



Elizabeth Perry Rushton Child Development Center

PARENT HANDBOOK

2008-2009

Revised 2008

Elizabeth Perry Rushton Child Development Center Parent Handbook

Table of Contents:

	<i>Page Number</i>
Rushton Center Goal.....	1
Rushton Center Philosophy.....	1
Teaching Staff.....	1
Family Focus.....	1
Communicating with Parents.....	2
Parent Participation	2
Curriculum	3
Child Observation and Evaluation.....	5
Nutrition.....	5
Meal Time.....	5
Health Policies.....	6
General Guidelines for Parents with Sick Children.....	8
Illness/Accident Policy.....	8
Discipline Procedures.....	9
Children with Special Needs.....	9
Admission Policy.....	9
Enrollment Procedures.....	10
Schedule of Operation.....	10
Registration	10
Security Deposit.....	11
Supply Fee.....	11
Late Pick Up Policy	11
Withdrawal Procedures.....	11
Expulsion Policy.....	11
Grievance Procedures.....	12
Emergency Procedures and Bad Weather	12
Clothing and Personal Belongings.....	12
Arrival/Pick Up Procedures	13
Transportation for Field Trips.....	13
Rest Time	13
Birthdays.....	13
School Pictures.....	13
Television/Videos.....	14
NAEYC and Licensing Info.....	14
Tuition / Financial Agreement Signatures.....	16
Checklist of agreements.....	17
Parents' Signed Acceptance of Policies	18

Please sign and return pages 16,17& 18.

OUR GOAL

First Presbyterian Church of Birmingham is committed to serving the downtown community. Volunteers from the church help fulfill this commitment through their participation in the First Light Women's Shelter, AIDS Outreach, Firehouse soup kitchen, Meals on Wheels, Boy Scouts, and Greater Birmingham Ministries. Continuing this great tradition of serving the community, First Presbyterian Church has established the Elizabeth Perry Rushton Child Development Center, Inc. (hereafter referred to as "The Rushton Center" or "The Center"). The goal of the Rushton Center is to provide quality childcare in a loving, nurturing environment for children whose parents work in downtown Birmingham.

PHILOSOPHY

At the core of the Rushton Center's philosophy is the belief that children learn by experiencing their environment and the things and people in it. We feel that experiences are best accomplished through play or "learning by doing." The teacher's role is to provide a challenging and stimulating environment in which children can freely explore their surroundings so that the total development of each child is enhanced. Children grow and develop physically, socially, emotionally, intellectually, and spiritually. Our state-of-the-art facility, active learning approach to curriculum and qualified staff create the type of environment that will give children developmentally appropriate choices and critical thinking skills while promoting growth in each of these areas.

TEACHING STAFF

All teachers are required to meet the criteria as set forth in the accreditation standards of the National Academy of Early Childhood Programs. Because our staff members are trained in child development and early childhood education and have had many varied experiences, they will be able to:

- Recognize and assess growth patterns of each child in their care;
- Plan and implement developmentally appropriate programs that are both age appropriate and individually appropriate for the children in their care; and
- Plan and implement individualized programs for children with special needs.

The teaching staff is required to obtain 12 CEU hours of training annually. Although the teaching staff will have primary responsibility for the children, other persons also may be involved in providing care on a temporary basis. Substitute teachers, volunteers from the church, student interns, and observers are all welcomed additions to our classrooms. Each introduction of non-staff personnel will be planned in advance taking into account the best interest of the children, the program, and the participants.

All individuals that participate in the classroom will be involved in an orientation and training program to prepare them for the experience. These participants will be additions to the classrooms, not substitutes for regular staff members, except for qualified substitute teachers who have received prior training. The Center also serves as a mentoring site for teachers new to childcare through Childcare Resources and Jeff State Community College.

FAMILY FOCUS

The Rushton Center believes that a child's parents are uniquely important in the development and education of the child. Therefore, we provide and encourage specific opportunities that allow parents to be more involved in daily activities with their children and that also serve to strengthen the family bond. **As a parent, you are**

invited to be in the building at any time. We encourage parents to be a part of our program in numerous ways. You may participate in such activities as nursing your infant, reading to your child (or to a group of children) before naptime, eating lunch with your child, or sharing special knowledge or skills with the children. Your child's teacher will assist you in scheduling these interactions so that they can be positive experiences for all involved. Other ways that parents can be involved and can communicate with The Center and its staff include the following:

