults involved in the situation. CDC employees may only relay to parents information that is pertinent for their child or children.

**In no situation may a parent seek to obtain, from the teacher, other students, or any others, the names of other children involved in a conflict. Nor may a parent contact another student involved in a conflict, or his parents, to ascertain information about that conflict.**

## Communicating with Parents

We have an open-door policy at Cresthill. This means that parents are always welcome. We value the opportunity to get to know our parents. Please let us know when you are pleased or displeased about something. Your input is always encouraged. This is your child's "home away from home" and we want each child to have a positive environment in which to grow.

It is important for children to be encouraged to develop independence and learn to function in a classroom. Try not to overstay your child's need for reassurance. Talk with the teacher or the Director if your child is having difficulty separating from you. If you wish to observe in the classroom, contact the Director or teacher to arrange a convenient time.

Notes may be left for the Director in the office; notes may be left for a teacher in the teacher's mailbox. Check your child's cubby daily for notes from us.

Open communication is a key ingredient in a good, growing year for your child. Stay in touch with us, read notes and bulletin boards. Conferences must be scheduled during inactive periods to avoid distracting teachers from their responsibilities. Please update phone numbers by which you can be reached for emergencies.

## Parent Orientation Process

There are several components in the orientation process. All parents (or representatives) are required to attend a parent meeting in August. Parents are given the opportunity to review the policies, ask questions, meet staff and develop communications strategies. If your child is enrolled after the beginning of the term, you must also adhere to all regulations.

1. All parents will receive a letter from Cresthill prior to the beginning of each term outlining room assignments, teaching staff, and pertinent information about the beginning of the term for each child.
2. Children are oriented to Center procedures during the first week in their classrooms by the teacher. Parents should refrain from attending during this process.
3. A fall open-house for parents is scheduled shortly after the opening of school so that parents may visit the classrooms, meet the teacher and other parents, and receive answers to any questions.
4. Parent Fellowship Workshops are offered throughout the term to build relationships and share information. Parents should plan to attend.

Do not hesitate to request a conference if you feel it would be helpful to you and your child. Conferences are scheduled by request. Conferences are valuable to you and to the teacher. Please choose a convenient time from among the times offered and honor that commitment by being prompt for the conference. If you must cancel a scheduled conference, please let us know as soon as possible.

Conferences are intended as a time for adults (parents and teachers) to talk about the needs and progress of the child. Children should never be present. Siblings should never be brought to conferences. We must have these few moments to focus on a particular child's development.

## Operating Policies

### Visiting the Classroom

Parents are encouraged to occasionally visit the classroom. Please make arrangements with the teacher and follow guidelines the teacher delineates. There are specific regulations monitoring the number of children in a classroom; therefore, please do not bring siblings or other children with you including infants.

**Separation may be difficult for you and your child when your child first starts class. Please discuss your departure and return to pick up your before you drop your child off. A big hug and smile and immediate departure will benefit your child more than you staying on the first days of enrollment. Follow the teacher's recommendations and leave swiftly. You will be called if your child does not acclimate to his new environment.**

### Classroom Parties & Observances

Teachers may plan parties and holiday observances for their classes as appropriate. Typically, these might include a Christmas, Valentines Day, Easter, and end-of-the-year party. Birthdays may be celebrated in class if parents desire. There will be no "Halloween" observances at our Center. Our Center may have a Fall Fest celebration in October. Dates for this celebration will be posted on the school calendar each year.

Parents attending classroom parties are asked not to bring their other children to the parties with them, as this may create distractions in the classroom and *violate licensing regulations*.

## **Birthdays**

A child's birthday is the most special holiday of all; all children's birthdays will be recognized while they are at the Center. It is important that children be recognized in a similar way. We urge you to provide a nutritious treat, but not too extravagant. Trips to McDonalds, gifts and special visitors in the classroom are too extreme; cake or cupcakes, ice cream, fruit kabobs or a special beverage are reasonable. We also ask that you not send party favors or balloons.

