



SMOKE RISE
CHILDCARE & PRESCHOOL

2021 - 2022
Parent Handbook

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Our Mission Statement

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

Our mission is to:

- Provide a home-like environment of a Christian nature
- Love each child and family
- Introduce families and children to our Lord Jesus Christ through a quality childcare and preschool program

Our Statement of Faith

We believe children are a gift from God, a precious treasure, and God's miraculous creation. Our desire is for every child to grow to have a healthy view of God as his / her Lord and Savior and receive eternal life.

Outside of our personal relationship with Jesus Christ, we believe the family is the most stabilizing factor in an individual's development and growth. Our goal is to minister to the entire family.

Along with the Abeka curriculum, our daily Preschool instruction includes prayer, scripture verses, songs, stories, and lessons to establish a sound Biblical foundation on which a child can flourish.

An important part of our program is allowing children to experience different activities within the community. For this reason, we schedule special events throughout the school year for our 2K, 3K, 4K Preschool classes; as well as for our After-school care program.

For further information, you may contact the Center at 205-647-6861, e-mail us at childcarecenter@smokerischurch.org , visit our website at www.smokerischildcare.com or visit our FB or Instagram page.

Center Normal Hours of Operation

| | |
|-----------------|--------------------|
| Monday - Friday | 6:30 AM - 6:15 PM |
| 2K Preschool | 8:00 AM - 11:15 AM |
| 3K Preschool | 8:00 AM-11:30 AM |
| 4K Preschool | 8:00 AM -12:00 PM |

Please see “Holiday and Closings” as well as “Severe Weather” for additional information regarding the Center’s hours of operation.

Staff

Our staff consists of Directors, Childcare Providers, Preschool Teachers, Aides, and Food Service Providers.

All of our Center employees must receive a Child Abuse/Neglect (CA/N) background clearance through the Department of Human Resources (DHR); as well as a criminal background check conducted through the Federal Bureau of Investigation (FBI) and the Alabama Bureau of Investigation (ABI).

Physicals and T.B. tests are conducted on employees prior to beginning employment.

We conduct on-going training to ensure your child receives the best quality care and teaching. All of our employees are required to receive Health and Safety training.

Some of our training courses include, but are not limited to:

- Administration of Medication
- Building and Physical Premises Safety
- CPR and First Aid
- Emergency Preparedness and Response Planning
- Handling and Storage of Hazardous Materials
- Prevention and Control of Infectious Diseases
- Prevention and Response to Emergencies
- Prevention and Safe Sleep Practices
- Prevention of Shaken Baby Syndrome and Abuse
- State of Alabama Mandatory Reporting of Child Abuse

Licensing

Under Licensing Act No. 81-310, Section 38-7-3, Code of Alabama, churches and non-profit religious organizations are exempt from having to be licensed by the Department of Human Resources (DHR).

However, our Center has chosen to do the work and go through the process to be DHR licensed in order to be able to give additional options of great quality care to families in our area. As a state licensed childcare facility, our classrooms are structured around the DHR required teacher/child ratios provided below.

Please also note the Center is regularly inspected by the Blount County Department of Health and West Blount Fire Department.

Teacher/Child Ratio

| | |
|---------------------------|---------|
| 6 weeks up to 18 months | 1 to 5 |
| 18 months up to 24 months | 1 to 7 |
| 24 months up to 30 months | 1 to 8 |
| 30 months up to 4 years | 1 to 11 |
| 4 years up to school-age | 1 to 18 |
| School-age up to 8 years | 1 to 21 |
| 8 years and older | 1 to 22 |

Tuition & Fees

We have several options available to meet your family's needs through our childcare, preschool and after-school care (ASC) programs. We will do our best to accommodate the program of your choice; however, spacing can be limited and classes are filled on a first come basis.

We do not accommodate drop-ins.