- **Call The Center** during the day if you have a question. Staff members will be glad to let you know how your child is doing. A telephone is located outside the infant/creeper rooms (322-8306) and outside the preschool classes (251-1982) for parent's convenience. If you cannot reach a teacher at these numbers (they may be outside or unable to answer the phone) please call the office at 322-8310 and talk with the Director or Assistant Director or leave a message.
- **Daily reports** will be used to communicate information to you from the teacher about your child's day.
- **Monthly newsletters** will be sent home from the director providing information about The Center and teachers will do the same for each child's classroom.
- **Parent conferences** will be held twice each year, and more frequent at your request. During this time the teacher will review the Child Observation Record. This will include information about assessments taken throughout the year.
- There will be **parent bulletin boards** located inside or directly outside each classroom displaying schedules and important notices.
- You are invited to participate in preschool **field trips**.
- You are welcome to borrow daily **video tapes** from The Center's recording system.
- You are encouraged to participate in the internet classroom camera program provided by **Watch Me Grow** and The Center. The internet program has the capacity to archive up to one week of tape so that you can not only see what is happening at the present time but review the day before you log on.
- Parents are invited to the **Annual Giving Campaign Kick-off Dinner**, as well as the annual **Thanksgiving Luncheon** held in the First Presbyterian Church Fellowship Hall.

COMMUNICATING WITH PARENTS

Teachers communicate with parents daily. During arrival and departure, teachers are available to talk briefly with parents. Morning drop off time is a time for parents to talk with teachers about concerns, to pass on information important for their child's day or talk about special requests such as medication, diet, development or health concerns. As mentioned above daily reports are given to parents at the end of each day reporting on special activities, eating and toileting habits, special needs, etc. Parent-teacher conferences are held twice a year – in January and June – to discuss the children's progress using the Child Observation Record. This also will be a time when new expectations can be discussed and goals set. Parents may request a conference at any time. Parents are invited to stop by the office to speak with the director or assistant director or just to chat or talk about any concerns they may have.

PARENT PARTICIPATION IN THE CENTER

Parents are encouraged to support and participate in The Center activities. Parents can support The Center in the following ways:

Support fundraising efforts. In order for the Rushton Center to meet its financial obligations, it is necessary to raise funds annually. The Center holds two fundraising events each year: the **Annual Giving Campaign** is an opportunity for parents to lend their support to The Center with tax free monetary donations and to ask their family and friends for support. The Annual Giving Campaign is the major fund raising effort for The Center. Corporations are also asked for their support. The Center **Book Fair** is held in the Spring. The book fair is an opportunity for parents to purchase books for The Center Library or classrooms. Parents are asked so support our **Annual Teacher Christmas Bonus drive**.

Volunteer to help with staff in-service meetings. Staff meetings are held every other month from 12:00 noon –2:00 PM while the children are napping. We need parent volunteers to help watch napping children during these times so that the staff can meet for in-service training that is crucial to the smooth operation of our program. Due to the operating hours of The Center, teachers are unable to meet before or after work. We ask that each family volunteer for one hour of the six annual staff meetings. Sign-up sheets will be posted about 2 weeks before each in-service meeting.

Sign up to serve on committees: The Board of Directors of the Rushton Center has formed three committees – Finance (budget, fundraising, sponsors, benefits); Education (staff training, High/Scope curriculum, kindergarten preparation, extracurricular activities); and Ad Hoc (policies & personnel, parent involvement, teacher benefits, miscellaneous). Parents are invited to sign up to work on these committees at the beginning of the school year in July.

Room Parents: Parents from each classroom are asked to volunteer as room parents for the year. Duties of being a room parents are: helping to coordinate special events, parties and special teacher appreciation events during the Month of the Young Child in April; and being available in case of an emergency (bomb threat or chemical spill in the area) to help us relocate the children to a facility outside of the downtown area (South Highlands CDC). Parents are asked to participate in raising funds for our teacher’s Annual Christmas Bonus in lieu of Christmas Gifts.

CURRICULUM

The Rushton Center curriculum is based on the “Active Learning” approach developed by the High/Scope Educational Research Foundation. The High/Scope approach is a nationally recognized research based curriculum designed for young children. In the High/Scope approach to early childhood education, adults and children share control. Recognizing that the power to learn resides in the child, we focus on active learning practices. The adult’s role is to support and guide young children through their active learning adventures and experiences. High/Scope’s basic philosophy is based on the writings of Jean Piaget and his theories of early childhood development and over 30 years of research on how young children learn. The main components of the High/Scope approach are:

Active Learning: Through active learning – having direct and immediate experiences and deriving meaning from them through reflection – young children construct knowledge that helps them make sense of their world. The power of active learning comes from *personal initiative*.

Key Experiences: As the children follow their intentions, they invariably engage in key experiences – creative, ongoing interactions with people, materials, and ideas that promote children’s mental, emotional, social and physical growth. Key experiences involve children, for example, in pretending and role play, in having fun with language through print rich environments, storytelling and rhymes, building relationships with

other children and adults, expressing creativity in music and movement, singing, sorting and matching, counting objects, fitting things together and taking them apart, and anticipating events.

Adult-Child Interaction: Active learning depends on **positive adult-child interactions**. Mindful of the importance of providing a psychologically safe climate for young learners, adults using the High/Scope approach strive to be supportive as they converse and play with children. Adults share control with children, focusing on their strengths, while practicing positive interaction strategies. Adults rely on encouragement and use a problem solving approach to deal with everyday classroom situations rather than a child management system based on praise, punishment and reward. Our goal is for the children to become problem solvers in forming relationships with others and in discovering the world around them.

