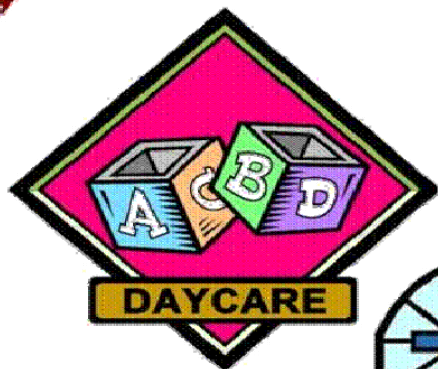


# Union Chapel Child Development Center



## Proverbs 22:6

### **2011-2012 PARENT HANDBOOK**

[www.unionchapelcdc.org](http://www.unionchapelcdc.org)

*Train up a child in the way he should go: and when he is old he will not depart from it. Proverbs 22:6*

*Union Chapel Missionary Baptist Church Child Development Center*

*315A Winchester Rd NE    Huntsville, AL 35811*

*Office 256-852-4082    Fax 256-852-8310*

*Dr. O. Wendell Davis, Pastor*



A Unified School with  
**GREAT EXPECTATIONS**  
in the Lord.



Acts 2:44

**Union Chapel M. B. Church Child Development Center**

is a ministry of

**Union Chapel Missionary Baptist Church**

315 Winchester Road NE

Huntsville, AL 35811

Church Office 256-852-1150

The governing ministry of Union Chapel Missionary Baptist Church and the administration of Union Chapel MB Church Child Development Center reserve the right to amend this handbook as needed throughout the course of the school year. Union Chapel MB Church Child Development Center administration will also communicate changes to affected groups and individuals through posted notices, letters, messages on the check-in computer and through our website, [www.unionchapelcdc.org](http://www.unionchapelcdc.org) and our Facebook page, Union Chapel MB Church Child Development Center.

May 27, 2009

Revised August 25, 2009

Revised August 4, 2011

Revised January 17, 2012

***Train up a child in the way he should go: and when he is old  
he will not depart from it. Proverbs 22:6***

*Union Chapel Missionary Baptist Church  
315 Winchester Rd NE      Huntsville, AL 35811  
Office 256-852-1150      Fax 256-851-6949  
O. Wendell Davis, Pastor*

**Pastor's Welcome**

*Lo, children are an heritage of the LORD: and the fruit of the womb is his reward. Psalm 127:3*

Dear Parents,

I would like to extend a cordial welcome to you. It is a joy to see parents obeying God's command to educate our children and we are delighted to have a part in that decision. The Scripture says in Deuteronomy 6: 1, 7:

*Now these are the commandments, the statutes, and the judgments, which the LORD your God commanded to teach you, that ye might do them in the land whither ye go to possess it:  
And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.*

Our staff is here to provide assistance in educating your children emotionally, academically, and spiritually while providing a healthy, safe and happy Christian environment. We provide competent, concerned people who understand the importance of good nutrition, exercise, and relaxation as they relate to your children's growth and development.

Our facility is always open to you and we welcome your visits. Any questions or comments may be directed to the Union Chapel Child Development Center Director at 256-852-4082.

Yours in Christ,

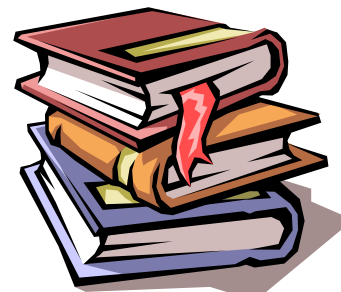


O. Wendell Davis, Pastor

## UNION CHAPEL MISSIONARY BAPTIST CHURCH CHILD DEVELOPMENT CENTER



256-852-4082 Child Development Center Office  
256-852-8310 Fax  
rgbiffle@unionchapelcdc.org



### **Director's Welcome**

Dear Parents,

Thank you for entrusting your children to Union Chapel Child Development Center's quality care and excellent academic program. Proverbs 22:6 tells us: "Train up a child in the way he should go: and when he is old he will not depart from it." It is our intention to help you keep God's commandments regarding educating your children.

This handbook should answer most of your questions about our service. Please keep this handbook and refer to it often. If any revisions need to be made, they will be given to you to be added to this book. You will be required to sign that you have received a copy of the handbook.

