

Alpha Baptist  
Christian Learning Center  
Parent Handbook

Revised 2019



*Alpha Baptist*  
CHRISTIAN LEARNING CENTER

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Dear Parents

We would like to take this opportunity to welcome you and your child to Alpha Baptist Christian Learning Center. We consider it an honor and a privilege to be chosen by you to care for your children. It is our desire that the individual needs of each child are met. We feel that our program will offer each child the experiences necessary for all areas of development.

### Philosophy and Missions Statement

We believe God has called us to provide a safe, loving Christian environment that will serve our community. By giving children every opportunity to grow spiritually, socially/emotionally, physically and mentally, parents feel confident when leaving their children in our care.

#### We Pledge:

As professional educators of Alpha Baptist Christian Learning Center, to continue our education in Early Childhood practices; To continue to set high standards for ourselves and other childcare professionals; To work with our families so to provide the opportunity for each child to develop as an individual, allowing them to express themselves freely and experience a well rounded childhood; That with a Christ-like love, we will provide boundaries for their safety and well-being.

In Christ's Service

CLC Committee and Staff

## About Our Program

We are a full-time only program. You are charged for the entire week.  
This ensures your child's spot will always be available.

## Benefits to You as Parents

- Gold Sneaker Facility (See attached policies)
- Staff CPR/First Aid Certified
- Staff trained in Child Abuse every 6 months
- 2 USDA approved nutritional snacks a day
- 10 Vacation/Sick Days/Inclement Weather Days a year
- Experienced nurturing staff
- Loving Christian Atmosphere
- Security System
- Parent/Teacher Conferences
- Opportunities for Parent participation
- Parent meet and greet area with information center
- Daily written communication
- Monthly newsletters with upcoming events

## Children's Educational Opportunities

- Faith-based comprehensive curriculum
- Inviting/Creative Learning environments
- 2 30-minute recreational times daily
- Structured and free play
- Bible Stories
- Weekly explorations
- Planned Programs and Activities
- Special Guests linking school to the world around them
- Computers in Pre-K Class
- Media/TV Time - limited to (2) 30-minute times weekly  
(Supervised educational program)

## Programs throughout the Year

- Open House
- Grandparent's Day
- Mother's Day Luncheon
- Father's Day Picnic
- Christmas Program
- Easter Program/Egg Hunt
- Pre-K Graduation
- Special Guests
- Cooking Projects
- Chapel
- Computer in Pre-K Classrooms

## School-Age Afternoon and Summer Program

- Field Day
- Hawaiian Luau
- Picnics
- County Fair
- Arts and Crafts
- Science Experiments
- Cooking Activities
- Special Visitors
- End of Summer Celebration



The CLC is open from 6:30 am to 6:00 pm.  
We accept children on a full-time basis only.

It is best if the children are dropped off by 8:30 am. If this is not possible, please contact the office, to insure proper staffing.

We accept any child six weeks of age through twelve (12) years old.

School Age children will be accepted before and after school hours & during vacation except during such time that the CLC will be closed.

## Parents Responsibilities

All Immunizations must be kept up to date.

The welfare of the child is the responsibility of the parent before they are signed in and after the child is signed out. Please keep the child with you during this transition period in the building and in the parking lot.

Never leave children alone or unattended in the car.

Children shall not be released to anyone whose behavior may, as deemed by a reasonable person, place the child in imminent risk; provided, however, that if the agency reasonably believes that refusal to release the child could place staff or other children in imminent risk the agency may release the child, but must immediately call 911 or other local emergency services number.



Alpha Baptist Christian  
Learning Center  
is a Smoke-Free &  
Peanut/Peanut Butter Free  
Campus



# Revised increase 2018

## Student Tuition Rates and Fees

(All fees are non-refundable)

\*We are a full-time program

### Weekly Fees

6 weeks to 23 Months	\$ 150.00/wk	\$ 30.00/day*
2 and 3 year olds	\$ 145.00/wk	\$ 29.00/day*
4 and 5 year olds	\$ 140.00/wk	\$ 28.00/day*

### School Age

(Summer and Full Days)	\$ 115.00/wk	\$ 23.00/day*
(Before/After School)*	\$ 75.00/wk	\$ 15.00/day*

\* Only applies for shortened weeks as stated below \*

### Student Discounts

Church Members	\$ 10.00/week or \$2.00/day for shortened week*
2 Children Enrolled	\$20.00/week flat rate per family or \$ 4.00/day for a shortened week* or \$ 2.00/child each day for shortened week**
3 Children Enrolled	\$30.00/week flat rate discount per family or \$ 6.00/day for shortened week* or \$ 2.00/child each day for shortened week***

No family can apply for more than one discount

\* Shortened week can be due to all day closing for snow, non-paid holiday for employees, vacation time split 2 weeks, (see vacation time), or for an extended closing over the Christmas & New Year Holidays.