*Party bags may be placed in each cubby to go home.*



## **Parent Volunteers**

A quality team of educators and caregivers supervise your children. Some children often spend as much active time with our Christian teachers as they do with their parents. It is expected that parents volunteer regularly to solidify the secure environment in which their child spends significant time. There are several ongoing as well as one-time events and planning projects parents can share their expertise. Cutting out materials and contacting other parents are examples of ways to volunteer from home. Major yearly projects include September Family Fun Night, Fall Fest in October, Thanksgiving Luncheon, Christmas Shoppe, Teacher Appreciation Week in May, our Step-up and Fun Day in June. Please be sure to make your commitments in writing by August so that activities can be well planned and organized for your children.

## **Parents as Substitutes**

Parents may substitute for teachers as approved by the Director. Parents are encouraged to volunteer as substitutes to relieve teachers from exhausting their leave (especially during holidays including Teacher Appreciation Week). Parents may only receive monetary compensation after they have completed the fingerprint process and a background check has been submitted. The fees for these documents are the responsibility of each parent.

## **Cubbies**

Each registered child is provided a special place to keep private belongings. We call them cubbies. Your child's name is on the outside; clothing, artwork, notices, diapers and sleeping gear are placed in the cubby. It is the responsibility of every parent to check the child's cubby every day a child is at the Center, for cubbies also function as "mailboxes". The school sends many memos and newsletters home in cubbies. Do your part to keep our communication open; stay informed; check your child's cubby daily.

## Clothing

Parents are urged to dress children for active play. It may be messy at times! Paint, play dough, water play--it is difficult to do these things and not get a dab on clothing. Permit your children to participate without worrying about special clothes.

Children also need to be dressed in clothes they can handle themselves. Children are working toward independence; help them achieve it. Pants with elastic bands work much better than pants with belts or snaps.

All children need an extra set of clothing at the Center. Include underwear and socks (shoes) as well as pants and shirt in zip locked bag. The clothes must be labeled. Remember that children in the Nursery class need two or more extra pairs of underpants. When these clothes are used, take care to replace them so an extra set is always available.

**All outer garments should be clearly labeled.** Staff tries to keep things from getting lost, but if you label hats, mittens, boots, sweaters, and coats, there will be no question of ownership. Let us know immediately if you are missing something. We will attempt to track it. Also, please return anything your child wears home which does not belong at your house. Please do NOT send your child's very treasured items, as we can not take responsibility for their condition or return. Please ensure that your child has appropriate shoes for outdoor play. Sandals, clogs, and other slip-on shoes are not safe for outdoor play and pose a safety hazard to your child.

## Outdoor Play

The Maryland State Department of Health requires that children in day care go outside two times each day--ideally, morning and afternoon. Obviously, if it is raining, the ruling is waived. It is our intent that children go outside regularly for fresh air and exercise. Children should be properly dressed for outdoor play according to the weather. It is helpful to dress your child in layers of clothing. As a child becomes hot from exercising, he can remove a layer of clothing. Staff will make responsible efforts to keep hats and coats on outdoors, but a child has some freedom to express when he is "too hot" and wishes to remove his coat. Our general rule is: children who are well enough to come to the Center are also well enough to go outside to play. When it is very cold, we will not stay outside long. We are sympathetic if a child has been ill and parents do not want him to go outside, however, it is not possible to provide one staff person inside for one child. Sick children are best cared for in an environment where they can receive absolute personalized attention. Please keep your child home when he is sick.

## Health and Safety

Children must not be brought to the Center when they are ill. Sometimes a child does not seem to be sick but may be less than his normal, active self. Parents who sense children are not feeling up to par should inform the staff that the child may become ill. Please inform staff if you are worried about a child's behavior. Sometimes there are few symptoms besides "droopiness" to alert us. Please work with us to be sure your child receives proper care. If your child becomes ill at the Center, you will be called. ***It is essential that someone pick up an ill child immediately.*** Staff is **not** allowed to give **any** medication.

Children will not be allowed at the Center with contagious rashes or illnesses. The Center reserves the right to request a doctor's written statement that a child may return to the Center. That statement may be needed for other parents concerned about infectious diseases. Our administration ultimately decides when a child may return to our Center.