If there are any questions, please don't hesitate to ask. You may stop by the office, call me or make an appointment to see me or Mrs. Hester, the assistant director. Together, we can make this a rewarding and enriching experience for your children.

Yours in Christ,

A handwritten signature in cursive script that reads "Ruby Gandy Biffle".

Ruby Gandy Biffle, Director

## **MISSION STATEMENT**

Union Chapel M. B. Church Child Development Center is a Christ-centered school that provides child care and academics, for the sake of fulfilling the church's God-ordained role in carrying out the Christian education mandate in Deuteronomy 6:7, Proverbs 22:6, and 2 Timothy 3: 15-17.

Our goal is to assist in educating your children emotionally, academically, spiritually and socially in a safe, healthy and happy Christian environment.

## **ELIGIBILITY**

Union Chapel M. B. Church Child Development Center is open to the entire Tennessee Valley community and does not have any restriction on race, creed, or religion. Although we accept children from unsaved families and from any religious group, we do not teach beliefs other than the Bible-based beliefs of Union Chapel Missionary Baptist Church.

Services will be provided for children aged 6 weeks through K4.

Children with disabilities may be accepted after a meeting with the Center director and the parents. A doctor's statement will be required.

## **ADMISSION TO THE CHILD DEVELOPMENT CENTER**

Parents must complete the necessary forms before their child/children can be accepted in the Center. This includes the following:

1. Child data sheet
2. Pre-admission record
3. Unexpired Alabama Blue Card
4. Permission to participate in school activities/emergency medical care
5. Child's medical report (Physician's signature needed)
6. Personal information
7. Enrollment agreement
8. Transportation/Arrival/Departure Plan

## **PARKING**

Please park in a parking space. **The space in front of the doors is for emergency vehicles only.** If it is raining, make sure you have an umbrella to keep from getting wet.

## **ARRIVAL AND DEPARTURE PLAN**

Parents should enter the main entrance when bringing or picking up children. Each child must be logged in and out on the computer **by the parent/guardian** as well as in the sign-in books and taken to the proper classroom. Please read the messages screen of the check-in/check-out window of the computer for important announcements.

Children will be released to parents/guardians and names on the pick-up list only. We will not release a child to anyone under 18, unless they are the parent. Each person on the pick-up list will be given a code for checking children in and out. Permission must be furnished in writing or verbally when someone not on the list picks up a child. Picture identification is required.

Union Chapel Child Development Center will not be responsible for transporting any child between home and the center. If parents make a personal arrangement with any Center Staff member for after-hours care and/or

transportation, it is strictly a private arrangement between those two parties and is not related to the staff person's duties or responsibilities at the Center.

## **HOURS OF OPERATION**

Union Chapel Child Development Center hours are from 6:30 a.m. to 6:00 p.m. Monday through Friday, except scheduled holidays.

The computer clock is the official timepiece. Please synchronize your watch with this clock.

## **HOLIDAY SCHEDULE**

The Center will be closed in observance of the following holidays:

<b>New Years Day</b>	<b>1 day</b>
<b>Martin Luther King Day</b>	<b>1 day</b>
<b>Good Friday</b>	<b>1 day</b>
<b>Memorial Day</b>	<b>1 day</b>
<b>Independence Day</b>	<b>1 day</b>
<b>Labor Day</b>	<b>1 day</b>
<b>Thanksgiving</b>	<b>2 days</b>
<b>Christmas Eve</b>	<b>1 day</b>

If a holiday falls on Saturday, the Center will be closed Friday. If it falls on Sunday, we will be closed Monday. The Center will be closed **December 24 through January 1** for the Christmas holidays. The Center will reopen on the first working day after the scheduled holiday. Necessary closing for other days will be announced at least two weeks in advance, unless it is an emergency situation.

## **CLOTHING AND PERSONAL ITEMS**

Children should dress in comfortable play clothing. Parents must provide extra sets of clothing in case of an accident. Please include extra socks and a pair of shoes in the extra set of clothing. **All items (clothing, bags, sheets, bottles, etc.) should be labeled with the child's full name.** Because of space limitations, please do not send bags larger than 11" x 14". Extra clothing can be put in a gallon zip lock bag labeled with the child's name and left at the Center until needed. If your child has an accident and does not have a change of clothes, you will be called to bring clothing for your child.