\*\* This would apply when both children are present.

\*\*\* This would apply when all 3 children are present

## Registration Fees

The registration fees will be due upon enrollment. (\$80.00/child or \$110.00/family).  
The registration fees will cover the costs of parent/child orientation, application, parent handbook, children's files, administrative resources, etc.

## Resource Fee

The resource fees will be due the first week of September of each year. (\$80.00/child or \$110.00/family). The resource fees will cover classroom supplies, extra-circular activities, file updates, etc.

## Graduation Fees

A Graduation fee of \$35.00 will be charged to students in Pre-K that will be graduating. The fee will be due April 1<sup>st</sup> and will cover the cost of the graduation ceremony, keepsakes and reception.

## Summer Program for School-Age

Our Summer Program for School-Age will run from the 1<sup>st</sup> week after the last day of school and the remaining days of the last week through the full week before school starts. Parents are expected to pay for the entire Summer. Tuition will be due at the beginning of each week at a rate of:

- Full-time 5-days - \$115.00/week
- Part-time 3-days - \$75.00/week

### Activity Fee/Registration:

- Early Registration before May 15<sup>th</sup> - \$25.00/child
- Late Registration after May 15<sup>th</sup> - \$60.00/child
- Student discounts will apply.
- No vacation days will apply for summer care only.

### Summer School Age Program Only:

- Choice of 3-day program - \$75.00 or 5-day program - \$115.00

## Late Payment Fee

If your tuition fees are 2 weeks late, an automatic charge of \$15.00 a week will be applied. Childcare will not be provided after 3 weeks with a delinquent balance.

## Late Pick-up Fee

A fee of \$15.00 will be charged for every fifteen (15) minutes or part thereof after 6:00 p.m.

## Fee Payment Procedures

1. Payment is due on Monday (or 1st business day) for the current week
2. Payments not received for current week by end of business Wednesday will be considered late (**see above**).
3. Late payments for the previous week must be **paid in full by the following Monday (or the 1st business day)** once the late fee has been accessed.
4. If the outstanding balance gets 2 weeks behind after being accessed a late fee, then the student will be dismissed from the CLC.
5. Credit or refunds will not be given for days missed during the week in which you have paid unless using vacation/sick days/inclement weather days (10 days a year; see policy page 10), you will be charged for the whole week. These days are only available to year-round full-time students.

## Return Check Policy

Any check written to pay your Alpha Baptist CLC account that is returned to our facility for insufficient funds or a closed account will incur a \$30.00 return check fee charge. This amount must be paid in addition to your regular charges in cash or money order by the date specified on the return check notice you will receive. If the amount is not paid in full by the time noted, your child will be dismissed until the balance is paid in full. After 2 returned checks, your fees must be paid by cash or money order.



# Health and Safety

1. We only accept healthy children. You will be notified to pick-up your child if management determines that he/she is too sick to be in childcare. If you are notified, we expect someone to pick-up your child within 30 minutes. The State of Tennessee requires that we have on file the name & number of someone who can pick-up your child.
2. Our policy requires that a child be sent home if they have one or more of the following symptoms: A fever of 101 degrees or more, 3 episodes of diarrhea or 2 episodes of vomiting. **The child must be symptom(s) free 24 hours before returning to school.**
3. If your child is sent home more than one time in a week's period, you will be required to bring in a doctor's note in order to return to the CLC.
4. All records must be kept up to date. Give all new information, i.e. immunizations, addresses, contact numbers, change of employment, etc. to the office as soon as possible.
5. The State of Tennessee requires that children be taken outside, except in cases of extreme weather, everyday. If you wish that your child not go outside, you must send a note stating the reason. After two (2) days, you must have a note from the child's doctor stating the reason(s) why they cannot go outside for 15-30 minutes.