### **Guidelines for Keeping Children Home**

1. Very runny nose, especially if mucous is thick or not clear.
2. Congested chest with a frequent cough. Colds are especially contagious in the early stages. Your child may be allowed back if a runny nose is drying up or if your child has had it for more than a few days and you have contacted a doctor.
3. Red, runny, sticky and itchy eyes may indicate conjunctivitis or “pink eye.” A child with discharge must be checked by a physician and have a physician’s note stating when he or she may return to the Center.
4. Any unfamiliar rash, especially over the trunk of the body or face, should be checked by a physician before bringing your child back to the Center.
5. Diarrhea should be checked as it can cause dehydration and is contagious.
6. Under no circumstances should your child be sent to the Center with a temperature. Children with temperatures of 101° will be sent home. We cannot give Tylenol, cough drops, any medication or cream including sunscreen to your child. Your child may return to the Center if he/she has been fever free for 24 hours without medication or has been started on antibiotics and has a doctor’s written permission to return.
7. If your child has a very itchy scalp with pearly white or grayish flakes that stick to hair shafts rather than flaking off like dandruff, there is the possibility of head lice. Your child needs to be seen by a health care provider before returning to the Center.
8. We reserve the right to send your child home or refuse to admit your child *with any suspected symptoms*.

**If your child is unable to participate in all of the activities planned for their classroom** (i.e., going outdoors or on a field trip, etc.), **they should not come to the Center.** If in doubt about your child’s symptoms or illness, please call your doctor before bringing them to the Center – not only to reduce the risk of contagion, but also for your child’s health and safety.

### **Meals**

Mealtime should be a calm social period for children. The teachers eat with the children to create a family style environment. All preschoolers eat the same meals provided by the Center. The only exceptions are for medical reasons documented by a physician. Fruits and vegetables and other food groups are included in most lunches so that ever one has varied choices. Meals may not be supplemented. The Center provides morning breakfast and afternoon snacks also.

All children except the nursery school have an opportunity to provide snack once per month for their classmates. We feel children develop a sense of sharing by doing this and it also gives them an opportunity to help prepare the snack with their parents.

The Center provides the beverage with every meal. Please select nutritious snacks. Recommendations are available. If your child is unable to attend on his assigned day, the Center will provide a snack. Please do not send special personal treats or snacks. No gum.

*Please notify the administration and teacher about any dietary restrictions or allergies.*

## **Field Trips**

Children ages 3-5 enrolled in preschool or kindergarten classes may be taken on field trips. Children enrolled in the Nursery program do not leave the campus.

Field trip permission forms must be signed by parents for each trip as it occurs. Parents must read the newsletter and note trips for the month because they sometimes entail fixing a bag lunch, are at a special time, or require special clothing.

Children will never leave the building unless parents have been informed in advance of the trip. Occasionally, a special opportunity for a trip will arise after the newsletter comes out. In those cases, parents will be informed by the teacher prior to the trip.

We need the cooperation of parents for successful field trips. We urge parents to join us as a chaperone on at least one trip per year. Some parents may be able to go more than that. We encourage you not to go on every trip to allow children to develop independence and venture out into the world without a parent always being present. **Other children, including siblings, are not allowed on trips or other Center events.**

## **Show-n-Tell**

Children are encouraged to bring items for "Show and Tell", souvenirs from trips or nature items for the nature table. All items brought from home must be labeled with the child's name. Do not send more than one toy at a time, and be sure it is small enough to be stored in the cubby. Do not send toys or games with small pieces or many parts. Do not send toys a child does not want to share.

## **Quiet Time**

All children are required to have quiet time. Children who nap at the Center must bring a small sheet and a blanket for naptime. These should be taken home by parents weekly and laundered. Also, be sure bedding for cots is an appropriate size. Your child may bring a small pillow or cuddle toy for naptime. Guns, sharp objects or other toys which are unsafe should never be brought to the Center.

Parents are encouraged to help children learn to leave their toys at home and play with Center toys at school. Toys from home which are brought to school can get broken or lost or cause conflict. We are not responsible the return or condition of any belongings brought or worn to our Center.

## Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-8:30	Before Care				
8:30-8:45	Clean-up				
8:45-9:00	Devotion				
9:00-9:30	Breakfast & Bathroom				
9:30-9:45	Circle Time				
9:45-10:10	Academic Focus				
	Social Studies	Math	Language Skills	Science	
10:10-10:40	Enrichment				
	Ballet/Tap*	Praise Dance	*Chapel*	Music Theory	*Computers * Spanish
10:40-11:00	Bathroom				
11:00-11:45	Outside				
11:45-12:00	Bathroom				
12:00-1:00	Lunch				
1:00-3:00	Quiet time				
3:00-3:20	Bathroom				
3:20-4:00	Snack/Project/Praise Time				
4:00-5:20	Outside				
5:20-5:45	Relax/Story Time				
5:45-6:00	Wrap-up				

**Full-time Preschool:** Children attend between 7:00 a.m. and 6:00 p.m. Morning and afternoon snacks are served as well as a hot lunch at about 11:45 a.m. Quiet/Nap time occurs between about 1:00 and 3:15 p.m. Sleeping is not mandatory, but by Maryland State Law, quiet resting on a cot is. Every morning between 9:00 – 11:30 there is a cognitive learning component, which is the equivalent of a part-time preschool curriculum.

There are classes for two through six year olds. The school-agers attend kindergarten. Preschoolers must pass their third birthday by October 31 to be admitted to the 2004-05 term. *Toilet training is mandatory.*

**Part-time Preschool:** Children attend between 9:00 a.m. and 11:30 p.m. Morning and afternoon snacks are served. If a child is enrolled from 11:30 to 12:30, lunch is served at an extra charge. Quiet/ Nap time is from about 1:00 to 3:15 p.m. Learning activities appropriate to the age group are provided.

**Nursery School:** Parents choose the hours and days which are convenient for them at the time of registration. Children must pass their second birthday to enter this mixed-age group. They need **not** be toilet trained.

The Center maintains a ratio of 1:6 for two-year olds; 1:10 for three and four year olds; and 1:15 for five year olds.

## Arrival and Departure

### For a good beginning:

1. Young children do not cope well with rushing. Try to allow enough time to avoid the early morning rush. A calm separation gives a child a “head start” on a good day.
2. Upon arrival, park in the lot and walk into the building with your child. **Never send a child into the building alone.**
3. When you enter the building, take your child to the proper room and assure that the teacher acknowledges seeing the child. Relate any special instructions or helpful information about how the child is feeling. SIGN-IN your child.
4. Always park in marked spaces on the premises. **Never** park at the curb, at the entrance to the building, in the handicap spaces, or in the driveway.
5. Remember, it is hard to see small children darting around cars. Use extreme caution driving on the premises and go slowly.

### For a good departure:

1. Always park in the lot; do not stop at the door. **Do not** leave other children in the car while dropping off or picking up.
2. Come into the Center and get the child. If the children are playing outside, do not drive near the playground gate; do not allow your child to run to the car unattended.
3. Always be sure a staff member knows your child is leaving. SIGN-OUT your child. Exchange your child for the popsicle stick you receive from the front desk.
4. Persons authorized by you to pick up your child are listed on your emergency card. Never ask a friend who is not listed on your card to pick up your child without first calling the Center. If a baby-sitter picks up your child, share the rules with the sitter. Ask the sitter not to send an older child in to pick up a child at our Center. You must know that the Center will **never** release your child to anyone not authorized by you.

## Calendar

There are two terms each school year. The school term begins in late August and ends in mid-June. The summer term begins in mid-June and ends in late-August. Each term requires a separate registration.

Kindergarten and part-time programs are closed for Christmas and Easter Breaks. Day care is available for Full-time preschool and nursery every day throughout the year with the exception of the following holidays. The center is closed on:

New Year’s Eve (3:00pm close)	Fourth of July
New Year's Day	Labor Day
Martin Luther King, Jr's Birthday	Thanksgiving Day & Friday after
Good Friday	Christmas Eve
Memorial Day	Christmas Day

Tuition continues as usual on holidays for all full-time classes.

Daycare may be purchased for kindergarten students

## Severe Weather Policies

- ? When the Prince George's County Public Schools close due to severe weather conditions:  
Kindergarten is **closed**.  
All part-time programs are **closed**.  
All full-time programs are **open** (for child care).
- ? When the Prince George's County Public Schools open late, our Center will start all classes **on time**.
- ? When the Prince George's County Public Schools close early, please pick your child up as soon as possible, so that our Center can close.
- ? If the Federal Government closes for weather conditions, the Center is **closed for all programs**.