Outdoor play is an important period in your child's day. Therefore children should be dressed for the appropriate weather conditions. Children will go outside if the weather permits or unless the director gives permission for the children to stay inside. Please do not put sandals or open-toed shoes on your child. These shoes can cause injuries, especially on the playground. Children love dirt and will get dirty. Please keep this in mind when dressing your child. If your child has clothing you do not want to get dirty, including shoes, please don't send him/her dressed in them.

The Department of Human Resources requires that children bring a small sheet and a cover sheet to use at naptime. Crib sheets are provided for infants only. If a child does not bring covers, covers will be provided for the child and a charge of one dollar per day will be added to the parents' bill. Parents must take responsibility for carrying the bedding home each Friday for laundering. No laundry service is provided by the Center. Union Chapel Child Development Center is not responsible for items left at the Center.

# UNION CHAPEL M B CHURCH CHILD DEVELOPMENT CENTER

## RATES AND FEES

The rates/fees required for services provided by the Center are listed below. Fees are subject to change at the discretion of the Child Development Center Ministry.

Registration (Infants--K4)	<b>\$35.00</b>
Nursery—Toddler II	<b>\$100.00</b>
K3—K4	<b>\$90.00</b>
Supply fee	<b>\$35.00</b>
Book fee * (Through K3)	<b>\$35.00</b>
Book fee * (K4)	<b>\$55.00</b>
Late payment fee	<b>\$10.00</b>
Late pick-up fee	<b>\$15.00 and up</b>

\* Book fees are based on our purchase price from the book company and are subject to change. We do not mark up the cost of books.

The following is provided as general information pertaining to payment of fees:

1. Tuition is due each week, except in the case of the child's vacation. A week is defined as the number of days the Center is open from Monday to Friday.
2. With continuous attendance, a child may take a one-week vacation in a twelve-month period without tuition being assessed.
3. Checks should be made payable to **Union Chapel Child Development Center**. Please do not leave payments on the office desk. Payments by check or money order should be left in the drop box in the lobby. Do not leave cash in the drop box or on the desk. You must have correct change when making cash payments. If you do not have correct change, the excess money will be credited to your account.
4. Registration and supply and or book fees and the first week's tuition must be paid upon enrollment. The supply fee will be used to purchase curriculum books and supplies (sheets, glue, pencils, scissors, paper, paints, & crayons). The registration and supply fees are paid annually and are non-refundable. If annual registration fees are unpaid one week after the due date, your child will be dropped from our program and the slot given to someone else.
5. Books will not be distributed to your child if the book fee has not been paid.
6. A \$10 late charge will be assessed for tuition not paid by 6 p.m. on Mondays or the first operating day of the week.
7. For each check returned, a \$10.00 late fee will be assessed. After 2 returned checks, only cash, money orders or cashiers checks will be accepted for a period of one year.
8. A \$15 late pickup fee will be charged for the first 1 to 15 minutes that the parent is late picking up their child. At 16 minutes after the hour, an additional \$10 charge will be made for each additional 30 minutes or portion of. The late pickup fee is to be paid to the secretary when the child is picked up. If a child has not been picked up after one hour past closing, DHR will be notified.
9. A child may be withdrawn from the Center up to two weeks after he/she has been continuously enrolled for one year without having to pay tuition or re-enrollment fee during the absence, unless it is time for the

annual registration fee to be paid. **When your child is withdrawn, the slot is given to someone else. Reenrollment depends upon having an opening available.**

- 10. A child will be terminated from the Center when his/her account is one week past due. No exceptions.**
11. A two-week notice is required to withdraw your child from the Child Development Center. If two weeks notice is not given, you are still liable for tuition for those two weeks.
12. Parents who receive assistance from DHR, CMA or any agency are responsible for making sure their child is signed in and out each day. Any fees not paid by the agency are the responsibility of the parents.
13. No income tax information will be released until accounts are paid in full. Tax identification numbers will not be given out over the telephone. You must come in and pick up a statement for your tax information. Income tax information will be available on January 31.
14. Registration, supply and book fees are due each year. Registration fees are also due each time a child is reenrolled after he/she has been withdrawn, except as noted in #10 above.

## **MEALS AND SNACKS**

Breakfast, lunch, and afternoon snacks are included in the Day Care tuition. Academy students must pay for lunch or bring lunch. The Director must be informed of any special dietary restrictions for your child. If your child has dietary restrictions (soy milk, etc.), you must provide the special food.

The Center provides planned nutritious meals for the students.

Exceptions:

Baby food and infant formula.