Learning Environment: Because the physical setting has a strong impact on the behavior of children and adults, the High/Scope Curriculum places a strong emphasis on **planning the layout of the classroom** and selecting appropriate materials. An active learning environment provides children with ongoing opportunities to make choices and decisions. Thus adults organize play space into specific interest areas to support children's abiding interest in such activities as sand and water play, building, pretending and role play, drawing and painting, "reading" and "writing", counting, sorting, climbing, singing and dancing. The interest areas contain a wide and plentiful assortment of easily accessible **materials** children can choose. Adults arrange **storage for materials** using low shelves, clear boxes and picture labels children can "read" so all children can independently find, use and return the items they need.

Daily Routine: Adults plan a **consistent daily routine that supports active learning**. The routine enables young children to anticipate what happens next and gives them a great deal of control over what they do during each part of the school day. The High/Scope daily routine includes the **plan-do-review process** that enables children to express their intentions, carry them out and reflect on what they have done. This process is referred to as "**choice time**" in the infant and toddler classrooms. **Small-group time** encourages children to explore and experiment with new or familiar materials adults have selected based on their daily observations of children's interest, the key experiences and local events. During **large-group time** both children and adults initiate music and movement activities, story re-enactments, group discussions and cooperative play and projects.

Assessment: In the High/Scope approach, assessment includes a range of tasks adults undertake to ensure that observing children, interacting with children, and planning for children receive full adult energy and attention. **Teamwork** is enhanced each day when the teaching team members gather accurate information about children by taking **daily anecdotal notes** based on what they see and hear and then using this information in weekly planning sessions. The team also uses the child observations they have noted to complete the key-experienced based child assessment instrument for each child – the **Child Observation Record –COR**.

These five basic principles – active learning, positive adult child interactions, a child-friendly learning environment, a consistent daily routine and team-based daily child assessment – form the framework of the High/Scope approach.

Over the years, researchers have tested the validity of the High/Scope approach to preschool education, gathering longitudinal data. This data shows that the High/Scope approach produces lasting benefits for children, families and society in the areas of social responsibility, earnings and economic status, educational performance and commitment to family. For more information about the High/Scope approach, please talk with The Center director.

To find out more about our curriculum and a direct link to the High/Scope Educational Research Foundation, log on to our web site at www.eprcdc.com.

CHILD OBSERVATION AND EVALUATION

As stated above, teachers observe children on a continuous basis. Activities, adjustment, and developmental achievement will be monitored and recorded regularly. More formal methods of assessment will be used twice each year by means of the COR – Child Observation Record. If teachers observe that a child is not progressing along developmental guidelines or having difficulties at school, they will notify the parent and recommend additional testing/evaluations by qualified professionals. All expenses associated with these services will be the responsibility of the parents. Hearing and vision screenings are recommended for all children during the preschool years.

NUTRITION

The Center will provide a nutritious breakfast, lunch, and afternoon snack, all of which are planned according to USDA guidelines for young children. Our menus are designed by a Food Nutritionist and will be posted in advance on the parent bulletin board and in each classroom. If your child has special nutritional needs (due to medical or religious reasons only), please communicate this to your child's teacher in writing. Parents of children in the nursery will need to supply formula and baby food until the child is able to eat the food provided by The Center. Only 100% fruit juice and milk are served for meals and snacks. The Center limits sweets and processed foods served to children.

Pediatricians should be considered with respect to counseling parents about infant nutrition. The American Academy of Pediatrics Academy reaffirms that, whenever possible, breast milk is the ideal feeding for newborns and infants. When breast feeding is impractical or not desired, there is an array of suitable substitute feedings for the pediatrician to recommend. When indicated, pediatricians should and can, from their knowledge, improvise other feedings for infants to take into account special problems including those of cost. Please consult your pediatrician for appropriate guidelines for feeding Infants until your Infant is old enough to participate in regularly scheduled nutritional meals provided for by the center

MEAL TIME

Quiet activities such as music, finger plays, story telling, puppets, and flannel board stories will be planned for the time just prior to meals. Proper hand washing and table preparation will be practiced. Good table manners and appropriate conversation will be emphasized throughout mealtime. Children will be encouraged, but not forced, to eat. Teachers sit with children during meal times to encourage discussion of good nutrition and table manners.

Breakfast is served at 8:30 AM. If your children arrive at school after this time be sure that they are served breakfast at home. The instructional day begins at 9:00 AM. Please call if you know you are going to be late (after 9:00 AM) so that your child can be included in our lunch count.

