

Health and Safety:

Dear Parents,

Welcome to the First Baptist Church Christian Child Development Center! Our mission in the Center is to provide the very best care for one of God's greatest gifts...Your child. We strive to provide a Christian, loving and nurturing environment needed for your child to feel special, safe and secure. We also offer developmentally age appropriate activities for each child. We are a small Center, which allows us to provide more one-on-one care and individual instruction. We believe this smaller setting is conducive to the positive development of social, emotional, and physical skills during the pre-school years.

Thank you for the opportunity to share in the life of your child. Please feel free to visit our Center any time. Having received the highest rating of inspection from the State Licensing Agency, we welcome the opportunity to show our facilities and discuss our programs.

In Christ,

Robin Farr, Director

and

Staff

First Baptist Church Christian Child Development Center



Train up a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6

Health: We can only accept well children. If symptoms of illness are observed upon arrival, the child will be sent home. If symptoms occur during the day, parents will be notified and the child will be isolated until the parents arrive. Parents will have one hour to pick up their child. After one hour, a delinquent fee of \$1.00 per minute will accrue until the child is picked up. Payment will be due prior to the child returning to the Center. If the child is injured while at the Center, emergency medical attention will be given and the parents will be notified immediately. It is the Center's policy to notify the parents of any exposure to communicable diseases and any noticeable adverse reactions to medications. It is the parent's responsibility to inform the Center of any communicable disease contracted by their children so that the other parents can be notified of exposure. We follow state recommendations for the exclusion of sick children with communicable diseases and their re-admission to the Center. Please remember that we can not have any child at the Center with a fever, excessive diarrhea or vomiting.

If a child is not well enough to participate in daily activities, the child is not well enough to be at the Center .

Children who become chronic biters and do not show improvement must be strictly evaluated and documented. A biter passes on health threats to other children. After appropriate discipline has been tried and repeatedly failed, a one-week suspension from the Center may be required as a final option. The weekly rate of \$165.00 will be charged to hold the child's place in our program. If progress has not been made, the child will be permanently dropped from our program.

Medications: For children requiring medication, a completed Medication Form is required. We are unable to administer medication unless the Medication Form is completed including proper dosage. Medication must be labeled with the child's name and in its original container.

Weather & Safety Procedures: If severe weather conditions should develop in our area, every effort will be made to ensure the safety of your children. All workers will be busy caring for the children in the appropriate "safe areas." It is your decision whether or not to pick up your child during these conditions. During winter months, it is sometimes necessary to close the Center due to snow or icy roads. We will notify WSB-TV if we close or must delay opening. **Should inclement weather occur, we will follow the decision made by the Coweta County School System.**

In case of fire or major utility problems, children will exit through the outside doors in their rooms and will proceed with the Center personnel to the Fellowship Hall in the main church building at which time parents will be notified to pick up their children. The Center does conduct routine drills for evacuation from fire, bomb threats, gas leaks, etc.

First Baptist Church Christian Child Development Center

Corner of
College and Madison Streets



Ages 6 weeks thru Age 3

**Monday—Friday
7:00 am to 6:00 pm**

**770-251-0658
www.fbcnewnan.org**

Revised 04/01/18

General Information:

1. The Center provides morning and afternoon snacks along with a hot lunch.
2. Your child may bring a nutritious breakfast to the Center in disposable containers only.
3. Weekly menus are posted at the Center.
4. Food exceptions are not made. In case of a food allergies, you may send a substitute food.
5. Parents of infants should send sufficient formula, cereal, etc. Send only unbreakable bottles. **All bottles, caps, and pacifiers must be labeled.**
6. Each child **must** have a change of clothing at the Center in case of an emergency. You will be called to bring extra clothing if needed.
7. Parents are required to label all personal belongings.
8. Parents are required to provide disposable diapers for their child and disposable training pants (Pull-Ups) during the early stages of potty training.
9. Children will play outdoors daily except during inclement weather.
10. Your child should wear washable clothing and shoes that will allow them to be comfortable while at the Center.
11. Your child may bring a labeled light weight blanket or beach towel for nap. **Do not send large pillows.**
12. Each child will have the advantage of taking an afternoon nap (12:00 pm - 2:00 pm).
13. Toys from home are not allowed.
14. The following items are prohibited at this facility: chewing gum, candy, glass containers, weapons (toy or real), and money.
15. The Center does not provide transportation.
16. We welcome the opportunity to celebrate your child's birthday. You may bring cupcakes, etc. if you wish; however, party invitations are not allowed unless every child in the class is invited.

Policies & Information:

Admission Requirements:

Upon entering, the child must be between 6 weeks and 3 years of age to enroll. Three year olds must be three by September 1. A completed Enrollment Packet must be submitted along with a Current Immunization Record (GA Form 3231) signed by a physician or Health Department official prior to your child's first day.

Registration Fee:

A \$50.00 non-refundable registration fee is due at time of enrollment. Our enrollment fee is an annual fee.

Tuition:

Tuition is \$175 per week for infants and those not walking and \$165 per week for all others. A \$10.00/week discount is available for additional siblings attending the Center.

Full payment is required on Monday before 6:00 pm for that week. Payments received after that time will result in a \$25.00 late fee, **added weekly** until the account is once again current. Tuition that is one week past due may result in termination of your child's placement in the Center. Two weeks notice must be submitted in writing to the office when withdrawing a child. Failure to submit a notice will result in two weeks tuition penalty fees added to your account.

You will be charged \$50.00 for each check that is returned by the bank for insufficient funds.

There are no reduction of rates due to holidays, when the Center is closed or due to absence of your child (sick or vacation).

Holidays:

The center will be closed on the following holidays: New Year's Eve, New Year's Day, MLK Day, Memorial Day, Labor Day, Thanksgiving Day & the day after.

The Center will be closed the week of Christmas and the week of the Fourth of July. These are bonus weeks and tuition will not be due.

Sign In/Sign Out:

Parents are required to enter their child's door code upon arrival and departure each day, this signs your child in and out of their room every day. This is a state rule and must be followed.

Your child may be picked up only by those people whose names are listed on the Enrollment Form unless we are otherwise notified in writing.

Hours:

The Center is open from 7:00 am until 6:00 pm Monday thru Friday.

Parents will be charged a delinquent fee of \$1.00 for each minute after 6:00 pm that there child is left at the Center. We are not licensed to operate after 6:00 pm and must adhere to these state rules. The delinquent fee is due in a cash payment when you pick your child up.

Potty Training:

It is important that parents and teachers work together in this area. Potty training begins in the 2 year room. If the child is not potty trained by age 3, a \$25.00 weekly fee will be added to the tuition until the child is trained. Children must be fully potty trained upon entering the Three Year Old Class.

Instructional Plan:

****All age levels incorporate the standards set by Georgia's Bright From the Start Agency.**

***Infants** are provided with an interactive and loving environment. Each child receives one-on-one feedings, cuddling and nurturing. Our goal with infants is to develop individual relationships between the child and teacher in order for them to feel safe, secure and able to flourish.

***Toddlers** are provided with simplified Circle Time and learning appropriate for their stage of development. They are exposed to simple crafts, music, fine and gross motor skill activities that are important for development.

***Twos** like the toddlers, are provided with simplified Circle Time and learning activities for their stage of development. We also strive to achieve added socialization and communication skills along with potty training.

***Threes** have weekly units of study and daily circle time that consists of prayer, Bible stories and verses, date and weather charts, Pledge of Allegiance, and story time. Our curriculum is developed to provide a hands-on learning experience for your child.



You will receive an Academic and Bible monthly newsletter that advise you of activities your child will enjoy while at the Center.