Arrangements can be made for parents to provide treats for birthdays.

We open at 6:30 a.m. Breakfast is served from 7:30 a.m. until 7:50 a.m. Breakfast will not be served after 7:50 a.m. If you arrive after this time, please provide food for your child. If the teachers have left the cafeteria, you are responsible for staying in the cafeteria with your child.

Lunch is served from 10:30 a.m. until 11:30 a.m. Afternoon snack is served at 1:45 p.m.

**Please do not send food for your child unless they are on a special diet or in the Academy. Other children may have life threatening allergies that can be triggered by your child's snack.**

**NOTE: Please do not bring your child after meal time unless he/she has already eaten.**

## MEDICATION

Prescription medicine will be given to your child under the following conditions:

1. Parent or doctor must have given the medicine to the child for at least 48 hours, unless permitted by a doctor to return earlier.
2. Medicine must be in its original container with a childproof cap and labeled with the doctor's and child's name.
3. Authorization form must be filled out before medicine will be administered.

## HEALTH REQUIREMENTS

All immunization records must be up-to-date as required by the Health Department.

A Child Medical Form signed by a doctor must be submitted before a child will be admitted. Medical forms are to be renewed annually.

Children will not be admitted to the Center with a suspected contagious disease. Parents are required to notify the Center when a child has been exposed to a contagious disease.

The Department of Human Resources requires that children be picked up from the Center when they become sick. If your child becomes ill, has a temperature of 100° or more, has diarrhea three times within an hour or is injured and needs medical attention, you will be asked to pick him/her up immediately.

A doctor's statement will be required for re-admittance of a child who has had a contagious disease.

### **Illness**

For the welfare of your child and others in the school, all children who are sick must be kept at home. When the child is well enough to participate in a normal school day, please send hat, coat, etc., as an aid to prevention of future illness. The class does participate in outdoor activities each day, weather permitting. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him. Teachers cannot be held responsible for carrying out these duties. If your child has been sent home sick, he/she must stay away from the Center for at least 24 hours. If sent home with a fever, child must be fever-free without medication for 24 hours before returning to the Center. For the protection of all children, your child should be kept at home (*cannot be accepted at the center*) when any of the following symptoms are present:

- a temperature of 100° or more
- diarrhea or vomiting
- a rash
- yellow nasal discharge or discharging eyes or ears

Parents should exercise every caution and keep their child home should other unusual symptoms occur.

If the child has been exposed to or has come down with a contagious disease *please notify the center* so that we may pass that information on to other parents. (Strep throat, pin worms, viral infections, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, Fifth disease, impetigo, etc., are among those conditions categorized as "highly contagious").

## EMERGENCY OPERATIONS

**Sick/injured child:** In case of a medical emergency with a child, an attempt will be made to notify the parents immediately. If parents cannot be reached or if the situation warrants, an attempt to contact the child's doctor will be made and the child may be transported to the appropriate facility to receive medical treatment. The parent assumes the financial responsibility for medical treatment and/or transportation by ambulance.

If a child becomes ill during the day, the parent(s) will be contacted with the request to take the child home.

**Tornado Warning:** Children will be evacuated to a designated safe area if a warning is issued. It is safer for children and parents to remain at the Center until the warning is over.

**Fire:** In the event of a fire, children will be evacuated. Staff members will check the bathrooms, closets, etc., to account for all children. The fire department will be called. Children will be relocated to the church if extensive damage has not been done.

If power, heat, water, or air is temporarily unavailable, the Center will endeavor to remain open—if at all possible. However, if the health or safety of the children is in danger, parents will be notified to pick up their children.

In case the Center must be evacuated, we will follow instructions from the Emergency Management Agency.

**Snow/Ice:** We will follow the directives of the Huntsville City Schools, except when, because of our extended hours of operation, we deem it safer for our staff and student body to follow the directives of our Governing Ministry. Check the local news shows, our website or Facebook page for closing notices. If the weather worsens after you have dropped off your child, you will be called to pick up your child as soon as possible.

## **CHILD DISCIPLINE**

Discipline is a necessary part in your child's development.

Discipline will be used by the Center as deemed necessary.

Disciplinary procedures used by the Center will:

- ◆ Not involve denial of food, bathroom procedures, or naps
- ◆ Not include any corporal/physical punishment
- ◆ Not involve verbal abuse, threats, or derogatory remarks
- ◆ Be done in a firm, pleasant voice, separation, diversion, or gentle physical restraint to accomplish the goal of having the children play peacefully together.