## Medication

1. All medication must be in their original container with the child's name on the container
2. Prescription medication must be in the container labeled by the pharmacy.
3. A medicine applicator with the correct dosage marked on it, must be provided with the medicine.
4. Parents must complete the following forms for a child to receive medications.  
Forms are also available in each classroom.
5. One form should be used for each medication.
6. The parent/guardian and the physician prescribing the medication for your child must sign the forms for prescription medication.
7. The parent/guardian signature on the forms constitutes consent to the administration of the medicine described on the form.
8. It should be understood that the person giving the medication is not a medically trained person.
9. By signing the forms, the parent/guardian releases Alpha Baptist Christian Learning Center and its employees from any and all liability growing out of the administration of medications.
10. All topical medication permission slips will be kept in each child's file.

## Snack and Meals Guidelines

The CLC provides morning and afternoon snacks and milk or juice with each snack. Parents must provide lunch and a drink with their lunch. Refrigerators & microwaves are provided for each class to ensure that food is stored and served at the correct temperatures.

Breakfast: 6:30 - 7:30 \*

Morning Snack: 8:30 - 9:00 - CLC Provided

Lunch: Nursery - 10:30 - 12:00

Creepers, Toddlers and Younger 2's - 11:00 - 11:30

Older 2's and Younger 3's - 11:15 - 11:45

Older 3's and Pre-K - 11:30 - 12:00

School Age - 11:45 - 12:45

Afternoon Snack

Creepers, Toddlers and Younger 2's 3:30 - 4:00 - CLC Provided

Older 2's, 3's, 4's and School Age - 3:00 - 3:30 - CLC Provided

Please make sure that your child's lunch has all of the following: A drink in a cup or a juice box, and that food is stored in a microwavable container, if it needs to be heated.

**\*Due to State Rules and Regulations regarding meal time supervision, we must end breakfast by 7:30.**

## Vacation/Sick/Inclement Weather Days

**These days will be the only days you will not be charged for during regular weeks.**

Children who will be attending for the full year will receive 10 days a year to be used as vacation, sick days or inclement weather days (or related to weather) starting January 1st of each new year. (Vacations run from January 1<sup>st</sup> to December 23<sup>rd</sup>). (Exception: if your child starts after July 1st, he/she will receive only two (2) days of vacation/sick/inclement weather days).

All vacation/sick day requests must be made in writing before or upon returning to school. All vacation/sick days must be used by December 23<sup>rd</sup> of the current year. Vacation/sick/ weather days may not be used for holidays and days not used will be lost. Only full-time students will earn vacation days.





## Holidays and Center Closings

The CLC will close for the following staff paid holidays (regular charges will apply)

New Year's Day  
Independence Day  
Christmas Eve

Good Friday  
Labor Day  
Christmas Day

Memorial Day  
Thanksgiving Day

The CLC will close for the following **Non-Paid Holidays** (parents will not be charged)

The Day after Thanksgiving  
December 26-31st - Christmas Break

If the holiday falls on the weekend, the CLC will observe the holiday on either the preceding Friday or the following Monday. Parents will be charged for the closed holiday and no longer for the weekend holiday as before.



## Inclement Weather Policy

In the event of inclement weather, there may be a need to close the CLC. Parents may get information concerning our status by checking our website at [www.alphabaptist.com/clc](http://www.alphabaptist.com/clc), WATE TV, or you may call the CLC Office and listen to the message, however be patient as there may be many calls trying to come in. If the weather becomes severe at any time during hours of operation and a decision is made to close the CLC, check the website *first* and parents will be expected to pick up their children by the specified time to ensure everyone gets home safely (late pick up fees will apply). Check the website often as we will update it as needed. If the center has to close for the entire day due to inclement weather, you may use a vacation/sick/inclement weather day (see policy page 10). Delayed openings or early closings will be regular charges. (If the CLC is open for any portion of the day, regular charges will apply).

## Emergency Procedures

In the event of an emergency or the need for evacuation, parents will be notified of evacuation routes/relocation sites and reunification plans by CLC Staff or Emergency Management Agency through telephone, email or public radio.

## Photographing

Due to safety concerns and respect for each family, we are placing a "picture policy" in effect immediately. You may take as many pictures of the children during CLC Events, such as Christmas Program/Parties, Graduation, Easter, etc. We ask that our families not put pictures of any child(ren) other than your own on social media. We have some families who have requested that their children not be photographed for any reason. We want to honor all of our family's requests.

## Behavior Policy

As you know, all teachers and caregivers have to deal with occasional misbehaviors. It is our desire to keep these "inappropriate behaviors" to a minimum so that all our children can experience a happy and safe time with us. (Inappropriate behavior is defined as any behavior that negatively affects the physical or emotional welfare of another person.)