HEALTH POLICIES

In order to help prevent the spread of disease or infection and to keep our children as healthy as possible, The Center requires adherence to the following policies:

1. Each child must have an Immunization Form on file at The Center. The “original” blue card is required. We also request that each parent fill out a “Developmental Health History” on their child.
2. Medication may be given to a child at The Center only if the Medication Authorization Form is completed **each day or each week** by the parent or guardian. Medicine **must** be kept in its original container and labeled with your child's name. Any substance given to a child including sunscreen and lotions is considered medicine.
3. Children who appear to be ill cannot be admitted to The Center. When a communicable disease has been introduced into The Center, best efforts will be made to notify parents. Parents are urged to notify The Center when their child is known to have been exposed to a communicable disease outside The Center. Teachers will engage in practices (i.e. hand washing, disinfecting toys, etc.) that will aid in minimizing the spread of such illness.
4. If a child is too sick to go outside to play, he/she is probably too sick to attend The Center. **In order to maintain adequate teacher/child ratios, we are unable to keep a child from outdoor play.**

Protection from cold, heat, sun injury and insect borne disease:

The playground facility provides a mix of sun and shaded areas. During Summer months play time will be limited or discontinued on days of orange alert for ozone and discontinued on days of red alert. The use of sunscreen is advised upon completion of a medication authorization form good for one week at a time. During winter months we ask that you dress your children appropriately for outside play. Play will be limited or discontinued on days where the temperature falls below freezing.

Any family is advised to use bug spray or insect protection provided the family complete the authorization for medication form for administering spray for each week needed.

The center will at will provide regular evaluations of our health and nutrition efforts from a health care professional and food nutritionist in order to provide a healthy environment for these areas.

SIDS for infants

In 1992, the American Academy of Pediatrics (AAP) released a statement recommending that all healthy infants be placed down for sleep on their backs. This recommendation was based on numerous reports that babies who sleep prone, or on their stomachs, have a significantly increased likelihood of dying of sudden infant death syndrome (SIDS).

SIDS is the sudden and unexplained death of an infant under one year of age. Sometimes referred to as "crib death," SIDS strikes nearly 5,000 babies in the United States every year. Most SIDS deaths occur when a baby is between one and four months old and more boys than girls are victims.

The Back to Sleep campaign was launched in 1994 to promote awareness of the back-to-sleep position. SIDS deaths in the U.S. have fallen almost 40% in the past four years, due in large part to the awareness created by the AAP statement and the Back to Sleep campaign.

The most important thing families and care providers can do to help reduce the risk of SIDS is to put a healthy baby on his or her back to sleep. Here are some additional tips on preventing SIDS:

- **Check with your doctor or nurse.** Most babies should sleep on their back, but a few babies have health conditions that might require them to sleep on their stomach. If the infant was born with a disorder, or has a breathing, lung, or heart problem, be sure to talk to a medical professional about which sleep position to use.
- **Myth vs. reality** Some adults worry that babies sleeping on their back may choke or vomit during sleep. There is no evidence that sleeping on the back causes choking. Millions of infants around the world now sleep on their back and doctors have not found an increase in choking or other problems.
- **Side sleeping** Some babies at first may not like sleeping on their back, but most get used to it. If necessary, an infant can be placed on his side. The side sleep position does not provide as much protection against SIDS as back sleeping, but it is much better than placing the baby on his stomach. If you choose to use the side sleep position, make sure the baby's lower arm is forward to stop him from rolling over onto his stomach. Infants can be placed on their stomach when awake, in fact some "tummy time" during awake hours is good for babies.
- **Bedding** Make sure infants sleep on a firm mattress or other firm surface. Don't use fluffy blankets or comforters under the baby. Don't let babies sleep on a waterbed, sheepskin, a pillow, or other soft materials. To prevent smothering, don't place soft stuffed toys or pillows in the crib with a very young infant.
- **Temperature** Babies should be kept warm, but shouldn't be allowed to get too warm. Keep the temperature in the room so that it feels comfortable to you.
- **No smoking** Create a smoke-free zone around infants. Babies and young children exposed to smoke have more colds or other diseases, as well as an increased risk for SIDS. Also, the risk is higher for babies whose mothers smoked during pregnancy.
- **Prenatal care** Early and regular prenatal care can help reduce the risk of SIDS. Alcohol or drugs should not be used during pregnancy unless it is prescribed by a doctor.

Temperature and Foods

All foods and liquids hotter than 100° will be kept out of children's reach when being served. Hot water within the center will be set at 120° or lower.

The center will not serve or allow the following to be served: hot dogs, nuts, hard raw vegetables to infants, honey to infants, whole grapes, hard candy, food or liquid hotter than 110 degrees Fahrenheit.

Cleaning of toys

The following method is used to disinfect toys after contamination while at the center.

Bleach Solution – Teachers should mix up a bleach water solution daily. The mix is **1 cap full of bleach to one quart of water.** The last teacher to leave the classroom should first spray all toys and shelves, equipment, tables and chairs, sinks, bathroom, door handles and then pour out the bleach solution at the end of the day.