**Call the Center at 301 262-3992 when in doubt.**

## Terms and Closings

The school term roughly coincides with the opening and closing of the Prince George's County Public Schools. Parents will be notified of actual dates in late summer prior to the opening of the school term. The Center is open every school day with the exception of the holidays listed in the Calendar section.

The summer term runs from mid-June until late August. Dates are noted on registration materials. The Fourth of July is the only date the Center is closed during the summer term.

## Absences

Fees will not be reduced due to a child's absence in any Center program. We are sympathetic regarding the problem of paying for care when a child is sick, but our obligation to pay staff remains unchanged. We cannot deduct a portion of a teacher's pay if your child is ill.

Parents of nursery school children pay only when class is in session. They do not pay for extended holiday periods. Day Care parents must pay tuition for all days including holidays.

## Tuition and Childcare Financial Policy

### General Information

Tuition is expected to be paid in ten monthly installments – due the first day of each month – beginning August 1 (and not after August 15). If the first day of the month falls on a non-school day, tuition is due the last day school is in session before the first. **Tuition Register forms must be kept updated by parents.**

Post-dated checks are not accepted after the payment is due. Tuition must be paid on time. A written statement to the Director must be submitted if there are circumstances that prohibit regular payment. All accounts for each family must maintain a ZERO-BALANCE for any of the students from the family to attend class. Students will be removed from class and disenrolled until the account is reconciled. If the first tuition payment has not cleared by the 15<sup>th</sup> of August, the disenrollment process is engaged and the slot made available to the public.

If the class is not full after exhausting the waiting list, the child may be re-admitted provided that:

- 1) the student's parents make such a request in writing (submitted in person to the director of the CDC), and
- 2) The first payment is paid in cash (to the director of CDC) within two days of the re-admission notification. A written receipt will be given to the parents at the time of payment.
- 3) If the student does not return within five days from disenrollment, a registration fee is required.

Parents who opt to make monthly payments must make full payment before noon on the first of each month. Failure to make prompt payments will result in:

- 1) a \$5.00 per week late fee
- 2) reverting back to weekly rates
- 3) a \$80.00 deposit to avoid disenrollment

All weekly tuition fees are due by noon on the Friday prior to service.

### **Delinquent Accounts/Late Payments**

- ? No student will be considered for admission to the CDC if, at the time of application or any time during the application process, the student's account balance is outstanding/delinquent.
- ? No student will be admitted to the CDC if his/her account balance is outstanding/delinquent with the CDC on August 1.
- ? Any late tuition payments made after the first of the month will be assessed a fee of five dollars (\$5.00) per week for every week (or portion thereof) that it is past due.
- ? **Once a student's tuition account becomes 30 days past due**, that student will be withdrawn from the school.
- ? Students will be withdrawn from the school if tuition payment checks are returned to the CDC for non-sufficient funds more than one time (on the second occurrence of a non-sufficient funds check).
- ? Student Withdrawal/Transfer Information (Report Cards, health and attendance records, verification of enrollment, etc.) and year-end Report Cards will be sent to parents when all tuition with the CDC have been paid in full.

### **Fees, Refunds, and Payment Information**

- ? Registration fees hold your slot until the end of the first week of the term.
- ? Activity fees are due before the last day of the first week of the term.
- ? No application fees, test fees, or book and equipment fees will be refunded for any reason.
- ? If any checks for the above fees are returned to the CDC for non-sufficient funds, the application processes will be discontinued, and the applicant will be denied admission for impending school year.

- ? No tuition payments will be refunded for any reason.
- ? Parents of children accepted into the CDC will be required to sign a Tuition Contract (PARENT AGREEMENT), agreeing to pay the full-year's tuition, whether or not their child remains in the CDC for the duration of the school year or provide a two-week withdrawal notice. In your acceptance letter, you will receive the Tuition Register form. Please note your child's name in the "Memo" section of your check. All cash payments must be made in person (no drop-off payments allowed) to the director. A receipt will be provided at the time of the cash payment. It is the responsibility of the parent to have the receipt for proof of payment.
- ? Parents may not send tuition payments to school by their child.