You may request to change the program you are registered for with a two-week minimum written notice. If spacing is available and your account is in good standing, your request will be processed in the order it was received.

| | | | |
|------------------------------------|-------|-----------------------|-------|
| Waiting List * | \$100 | | |
| Childcare & Preschool Registration | \$100 | | |
| After School Registration | \$55 | 2K Preschool Fees | |
| | | Curriculum & Supplies | \$55 |
| | | Activity | \$45 |
| Summer Activity Fees (June-Aug) | | | |
| Toddlers | \$25 | 3K Preschool Fees | |
| | | Curriculum & Supplies | \$75 |
| | | Activity | \$55 |
| 2K | \$45 | | |
| 3K | \$50 | | |
| 4K | \$60 | 4K Preschool Fees | |
| | | Curriculum & Supplies | \$100 |
| | | Activity | \$65 |
| ASC | \$80 | | |

Weekly Tuition:

| Enrollment | 6 weeks - 2 years | 2 years – 4 years | Preschool Only | After School Care M-F | After School Care Summer Program |
|------------|-------------------|-------------------|----------------|-----------------------|----------------------------------|
| 5 Days | \$145 | \$140 | \$65 | \$75 | \$140 |

There will not be any reduction in tuition fees for any absences. These absences include but are not limited to holidays, weather closings, sickness, etc....

For children not attending during summer months but returning in the fall, the Center must be notified, and registration/curriculum fees must be paid in the spring during pre-registration.

The Center reserves the right to change the aforementioned rates. However, if a rate change occurs, a 60-day notice will be provided.

Note: All Fees, with the exception of Waiting List Fees, are non-refundable and must be paid prior to your child attending the Center.

* Waiting List Fees will be credited to your child’s account upon enrollment. In the event the Center is unable to provide services to your child in the time frame requested, the Waiting List Fee will be refunded.

Other Fees:

Additional expenses will be incurred for field trips, special holiday parties and 4K Graduation as they are not covered in fees.

A \$25 fee will be charged to your account for any returned checks.

A \$25 late fee will be applied to accounts that are not paid on time. See “Payments” below for more information regarding when weekly tuition payments are due.

Preschool Only: An early drop off fee of \$10 will be applied per week if a child needs to be dropped off prior to 8:00 am.

An additional charge of \$15 will be added to your child’s After-school care account for early school dismissal or school holidays (e.g. teacher workdays, etc.). This charge will not apply to early dismissal due to severe weather.

We close promptly at 6:15pm. After 6:15pm, a \$5 per child for the first 15 minutes or any fraction thereof and \$5 per child for each additional 5 minutes or any fraction thereof will be charged to your account.

In the event your account becomes delinquent and is turned over to an attorney and/or collection agency, you will be responsible for the payment of any additionally incurred charges associated with the attorney/collection agency.

Discounts

One registration fee will be waived for families registering more than one immediate family member. This is a one-time discount of the reduction of the second registration fee only and will be the lesser of the multiple fees.

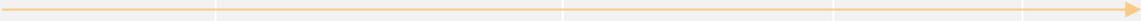
Payments

You can schedule automatic payments, make payments on-line through our website, or you may pay by cash or check at the Center. The Center does not keep cash on-hand, so all payments must be the exact amount owed.

Payments are applied to the oldest invoiced charge first. If there is any past due amount on your account, credit will be applied to those charges first prior to any current charges being credited.

All weekly tuition payments are due before the close of business on the Monday for the current week and will be considered late on Tuesday of that week with a \$25 late fee applied to your child's account.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|-----------|----------|--------|
| Payment due for services received these days | Payment late if received this date or later | | | |



Discontinuation of Services

If you would like to discontinue Center enrollment, you must provide a two-week written notice. Your account will be charged until the maturity date of your submitted two-week notice.

You are responsible for ensuring your account is in good standing at all times. Failure to pay fees and/or tuition within a two-week time frame may result in the dismissal of your child from the Center. Past due account payments do not replace or suspend weekly tuition. You must ensure past due balances are paid with current weekly tuition fees to continue Center enrollment.