**If a child's behavior interferes with other children and he/she will not obey the teacher and/or the administration, the parent will be called to pick up the child for the remainder of the day.**

**When children are constantly abusive to other children or interfere with others' learning, a conference will be arranged with the parents. The CDC Director may require that a child be withdrawn when, in her best professional judgment, it is not in the best interest of the child and/or his classmates for the child to continue attending the CDC.**

**Visiting:** We have an open door policy. Please feel free to come and observe your child's activities. (Check with the Center Director before entering the classroom.) When dropping your child off or picking your child up, please be as expedient as possible, so that the teacher can give her full attention to the students.

**Conferences:** Conferences are scheduled twice a year, in the Fall and in the Spring. But by no means should you feel that those are the only times when you should visit with your child's teacher. We want to exchange thoughts and information on your child whenever necessary. We welcome mothers and fathers on field trips, during class time when you may wish to share your talents with us, or helping us with various projects to benefit the children's classrooms.

**Birthdays:** Children may celebrate birthdays at the Center. Prior arrangements must be made with the Director and the teacher. No gifts will be allowed in the Center.

**Field Trips:** Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The Center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the Center. We strive to make all field trips affordable for the students. A field trip permission form will be available for all parents to sign before each

field trip. Your child cannot go on a field trip without signed permission. Notices will be put up announcing the time we will leave. If your child is not here at the designated time, he/she will not go on the field trip. We will follow the rules for field trip transportation outlined on the Alabama DHR Minimum Standards for Child Development Centers. Car seats will be required for students under 3 years old.

**Photographs and Publicity:** Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission for photographs including your child to be used without compensation is part of this agreement

## **INFANT DEVELOPMENTAL INFORMATION**

Infants will be allowed to form and follow their own normal sleep and feeding schedules. Infants will be held for all feedings, unless being fed in a high chair. Bottles will not be propped. Day Care staff should be advised of any special needs. Written instructions are required.

Infants will be held, rocked, and given play opportunities in the crawling areas. Caregivers will frequently talk and sing to infants on an individual basis to encourage speech and language development. Parents must provide all formula and unopened baby food. Bottles should already be prepared when brought to the Center. Glass bottles are not allowed in the Center. Babies eating table food must eat meals provided by the Center unless the child has special diet needs.

Crib sheets are provided by the Center.

Infants must be clean and dry when brought to the Center for care. Babies will be checked every 30 minutes and changed when necessary. Please bring a sufficient supply of disposable diapers. There will be charge of 50 cents per diaper if supplied by the Center. Cloth diapers cannot be used unless the baby is allergic to disposable diapers. A doctor's statement must be presented and placed on file with the center when this occurs.

All bottles, jars of food, blankets, clothing, and diaper bags must be labeled with the child's full name. Please do not bring toys to the Center. Please do not bring anything that is valuable or sentimental. The Center is not responsible for items that have been left behind.

Potty training will not be initiated in the infant room.

## **TODDLER DEVELOPMENTAL PROGRAM**

Toddlers will participate in programs and activities such as arts and crafts, music, exercise, and free play. Activities are designed to provide opportunities for:

1. Walking, crawling, and climbing
2. Manipulative experience to develop large and small muscles and motor/perceptual skills
3. Increasing attention span through group and individual activities
4. Developing speech and language skills
5. Repetitive play to practice recently acquired developmental skills
6. Independent functioning and attainment of self-help activities

The two-year old class uses the A Beka Curriculum.

Cribs and high chairs will not be used for children over 24 months of age except where the safety of the child is involved.

## **PRESCHOOL DEVELOPMENTAL PROGRAM**

### **K-3 and K-4**

The A Beka Curriculum will be used.

Activities and schedules will be planned to promote cooperative play, positive peer relationships, understanding others, and ability to handle and express their feelings in a positive and acceptable manner.

Equipment, activities, and space will be provided for perceptual/motor coordination and the development of the large and small muscles.

Activities and materials will be provided to stimulate interest in readiness concepts, such as size, shape, color, letters, and numbers.

Children must be 3 years old by the end of the year to enter the K-3 program and must be potty trained.

Children must be 4 years old by the end of the year to enter the K-4 program. Also, they must be potty trained.

A change of clothes is required for all children in this age group. Again ensure that all clothing items are marked with your child's name.