Washing Toys and Mouthing Objects - All toys that the children put in their mouths will be cleaned with the bleach solution or washed in warm soapy water before being placed back on the shelves. Older children will be encouraged to not put things in their mouths when pretending in the house area. Teachers in the infant, creeper and toddler classes should put **all** toys into buckets or sinks everyday after the children have been playing with them. Teachers in Preschool classes should watch to see which toys are put in

children's mouths. All those mouthed toys should be put in the buckets and washed before putting them back on the shelves. All toys are sprayed with the bleach solution at the end of the day

GENERAL GUIDELINES FOR PARENTS WITH SICK CHILDREN

- Make firm arrangements with a friend or relative for backup childcare at the beginning of the school year.
- Your child must be symptom free for 24 hours before returning to The Center after being out with an illness.
- A child with a fever greater than or equal to 100 degrees for more than three days must have a doctor's excuse before returning to The Center.
- If your child has had a contagious illness, bring a note from his or her doctor stating that he/she is no longer contagious and may return to The Center.
- If your child is required to take antibiotics, he/she must be on the antibiotic for at least 24 hours before returning to The Center.

If a child becomes sick while at The Center:

1. She/he will be put in a quiet place away from the other children.
2. Her/his parent or guardian will be notified.
3. She/he should be picked up within an hour.
4. She/he should remain out of The Center until symptom free for at least 24 hours or until diagnosed by a physician as be no longer infectious.

ILLNESS / ACCIDENT

Staff will be trained in infant and child CPR and First Aid and emergency procedures will be posted in all classrooms. In the event that a child becomes ill or suffers an accident while he/she is in the care of The Center, the child's parents (or an alternative person designated by the parents in case the parents are unable to be reached) shall be notified. All accidents and injuries shall be recorded on the Injury Report Form. A copy of this form will be retained in the child's record and one will be given to the parents of the child for their records. In the case of an extreme emergency, the paramedics will be called and the child's parents will be notified immediately. A Center staff member will stay with the child until a parent arrives. If it is deemed necessary to transport the child to a hospital, staff physicians will be used if the child's doctor is not immediately available. The Center and/or its designated employees shall be authorized to secure and consent to such medical attention, treatment, and services for a child as may be deemed necessary. Cost of all medical care is the responsibility of the parent.

When Biting Occurs

1. *Staff will quickly respond with a clear message to the biter, "No biting! Biting hurts!" Tone of voice, body language, and facial expression all will clearly express disapproval.*
2. *Staff will recognize the biter's feelings, "I know you are angry but I can't let you bite."*
3. *Our goal is to help the biter see how their bite made the other child feel, "Look at your friend's face. Your friend is crying. He/she is sad."*

4. *We will comfort the “bitee” with ice, a band aid (if necessary) and TLC until the child is ready to return to play. Encourage the biter to help hold ice on the bite saying, “Let’s help your friend feel better.”*
5. *Staff will suggest alternatives to biting, Next time, say, “MOVE!” The seriousness of the incident may need reinforcement, “No! It is not funny. Biting hurts.”*
6. *We will do our best to focus most of our attention on the child who was bitten. Focusing too much on the biter can reinforce the negative behavior.*

Remember that biting is a part of the young child’s developmental process. We take a proactive, rather than reactive approach. We handle each biting situation in the manner outlined above. We do not discuss personal information with any parent about a child other than his or her own. Biting is a frightening but normal part of most children’s development. We will handle each incident in accordance with the above guidelines, guaranteeing a developmentally appropriate, professional and consistent response.

DISCIPLING PROCEDURES

The Rushton center policy for discipline is to adhere to the Six Steps to Conflict resolution as set forth by the High/Scope curriculum.

1. **Approach** any situation **calmly** with a soft voice and get down on the children’s level and gently place hands on the child to comfort
2. **Talk about how the child feels** – angry, sad – and let the child empty out those feeling
3. **Find our what happened** from the children and restate their side of the story – for children without language you state the problem and get their agreement
4. **Have the children think of possible solutions**
5. **Pick a solution** together
6. **Stay close** in case the solution falls apart

Rules will be few and will be understandable to the children to whom they apply. Discipline will be consistent and fair. Redirection and problem solving techniques will be used when conflict situations do arise. No corporal punishment will be used and punishment will not be associated with food, naps, or bathroom procedures.

CHILDREN WITH SPECIAL NEEDS

The Center welcomes children with special needs. The Center will work with families with children with special needs to accommodate their inclusion into our program. When a child’s condition requires one-to-one care the parents will be responsible for providing and paying for a trained assistant to work with their child while at The Center. The Center welcomes other professionals (OT, PT, Speech) to work with all children while they are at The Center.

ADMISSION POLICY

The Rushton Center offers programs for children ages 6 weeks to 4 years and is open to any child regardless of race, creed, or religion. Applications from children with disabilities are welcome and efforts will be made to accommodate a child’s special needs. Priorities for admission are as follows:

- Children with siblings already enrolled in the program.
- Children of First Presbyterian Church members and children of the employees of official corporate sponsors.