If your child is dismissed, your child's "spot" is also revoked. In other words, even if you are able to satisfy the account in a reasonable time after the two weeks, there is no guarantee there will be an available opening for your child to re-enroll.

SRBC Childcare & Preschool reserves the right to terminate your child from enrollment if the Center determines the program is not meeting your needs or the needs of your child, or if your child's presence poses a threat to the welfare of others.

Admission Requirements

Before your child's first day of enrollment at the Center, all Registration Forms must be completed and all Fees (registration, curriculum & supplies, activity) must be paid in full.

If your child is not of school age or enrolled in a public-school system, a current State of Alabama Certificate of Immunization Form must be provided prior to your child being able to be enrolled at the Center.

If any changes occur to your child's information throughout the year, please keep us informed.

Health and Medical

If the following conditions exist, your child may not be brought to the Center until they are at least symptom free for 24 hours:

1. A child who has had a temperature of 100.4 degrees or greater within the last 24 hours. This is subject to change based upon the Center for Disease Control's defining of "fever".
2. A child who has colored drainage from eyes or nose.
3. A child who has had continual vomiting and/or diarrhea within the last 24 hours with or without a fever.
4. A child who has an active communicable disease.
5. If your child is sent home from the center with head lice, they may not return until it has been treated. After the child has been treated, a staff member must do a re-check before the child can return.
6. A child demonstrating a persistent cough and/or trouble breathing.

A doctor's excuse may be required for re-admission to the Center for any of the above. We must be sure your child is not contagious. All communicable diseases should be reported to Center Administration, so other parents can be notified. Children with the above symptoms will not be allowed to stay at the center.

Medication

A child cannot have medicine on hand to use as needed, such as Tylenol, teething tablets, diaper rash cream, etc. These items may not be left present in their diaper bag, backpack, classroom, etc.

You must complete a Medicine Sheet for any medication requested to be administered by the Center. Prescriptions or over-the-counter medication will not be administered without a written, signed authorization on the required form from the child's parent/guardian. We will not administer an altered amount for the prescribed and/or over-the-counter medicine. Any item that is not classified as "medicine" (e.g. items listed above), are to remain at home.

Medicine Sheets expire after one week or less. If the medicine is still needed after one week, a new sheet is required for the subsequent week. The Center will not be able to administer any medicines without the proper completion of this sheet.

All medications must be in their original container with the child's name on it. We will not administer any medications mixed in a child's drink/food or mask a fever (Tylenol, Motrin, etc.) without a note from your doctor. For example, if your child has had immunizations and Tylenol, make sure you receive a note from the doctor stating this.

We ask that you please plan dosage times for any narcotic medicine such as Focalin prior to coming to the Center.

Amber necklaces and Wubba Nub pacifiers are not allowed per DHR.

Influenza (flu)

Act# 2018-160 Section 38-7-14.1 of the Code of Alabama states all childcare centers are to provide educational information for influenza (flu). The information provided is obtained through the Center for Disease Control (CDC).

Influenza is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and it can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who are sick with flu often feel some or all of these symptoms:

- Fever (It is important to note that not everyone with flu will have a fever) or feeling feverish/chills.
- Cough
- Sore Throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Some people may have vomiting and diarrhea; it is more common in children.

The single best way to protect against seasonal flu and its potential severe complications is for children to get a seasonal influenza vaccine each year. It is recommended for all children aged 6 months and older.

Everyday preventive actions to prevent flu:

- Stay home when a child is sick
- Avoid touching your nose or mouth
- Clean and disinfect surfaces or objects

People with moderate or severe illness usually should not be vaccinated until their symptoms have improved.

Additional information can be obtained through the local Health Department or Pediatrician.

Arrival and Pick-up of Children

Upon arrival at the Center, all children must be accompanied into the building and checked in. It is of utmost importance for your child to be checked in daily. The Center will not be responsible for your child's safety if this policy is not followed.

Your child may not be checked in until 6:30am. All children must be checked in by 9:00am unless it has been pre-approved by Center Administration.