If inappropriate behaviors arise:

1. The behavior will be documented on daily reports and/or behavior reports
2. The teacher will notify the Director
3. The teacher and/or the Director will notify the parents of the child/children involved.
4. If the inappropriate behavior continues, the Director, teacher and the parents will have a conference to discuss possible solutions.
5. After these steps have been taken by the staff and the parents to end the specific misbehavior, and if the misbehavior has continued, the child/children will be asked to leave the program.

In cases of aggressive behavior by a child towards his/herself, other children, teachers and/or property or behavior that becomes a risk for Alpha CLC, the Director reserves the right to dismiss the child from our program immediately. In these incidents, the behavior policy will be overridden.

# Responsible Family Behavior

To be able to successfully care for your child and family, there must be a mutual respect between family members, staff and administration of the CLC. If at any time, a staff member feels threatened or is shown disrespect, families will be asked to leave the program and the child "dis-enrolled" at the Directors discretion.

## Biting Policy

**Being in group care, biting does happen from time to time. We consider biting to be a behavior that needs to be addressed specifically. Our policy on this behavior includes several steps.**

- The parents will receive written notification after the first incident.
- The parents will be called for a conference with the teachers and/or the Administration after the second incident. During the conference, the C.L.C. Administration will have recommendations and resources and will develop a plan of corrective action for the child/family/teaching staff to work together. All further bites will be evaluated, and action will be taken pending the severity and frequency on current and previous bites. Also, it will be evaluated if the parents are following the plan of corrective action and all recommendations. Administration will determine whether to re-evaluate plan of corrective action, send the child home or child expelled from childcare with or without possibility to return.
  - Upon the child's return, the child will be on an eight-week probationary period. If the child has another three incidents during that time, they will be asked to leave the program until the biting phase has passed.
  - Each child's slate will be wiped clean as they promote to new classes, which is typically, about every six (6) months and in the event of getting a new teacher in their room.

The C.L.C. Administrative Staff and Teachers will work tirelessly with the family in an effort to keep a child from being expelled. However, at the Administrators discretion, a child may be removed from childcare immediately given the safety of other children and staff.

**We ask parents not to discuss behavior problems of children with others. We believe it is the responsibility of the teachers and the Director to deal with these issues.**

## Dress Code

Please bring your child in play clothes and dress appropriately for the weather.

1. Shorts must be worn under dresses or they must be long enough that undergarments cannot be seen.
2. No flip-flops, open-toed sandals, or slip-on shoes.
3. Water shoes must be worn during water play.
4. Modest one-piece bathing suits must be worn for water play.
5. Clothing must be worn over bathing suits while inside the center.

## What to Bring Each Day

Due to limited storage space for each child, we ask that parents only bring items needed each day to the CLC.

**The CLC is not responsible for any extra items that may be lost or damaged.**

**All items must be labeled with child's name.**

1. Diapers (usually 5 - 10, depending on age of child)
2. One diaper wipe container (refills can be brought as needed)
3. Extra Clothing (1 to 3 outfits depending on age. Please include socks)
4. A blanket for naptime (Please take blankets home on Friday to be cleaned)
5. One soft nap toy is acceptable or a pillow (as long as it fits in their cubbies)
6. Number of bottles needed for daily feedings.
7. Lunch (This includes a drink in a cup or a juice box and food that is in a microwave safe container).

## What Not To Bring Each Day

1. More than enough supplies for the day.
2. No extra-large back packs for the preschool children (ages 2-4) due to limited space.
3. No toys, books or videos from home unless requested by the teacher for a special event.

## Termination of Enrollment

Alpha Baptist Christian Learning Center reserves the right to terminate enrollment as a result of, but not limited to, the following circumstances:

1. Non-payment of tuition
2. Immunizations not kept up to date and on file
3. Continued violations of policies
4. Aggressive or dangerous behavior by child or parent
5. Our inability to meet the child's needs

A decision to terminate enrollment will be based on whether it is in the best interest the child, the other children in the program and/or overall operation of the center. Every effort will be made to correct the problematic situation before a final decision is made.

Failure to follow these procedures will result in families being dismissed from our program.

If childcare is no longer needed at the parent's choice, we require the balance be paid in full and a 2 week notice be given to Director or Assistant Director.

Thank You  
CLC Staff

Please fill out this page and return it to the CLC office.  
We must have a copy of this page on file for each child.

We will be e-mailing our monthly newsletter to the families. Please provide us with your e-mail address if you would like to receive the newsletter. We will not use this information for any other purpose.