- Legacy children (Former families of The Center)
- Children on the waiting list.

ENROLLMENT PROCEDURES

Upon completion of the pre-admission form, a child's name is placed on The Center's waiting list. When a place becomes available, the parent is notified of the opening and asked to respond regarding acceptance/rejection of the position. Upon receipt of the registration fee and security deposit, the child is officially enrolled.

The following forms must be completed and on file in the office prior to the child's first day of attendance in the program:

- Pre-Admission Form
- Developmental Health History (Provided by The Center)
- Blue Immunization Form (provided by the Child's doctor or the Health Department) Original copy required.
- Family Information Form
- Emergency and Release Information
- Signed Tuition Agreement

SCHEDULE OF OPERATION

The Center is open Monday through Friday from 7:00 a.m. until 6:00 p.m. The school year begins on July 1 and ends on June 30.

It is recommended that children remain at The Center no more than 10 hours each day. We ask that parents observe this recommendation in order to maintain our low adult-child ratios during most of each day.

The Center will be closed on the following holidays/staff development days during the school year:

- New Year's Day (or the first weekday of the New Year)
- Dr. Martin Luther King, Jr.'s Birthday
- Teacher workday usually on the last week day of June (day to be announced)
- Memorial Day weekend holiday
- Fourth of July
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day (or 2 days for Christmas if the holiday falls on the weekend)
- Staff development day when teachers attend a statewide childcare conference – usually in June or July (specific date to be announced).

REGISTRATION

A non-refundable annual registration fee of \$50.00 is due and payable at the time the child is registered for admission to The Center and yearly thereafter on the registration date. If a child withdraws and is readmitted to The Center, the registration fee must be paid again.

SECURITY DEPOSIT

A security deposit in the amount of \$250.00 is due upon the child's acceptance into the program. The security deposit is refundable when a child is withdrawn from the program if and only if: 1) one month's written notice of withdrawal is given to The Center; 2) tuition and other payments have been made; and 3) your child has attended for at least one month and one month's tuition has been paid.

SCHOOL SUPPLY FEE

An annual school supply fee is payable each July 1 and January 1 for children who are enrolled for the coming year. Fees vary according to age as follows:

Infants.....	\$50.00	(\$100.00 Annually)
Creepers , Toddlers , Twos, Preschool I and II...	\$75.00	(\$150.00 Annually)
Dance (Children's Dance Foundation.....)	\$30.00	(Quarterly)

Spanish (for Pre K I, II & III) and Music and Melody (Pre K II & III) are free and part of your monthly tuition.

LATE PICK UP POLICY

The Center operates from 7:00 a.m. until 6:00 p.m., Monday through Friday. Please call the center if you know that you will arrive later than 6:00 p.m. If you arrive at The Center after 6:00 p.m. please be prepared to be here before 6:00pm to pick up your child.

WITHDRAWAL PROCEDURES

A one month written notice is required before withdrawing a child from The Center. Full monthly tuition will be due if the child has been in attendance for any portion of the month. If the parents of a child or the staff of The Center feels that the needs of the child are not being met, either party may initiate termination.

EXPULSION POLICY

The Center reserves the right to permanently expel a child from the enrollment of The Center at any time for non-payment of tuition and fees or for extended absences without payment of fees. The Center also reserves the right at any time to permanently expel a child from the enrollment of The Center if the staff of The Center believes that the needs of the child are not being met.

GRIEVANCE PROCEDURES

Please talk first with your child's teacher about any problems or concerns.

Please direct grievances regarding a classroom or any staff member to the Director or Assistant Director. We welcome your comments and concerns. Any grievances/problems that cannot be solved by the director should be brought forth to the Board of Directors.

EMERGENCY PROCEDURES AND BAD WEATHER

Emergency safety procedures have been developed in the event of severe weather warnings or fire, tornadoes, etc. Fire drills will be held monthly and tornado drills will be held several times during the tornado season. Procedures for the drills will be posted in each classroom. In the event of a tornado warning, children and staff will go to the First Presbyterian Church Fellowship Hall until the warning has expired. If it becomes necessary to evacuate The Center due to a bomb threat, chemical spill, etc. plans are in place to move the children to the South Highland Child Development Center located on the south side at 2035 Highland Avenue South in South Highlands Presbyterian Church. Best efforts will be made to advise all parents of the situation.

In instances of inclement weather, The Center will attempt to contact local news stations to advise parents of The Center's closing. Please be aware that The Center will announce its full name: Elizabeth Perry Rushton Child Development Center. **When public schools are in session The Center will follow Birmingham City School's closings.** The message on the answering machine will also be changed to reflect opening information.

CLOTHING AND PERSONAL BELONGINGS

Because children learn best through hands on experiences, they do tend to get dirty! Children should wear play clothes that are comfortable and washable so that they can participate fully in the program and enjoy planned activities without worry. Clothes should also be easy to put on and take off so children will not become frustrated while learning self-help skills. "Outside time" is an important part of our program and is planned in the schedule each day. Therefore, please consider the weather when planning your child's attire.