You must check your child out upon departure from the Center. The Center closes promptly at 6:15 pm. Please be on time to pick up your child.

Your child will only be released to persons on their enrollment pick-up list. Proper identification will be required for any person the Center does not recognize. If someone not on the pick-up list is picking up your child, you must notify the office at 205-647-6861 or send a written, signed notice.

School age children can ride the school bus from the Center to the Hayden schools. The bus stops at our Center at 6:30 AM, subject to change per the County. If your child is riding the bus to our Center from Hayden schools in the afternoon, please notify their school. School personnel will ensure your child gets on the correct bus.

Clothing and Personal Items

An extra change of clothing is required for all children 4 years of age and under. Children of all ages can have "accidents" and need clothing. Your child will feel more secure in his/her own clothing. Extra clothes may be kept in a zip lock bag or backpack marked with your child's name. Your child's clothing should be comfortable and easy for him/her to manage. Tennis shoes are recommended. Sandals and flip-flops are hard for children to manage on the playground with the rocks. These types of shoes are also difficult for the children to run and play and can cause accidents.

Parents of infants, crawlers, and toddlers must supply the following items:

- Formula, bottles (pre- mixed bottles),
- jar food,
- juice,
- cereal,
- disposable diapers,
- pull-ups,
- baby wipes,
- diaper creams,
- lotions, etc.

Each item must be marked with your child's name. You will be given notice when these items need to be replenished.

Children are not to bring toys unless specified by the teacher. Items brought from home may get lost or damaged. We will not assume responsibility for these items.

A sleep mat for children 12 months and older is required for naptime. All sleep mats must be taken home each Friday and washed and returned on Monday. A small blanket and stuffed animal to sleep with may be brought daily.

Outside of scheduled Center activities, cell phones and other electronic devices are not allowed to be in use during our After-school care program. Please instruct your child to keep their devices in their backpacks while at the Center. Once children arrive (by you or the school bus), unauthorized electronic devices in use will be kept at the Center desk for you to collect when you check your child out for the day.

Please ensure anything brought to the Center (mats, toys, coats, etc.) includes your child's name.

Lunch, Snacks, and Parties

Mid-morning snack, lunch, afternoon milk are provided each day. For your convenience, lunch menus are available on the first of each month. The menu will also be posted at the Center desk. Breakfast is not provided. We will serve breakfast provided by parents until 7:50 am each morning.

Please only send clear juice products with your child and not colored juice products.

PLEASE DO NOT SEND ANY TYPE OF NUT, NUT RELATED, EGG, EGG CONTAINING PRODUCTS DUE TO THE SEVERITY OF THESE ALLERGIES.

We will have class parties for Fall, Christmas, Valentine's Day, and Easter. You may be asked to send something for your child's party. Your help is greatly appreciated. Parents are always welcome to join us for our class parties.

If you would like for the classroom to celebrate your child's birthday, please contact your child's teacher the day before their special snack. Please do not send presents. If you would like to send invitations for outside parties, you may do so only if you send one for every child in the class.

Field Trips

Field trips are carefully planned and supervised; however, parents will be responsible for transporting their child and ensuring that either they or another authorized adult accompanies and is responsible for their child on the field trip. Field trips are not covered by fees or weekly tuition and will be an additional cost.

Guidance and Discipline

If a child's behavior is deemed to warrant disciplinary action by the Center, our first disciplinary action will be in the form of "time-out". If this does not correct the behavior, other forms of discipline will be used, such as loss of privileges or removing him/her from the classroom. It may, at times, be necessary to contact a parent if the child is not responding and is needing further disciplinary instruction.

Limits and rules will be few and will be age appropriate. Expected behavior will be on the child's level. No corporal punishment will be used. Discipline will be consistent and fair. Punishment will not be associated with naps, bathroom procedures, or food. Punishment will not be humiliating, shaming, or frightening. No verbal abuse, threats, or derogatory remarks about the child or their family will be used. A kind, firm voice will be used.