Email Address \_\_\_\_\_

Alpha Baptist Christian Learning Center has my permission to photograph my child for use in classroom projects, brochures and newsletters.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have read and understand the policies and guidelines of the CLC.  
I have also received the Department of Children Services information for reporting child abuse and information on local resources.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CLC Staff Signature

\_\_\_\_\_  
Date

School Age Only:

My Child attends:

- Alpha Elementary School 5626 Old Hwy 11 E Morrystown TN 37814 423-586-3332
- Alpha Primary School 5620 Old Hwy 11 E Morrystown TN 37814 423-581-3440
- Other School \_\_\_\_\_

Telephone # \_\_\_\_\_

My Child's shots are up to date and on file at School \_\_\_\_\_

Parent's Signature



# The Gold Sneaker Initiative



The Gold Sneaker Initiative was developed to enhance policy related to physical activity and nutrition within licensed child care facilities across Tennessee.

## Physical Activity Policy

- **Policy 1.1:** Children ages 12 months or older attending a full day program shall be offered at least 60 minutes of *physical activity* per day, either indoors or outdoors. Children attending less than a full day program shall be offered a proportional amount of such activities. For children ages three and older, this physical activity must be a balance of free play, teacher-directed activities, and music and movement. This must be documented in the daily schedule and on lesson plan forms.
- **Policy 1.2:** Viewing of television, videos and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs that actively engage child movement. Children attending less than a full day program shall be limited to a proportionate amount of such viewing. This shall be stated in the individual child care facility's policies.
- **Policy 1.3:** Children shall not be allowed to *remain sedentary or to sit passively* for more than 60 minutes continuously, except for scheduled rest or naptime. This shall be stated in the individual child care facility's policies.
- **Policy 1.4:** Child care facilities must ensure physical activity is a positive experience for children and is never used negatively or to control behavior. This shall be stated in the individual child care facility's policies.

## Nutrition Policy

Nutrition standards will be enhanced by including additional nutrition policies that must be addressed in order to earn Gold Sneaker recognition:

- **Policy 1.5:** Ensure appropriate infant and child feeding patterns, including *breastfeeding*. Staff will be sensitive to breastfeeding mothers and infants, and their eating patterns. Each infant will have a feeding plan on file, which is completed by the parent/parents and facility as a team to address their unique feeding patterns.
- **Policy 1.6:** Ensure appropriate infant and child feeding patterns, including *adequate time for meal consumption*. Adequate time for meals and snacks will be allowed for all children, and will be included in classroom schedules.
- **Policy 1.7:** Ensure appropriate infant and child feeding patterns, including appropriate *portion sizes*. Appropriate portion sizes will be assured through staff training and adherence to portion sizes as found in child care licensing regulations.
- **Policy 1.8:** All eating opportunities should consist of a respect for the child and promoting a *positive attitude toward food*. Food shall never be used as rewards for children. This shall be stated in the individual child care facility's policies.

## Tobacco Policy

In order to ensure a healthy environment for all children the following tobacco policy must be adopted by the facility to earn Gold Sneaker recognition:

- **Policy 1.9** Child care facility campus shall be tobacco free. This shall be stated in the individual child care facility's policies.

## Enactment of Policy

Participation in the Gold Sneaker Initiative is voluntary and is open to any licensed child care facility in Tennessee. All policies shall be stated in the individual child care program's policies and a copy shall be provided to the Department of Health for maintenance of the Gold Sneaker recognition. Child care programs that implement these physical activity, nutrition and tobacco policies and include staff in training will earn a "Gold Sneaker" award which designates them as a "Gold Sneaker" child care program. Such designation can be used for marketing purposes for the child care program, and local organizations will encourage parents to select such programs.

## Gold Sneaker Documentation

Programs desiring "Gold Sneaker" designation will provide to the Department of Health the following documentation annually:

- A copy of the program's policies clearly stating Gold Sneaker policies 1.1-1.9.
- A copy of the daily schedule and a weekly lesson plan form for each classroom of children ages 12 months and older with documentation of 60 minutes per day of physical activity as stated in Gold Sneaker policy 1.1.
- A copy of the feeding plan form in use by the program demonstrating compliance with Gold Sneaker policy 1.5
- A copy of the daily schedule for all classrooms documenting adequate time for meals and snacks as stated in Gold Sneaker policy 1.6.
- Documentation that the director (if center-based program) and teaching staff have completed Gold Sneaker training. If the program is a family or group child care program, the provider must provide documentation of completion of training. Information on training for the Gold Sneaker initiative will be available at <http://health.state.tn.us/goldsneaker.htm>.