For safety and health reasons, all children (other than infants) must wear shoes at The Center. Rubber soled shoes that close over the top of the foot with ties, buckles, or Velcro are the best for play. **Footwear such as flip-flops, sandals, cowboy boots, etc. often inhibit play and can be dangerous. Hard toed boots are not allowed.**

Each child should have a complete change of clothing at The Center in case of an accident. The change of clothing should include underwear, socks, shirt, and pants and should be changed periodically so that the clothing is appropriate for the season. All personal items should be marked with the child's name. This includes extra clothing left at The Center, feeding items, blankets, caps, sweaters, jackets, mittens, and raincoats.

Children often develop an attachment for a favorite blanket, doll, or stuffed animal. These security items are fine companions for naptime and throughout the day. Please do not allow your child to come to The Center with other toys, money, jewelry, gum, or candy. Please check children's pockets before they enter the center.

ARRIVAL/PICK-UP PROCEDURES

Parents will be given an access code to enter the building and all other visitors to The Center will ring the doorbell and be escorted into the building by a Staff Member or Volunteer. The Center assumes responsibility for children only when they are signed in and delivered directly to Center personnel. Children should arrive by 9:00 a.m. If your child will be arriving after 9:00 a.m., or will be absent, please call The Center so that an accurate lunch count can be determined. If a child is brought to The Center after his/her class has left for a field trip, the child must remain at The Center. No staff member of The Center will accept responsibility for a child brought to a field trip site.

Children will be permitted to leave The Center only when accompanied by a parent or other authorized person as indicated on the Emergency/Release Form. When someone other than a parent is scheduled to pick up the child, the teachers should be notified ahead of time so that both they and the child will be prepared for the new face. Under **NO** circumstances will a child be allowed to enter or leave The Center alone. Nor will a child be released to someone not authorized by the parent on the Release form (parents may update this form at any time). Staff will ask to see the ID of anyone whom they do not recognize.

TRANSPORTATION FOR FIELD TRIPS

Children will only be transported to and from field trips in parents vehicles with signed parental permission. Seat belts will always be used. Children may walk if excursions are within close proximity to The Center. Appropriate staff/child ratios will be maintained both en-route and at the field trip site. Parents will be required to furnish car seats upon request.

REST TIME

Stories or music will be used as children begin their rest period. Naps will generally last 2 to 2½ hours (children in the nursery will nap according to each individual schedule).

BIRTHDAYS

Birthdays are special times at The Center! Parents may arrange to provide refreshments and/or decorations for this event and are encouraged to participate in the special occasion. For safety and choking concerns rubber balloons are not allowed in the center. Mylar balloons are an appropriate choice if balloons are part of birthday decorations. Please make your celebration plans with the classroom teacher so that we will know not to prepare our regular snack for that day. In lieu of gifts, we ask that each family consider bringing a gift for the Birthday Girl or Boy to give to his or her class. Please do not issue birthday invitations for events held away from The Center unless all children in a particular classroom are included.

SCHOOL PICTURES

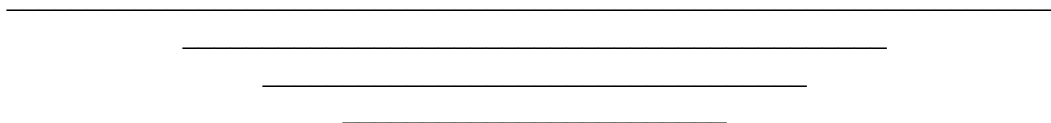
Individual school pictures will be taken by a professional photographer each Fall.

TELEVISION AND VIDEOS

The Center does not allow the children to watch TV while at school. Videos are also not approved for regular viewing. On a rare occasion (a week of rainy days)a video may be shown. Children will always have an alternative activity when this occurs. Videos will be previewed by the teacher before showing.

The Elizabeth Perry Rushton Child Development Center is accredited by the **National Academy of Early Childhood Programs**; a division of the **National Association of the Education of Young Children** located in Washington, D.C. More information about accreditation can be obtained from the Director of The Center or by calling the Academy at 1-800-424-2460 or visit their website at www.NAEYC.com.

The Center is also licensed by the State of Alabama Department of Human Resources. A copy of the **Minimum Standards For Day Care Centers and Nighttime Centers** can be obtained by calling 945-4630.



TUITION (Financial Agreement)
Elizabeth Perry Rushton Child Development Center
Tuition Policy and Financial Agreement

Account of: _____,

Parents/Guardians of: _____,

TO BE COMPLETED BY ALL PERSONS FINANCIALLY RESPONSIBLE FOR FEES AND TUITION. Both parents/guardians must sign this agreement in duplicate and return both copies to the Center for Executive Director’s acceptance. The Director will countersign acceptance and one copy will be returned to the parents/guardians for their records. Page to sign is located on page 16 of this manual.