### **Payment Procedure**

A Tuition Register is provided for all registered children. Keep it updated and readily available. **It is required to review your account.**

Payment should be placed in an envelope and places in the payment box. The payment box is emptied daily and credits made to accounts. Weekly Nursery school tuition is due the Friday before service delivery. All payments are late the day after they are due each week. Late charges will be imposed.

The late charge is \$5.00 per week for each week or any part of week. The registration and deposit tuition should not be paid in the same check with regular tuition. Those fees are due prior to a child's attending the Center. Mark that check "registration" or "deposit" to avoid error.

It is essential that parents accept responsibility for paying tuition regularly and on time and for insuring that payments are properly delivered.

### **Returned Checks**

There is a return check fee of \$15.00 (fifteen dollars). If your tuition payment is returned, this fee will be added to the sum of your child's tuition. After bouncing three checks during any three-month period, tuition will be required in the form of cash, cashier's check or money order.

### **Full-time Day Care Summer Enrollment Policy**

Full-time day care children who are enrolled in summer term must complete the summer term in order to retain space for fall. If parents begin the summer term and then choose to drop out for the balance of the summer, they lose their fall placement unless tuition is paid for the entire ten weeks of summer term.

### **Late Pick-up**

Parents are expected to pick up their children at their regular times. If your child is in the nursery school or the part-time classroom, and you do not come for your child at the specified time, the child will be cared for in the part-time room and you will be charged late fees and for lunch, if served. Such care can be a regularly arranged part of the program; when it happens

unexpectedly, the child is often upset. If you are delayed, please call the office so we can notify your child about why you are late.

For full-time day care, the Center closes at 6:00 p.m. Any child not picked up by 6:00 will be charged an additional late fee.

**The late fee is \$5.00 for the first 5 minutes or any part of 5 minutes. The fee more than doubles every 5 minutes or portion thereof.**

Please avoid being late. It frightens a child to be the last and only one; it worries and inconveniences staff members and their families. If you realize you will be late, call us so we can notify your child.

### **Extra Care**

Extra care hours may be pre-purchased when available to avoid late charges for emergency situations. All charges will be billed at an hourly rate. Parents will be charged for the time requested regardless if the child is picked-up early. Late charges may be applied.

### **Discipline Policy**

Discipline is an important part of the early childhood environment. Our first task is to construct an environment where children's schedules and classrooms are arranged so that children's needs will be met. There are a variety of activities and plenty of equipment so that children need not be in conflict.

Our staff members are Christians. They model behavior in themselves and with other adults which is cooperative and caring. Children follow positive role models, and the children are encouraged to also be cooperative, helpful, forgiving, and caring about each other.

Beyond a caring, knowledgeable staff and an environment designed to meet children's needs, there are three basic rules which teachers enforce. Children are not allowed to hurt themselves, to hurt other people, or to destroy property.

When a child misbehaves, the **teacher talks quietly** with the child **explaining** why the behavior is wrong and giving examples of appropriate behavior. The rules do not change from day to day; the limits are consistent and firm. Children need to feel secure and to know the consequences of harmful behavior.

When a child continues to display inappropriate behavior, "**time out**" may be used. "Time out" is required for acts of physical aggression, destructiveness, and tantrums which cannot be ignored. During "time out", a child sits on a chair apart from a group but never out of sight or hearing of a teacher. Maximum sitting time is five minutes. The teacher explains to the child why he is required to sit for "time out".

Teachers always make clear that it is the child's behavior that is wrong or inappropriate. No child is called bad or made to feel he is a bad person. Instead, teachers often catch children "being good". Encouragement and **praise** are given liberally. Sometimes, inappropriate behavior is **ignored** or tolerated if it is not harmful or destructive. The teacher should **redirect** the child's attention.

If a child persists in inappropriate behavior, the procedures listed in the Parent Handbook under “Disenrollment Policy” are implemented. They include parent conferences and referral, if necessary.

Cresthill’s discipline policy prohibits:

1. physical punishment, which includes pulling, pushing or shaking a child;
2. emotional punishment, which includes ridiculing, belittling, isolating, harsh tone, or threatening a child;
3. the use of food as discipline, which includes withholding food or forced eating;
4. depriving children of outdoor play, which is necessary for children's health.