Aggressive, inappropriate behavior, foul language, etc. will not be tolerated. The child could harm other children, staff, or self. We do not offer professional counseling; however, if necessary, we will grant a leave-of-absence to pursue counseling for the child to achieve positive behavior.

Depending on circumstances, a conference, counseling, or other action may be required with the Church Administrator and/or Directors to discuss the behavior, counseling, etc. before returning to our care.

If for any reason, it is determined that we cannot meet your childcare needs, we reserve the right to discontinue services. The parent(s) will be given a two-week notice unless the child presents a behavioral problem that demands immediate termination.

Visiting the Center

Parents are welcome to visit or observe at any time. We do ask that you limit your visits to thirty minutes in order not to disrupt our routine.

Visitors must check in and out of the Center and be accompanied at all times by a Center employee.

A visitor is defined as anyone who is not actively employed at the Center or Smoke Rise Baptist Church.

Conferences and Concerns

Parent-Teacher conferences result in better understanding and guidance of your child and are encouraged. The staff will request a conference with a child's parent if we have concerns about the health, behavior, or development of the child.

Parents are urged to talk with Center Administration about any problems that may arise concerning the classroom or their child.

If you have concerns, want to check in on your child or have any issues during the day, etc., please do not message your child's teacher. Contact the front desk at 205-647-6861 and ask to speak with one of the Center Directors with any of these requests or other concerns.

We seek your opinion on the quality of care and programs we offer and appreciate your feedback. If you have any concerns or suggestions, you may speak with Center Administration directly or submit them in writing. Please mail any such correspondence to Smoke Rise Childcare and Preschool at 1550 Scenic Trail, Warrior, AL 35180.

Severe Weather Policy

In the event of severe weather, the Center will observe the policies of the Blount County School System. We will be closed when Blount County Schools are closed due to severe weather, delay opening and dismiss early when Blount County Schools do so for severe weather.

If your child is in attendance during a severe weather early dismissal, he/she must be picked up as quickly as possible. If you have a school-age child, he/she may ride the bus to the Center; however, you must contact someone to pick up your child immediately after his/her arrival. Please keep this in mind when listing authorized persons on your pickup form.

It is a good idea to watch the weather when there is a threat for severity. Have an emergency plan, make sure your child knows it and, most importantly, use it.

When weather conditions warrant, the children are taken to a designated area of safety located in the building. Please note that we will not be able to answer the phone while we are sheltered in place.

Holidays and Closings

Smoke Rise Baptist Childcare & Preschool will be closed the following days:

- | | |
|------------------------------|-------------------|
| 1. Labor Day | September 6, 2021 |
| 2. Thanksgiving Day | November 25, 2021 |
| 3. Friday after Thanksgiving | November 26, 2021 |
| 4. Christmas Eve | December 23, 2021 |
| 5. Christmas Day | December 24, 2021 |
| 6. New Year's Eve | December 30, 2021 |
| 7. New Year's Day | December 31, 2021 |
| 8. Good Friday | April 15, 2022 |
| 9. Memorial Day | May 30, 2022 |
| 10. Independence Day | July 4, 2022 |

Opportunities to Worship

If you and your family do not have a church home, we would like to take this opportunity to invite you to join us in worship of our Lord and Savior Jesus Christ.

Our worship times are as follows:

Sunday Morning

| | |
|------------------|---------------------|
| Small Group Time | 9:00 AM – 10:15 AM |
| Worship | 10:30 AM – 11:45 AM |

Wednesday

| | |
|-------------------------|-------------------|
| Morning Service | 10:00 AM |
| Fellowship Meal | 5:15 PM - 6:15 PM |
| Activities and Services | 6:15 PM - 7:30 PM |

- Adult (Small Groups & Bible Study)
- High School
- Middle School
- Children
- Preschool

For more info, visit our website at www.smokerisechurch.org contact church office at 205- 647-7064 or email srbc@smokerisechurch.org

We appreciate the opportunity to minister to your child and family.