In consideration of the enrollment of the above-named child at Elizabeth Perry Rushton Child Development Center, Inc. (the Center) for the indicated school year, I acknowledge and agree to the following:

The Center is a non-profit organization operated solely on the funds provided by tuition, fees, and donations. All payments are applied toward the retention of qualified staff as well as the acquisition of high-quality supplies and equipment so that the best care and environment can be provided for your child.

Tuition is due on or before the first day of every month and will be considered late by the 10th day of the month. Full monthly tuition is due if the child is in attendance for any portion of the month. The late payment of tuition will result in a \$35 monthly fee charged to your account at the close of business on the 10th of that month. **If the tuition payment is not received by the last day of the month in which the tuition is due, your child will not be allowed to return to the Center until the past due payment is received.**

Payments may be mailed to the Center, brought to the main office, or deposited in the box outside the office door. **Payment must be made by personal check, cashier’s check, or money order only. Cash payments will not be accepted.** Teachers cannot accept tuition payments. Checks can be made payable to "EPR-CDC" or "Rushton Center". Checks returned to the Center for insufficient funds must be cleared by payment in cashiers check, or money order along with a \$20.00 service charge. In the event of a legitimate bank error that has resulted in the return of the check, arrangements must be made with the Director of the Center to re-deposit the check and pay the \$20.00 handling fee. For parents’ convenience and at your preference, receipts for payment can be e-mailed to you or placed in the large blue notebook next to the front door.

The Center reserves the right to suspend or permanently expel a child at any time if, in the sole judgment of the Center’s Board of Directors, the needs of the child can not be met, or the child’s continued enrollment is detrimental to the Center. Additionally, **it is the Center’s policy to suspend or permanently expel a child at any time from enrollment in the Center for non-payment of tuition and fees** or for extended absences without appropriate notice.

The Center reserves the right, upon 30 days written notice to the persons responsible for this account, to increase monthly tuition during the term of this Agreement if, in the sole judgment of the Center’s Board of Directors, it becomes necessary to do so.

Tuition (Financial Agreement)

I hereby certify that I have read and understand all terms and conditions as set forth in the Financial Agreement on page 10 of this handbook and as set forth in the Operations Policies of the Center, and I hereby agree to comply with all such terms and conditions. In the event of a default of any provision of the Financial Agreement, I agree to pay all reasonable costs of collection (including court costs and attorney's fees) incurred by the Center.

I understand that my obligation to pay the fees described in this Financial Agreement is unconditional and that no portion of any such fees so paid or outstanding for a particular month will be refunded or cancelled, regardless of the subsequent absence, withdrawal, or dismissal of the child from the Center, during such month or any portion thereof.

I understand that any cancellation of this Financial Agreement by me must be submitted in writing to the Executive Director of the Center and must meet all conditions stated above.

ACKNOWLEDGED AND AGREED TO:

Signature

Signature

Printed Name

Printed Name

Address

Address

Driver's license # and Expiration

Driver's license # and Expiration

Social Security #

Social Security #

Date

Date

ACCEPTED:

By: _____

Executive Director, Elizabeth Perry Rushton CDC, Inc.

Date

Sign and return this page to the Director's office.

Parents/Guardians,

Please read the statements below regarding the Center’s tuition policy and financial agreement. Please initial each statement and sign below acknowledging that you have read and understand the following guidelines with respect to the policy and then return to the Center.

_____ I have read the Center’s Policy Handbook.

_____ I have read and understand the Center’s stated tuition policy and financial agreement.

_____ I understand that the Center is a non-profit organization funded solely through payments of tuition, fees and donations.

_____ I understand that semi-annual fees are due on the firsts of January and July.

_____ I understand that tuition is due on or before the first day of each month.

_____ I understand that full monthly tuition is due if my child attends school for any portion of the month.

_____ I understand that tuition is considered late if not paid in full by the 10th of the month.

_____ I understand that a monthly late fee of \$35 will be charged to my account if tuition is not paid in full by the 10th of the month.

_____ I understand that it is the Center’s right and policy to suspend or permanently expel a child from enrollment at any time for non-payment of tuition and fees.

_____ I understand that it is the Center’s right and policy to suspend or permanently expel a child from enrollment at any time for extended absences without appropriate notice.

_____ I understand that it is the Center’s right and policy to suspend or permanently expel a child from enrollment at any time if, as determined by the Center’s Board of Directors, the needs of the child can not be met or the child’s continued enrollment is detrimental to the Center.

Signature

Date

Parental Acceptance of Policies

Please sign below after having read this entire Parent Handbook.

I _____, parent or parents of

 Parent's name _____, have read, in its entirety, and

 Children's Name _____
 agree to the Operating Policies of the Elizabeth Perry Rushton Child Development
 Center, Inc. contained in the Parent Handbook. I also understand that full tuition is
 due if the child is in attendance for any portion of the month.

Please sign and return this page to the office.

_____ Date ___/___/___