Parents are always welcome to talk with the Director about discipline.

### **Disenrollment Policy**

Children do not all thrive in the same program. Infrequently, a parent will be asked to remove a child from our Center if the child is manifesting disruptive behavior problems and the program is not effectively helping the child and the family. The problem may not be in the child alone; the program may be inappropriate for a particular child's needs.

The process:

1. Staff becomes aware that a child is having difficulty in the program and exhibiting disruptive behavior. They develop and implement a strategy for dealing with the behavior.
2. A conference is requested with the parents to inform them of the staff’s concern and provide input into the situation. Possible solutions are discussed.
3. If staff is unable to make progress in changing the child’s behavior and an inordinate amount of staff time is being spent with that one child, a second parent conference occurs. Referrals may be made; counseling may be a stipulation in order for the child to continue in the program. The Center may set a specified time limit for changes to occur.
4. A final parent conference is held. The decision to terminate the child in the program is reviewed. Parents are given two weeks’ termination notice. Parents may be referred to other resources.

### **Reasons for Dismissal**

The following are possible grounds for dismissal of a child and termination of parent membership in the Center:

1. Delinquent tuition account(s); late payments or bad checks.
2. Behavior by the child or parent which is disruptive to the goals of the Center.
3. Failure to comply with policies stated in this Parent’s Handbook, *or behavior unbecoming to a Christian environment.*

### **Operating Policies**

During each term (school and summer), there are some basic policies in effect. The following instructions are intended to clarify these, so that parents can understand and support Center policies.

## **Registration Forms**

- 1) To register a child, you must complete a registration card and accompany it with payment of the registration fee. The registration fee is non-refundable.
- 2) After a child is registered, the following forms must be completed:
  - a) Health form #560: Completed by the parent and doctor; must be signed and dated by a physician.
  - b) Health form #896: Completed by parent; record of immunizations.
  - c) Emergency Information Card: Completed by parent; *vital* information required by state in case of emergency. If there is anyone who you would like to name as **not** being allowed to pick up your child under any circumstances, please put that information on the Emergency Information Card.
  - d) Teacher Information Sheets: Completed by parent; contains pertinent information for child's teacher.
  - e) Religious Education consent form; completed by parent.
- 3) All forms for summer and fall terms must be returned by May 1.

## **Religious Education**

Cresthill Baptist Child Development Center is an outreach ministry of the Cresthill Baptist Church. The members of the teaching staff are both professionally trained and committed Christians. They strive to create a warm and loving atmosphere for children and to personify religious principles in their relationships with children.

The religious education consists of a weekly chapel service, morning prayer, grace before meals, Christian songs, and a weekly Christian lesson.

If your family does not have a church home, you are invited to visit Cresthill and to consider becoming a part of this fellowship.

## **Withdrawal Policies**

At the end of each term (June for the school year and August for the summer term), there is automatic withdrawal. Children must be registered in order to continue for another term. Currently enrolled children are always given priority for the next term before the general public. However, if a parent fails to register at the appropriate time and the class fills, a child could lose their space.

If you must withdraw your child during a term, notify the Director in writing at least 15 days in advance. Tuition is due as usual during the notification period.

Registration fees are never refundable. Reserve tuition (deposit) is used for a child's last week in attendance. In order to use reserve, all accounts must be up-to-date. A child may be withdrawn from the Center by the Director if the parent fails to pay tuition or fails to abide by the policies of the Center. Such action will be taken only after other attempts to rectify the situation have failed.

Every parent receives a copy of this Parent's Handbook. It is an indispensable tool for understanding the programs and the rules governing them at Cresthill.

## Parent Grievance Procedure

If a parent has a grievance against an employee of the CDC, he must speak privately with that employee and try to resolve the situation. Parents and staff are expected to pray, deal humbly and lovingly with each other, and seek reconciliation and forgiveness in every conflict. We believe most conflicts can be handled at this level. Parents and staff are also expected to refrain from speaking about these conflicts to other parents and staff, since to do so would be considered gossip.

In the event that the conflict cannot be resolved privately, the dissatisfied party/parties must tell the other person involved that they plan to pursue further mediation. Next, they must submit their grievance, in writing, to the next person in the chain of command (i.e., the Director/Principal). The Director/Principal must receive a written grievance before he/she can discuss a situation with parents. The Director/Principal will evaluate the situation and contact the involved parties to advise them. In some cases, they will be asked to meet again privately. In other cases, the Director/Principal will meet with both parties and attempt to lead them to reconciliation. Again, all involved parties are expected to be prayerful, humble, and reconciliatory.

In the event that the Director/Principal is unsuccessful at mediating reconciliation, he/she will refer the matter to the chairperson of the School Board. The principal/director will submit the written grievance(s) of the parents and/or staff member, along with a written summary of how he/she attempted reconciliation. The chairperson of the School Board will review the situation, advise the involved parties, and try to mediate reconciliation. If the situation is not reconciled at this point, the matter may be turned over to the School Board for review and advisement. Parents and staff are expected to abide by all recommendations made by the School Board. Failure to do so may result in the expulsion of the family from the CDC and disciplinary measures for the employee.

**Please Note:** Parents may telephone the principal/director or School Board members only after that person has contacted them. No discussion of a grievance may take place before a written grievance has been received and acknowledged.

In matters related to the suspension/expulsion of a student, the grievance process will stop at the Administrative level. Since the School Board does not deal in the day-to-day operations of the school, its members will **not be called upon to mediate in these situations. Decisions made by the Administration will be final.**

**Cresthill Baptist Child Development Center      2004-2005 CALENDAR**

*dates subject to change (7/14/04)*

**August**

- 17 Orientation 6:00pm
- 23 First Day of School Term
- 24 Make-up Orientation 9:15am

**September**

*Hispanic Heritage Month*

- 6 Labor Day **School CLOSED**
- 8 or 9 Family Fun Night
- 11 Patriot's Day
- 12 Grandparents' Day
- 29/30 School Picture Days

**October**

*Popcorn Month*

- 4 Parent Fellowship
- Back to School Night
- 11 Columbus Day
- 16 Sweetest Day
- 29 Fall Fest
- 31 Turn Your Clock Back

**November**

*Native American Heritage Month*

- 2 Election Day
- 11 Veterans' Day
- 23 Thanksgiving Luncheon
- 25 Thanksgiving Day **School Closed**
- 26 Thanksgiving Friday **School Closed**
- 30 **Parent Fellowship**

**December**

- 7 Holiday Community Day
- 14 **Christmas Shoppe\***
- 17 Christmas Pageant &  
Christmas Classroom Celebrations
- 20-31 Christmas Break  
*(Only Fulltime students attend)\**
- 24 Christmas Eve **School Closed**
- 25 **Christmas Day**
- 26 Kwanzaa, Boxing Day
- 27 CLOSED
- 30 **Closed** at 3:00p.m.
- 31 New Year's Eve School **Closed**

**January**

**Oatmeal Month**

- 1 New Year's Day

- 3 Back to School
- 14 Teddy Bear Tea with Dad
- 17 M. L. King, Jr. Day **School Closed**
- 25/26/27 Career Week**

**February**

*African-American Heritage Month*

*Dental Health Month*

- 1 Groundhog Day
- 8 **Parent Fellowship**  
In-House Registration starts
- 11 Valentine's Day Celebrations
- 21 Presidents' Day **School Closed**
- 23 Open Registration starts
- 25 Pajama Day

**March**

- 9 Puppet Show
- 17 St. Patrick Day Parade/Party
- 25 Good Friday **School Closed**

**28-1 April EASTER BREAK\***

**April**

- 4 Back to School
- 12 **Parent Fellowship**
- 15 Magic Show/Mix Match Day
- 22 Earth Day
- 29 Car Wash

**May**

*Asian/Pacific Heritage Month*

- 1-7 National Teacher's Week
- 5 National Day of Prayer
- 6 Mom & Muffins
- 8 Mother's Day
- 15 Armed Forces Day
- 16 **Weekly Tuition Due** *(to participate in  
End of Year Events)*
- 18 Step-Up (Promotion)
- 25 FUN DAY
- 30 Memorial Day **School Closed**
- 31 Kite Day

**June**

- 1 Movie Day
- 2 LAST DAY of classes
- 3 NO Classes
- 6 **First Day of Summer Adventure**  
*(Register in February)*