



**“Developing God’s Greatest Gift through His Word and Education”**

# ***Parent Handbook***

**A Ministry Of: Fairview The Grace Place**

**4154 Huckaby Bridge Rd**

**Falkville, AL 35622**

**(256) 784-5642**

## **Mission Statement**

Fairview Child Development Center is a partnership with the parents and the community to prepare children for their future. Every child is unique, and our center wants them to develop cognitively, socially, physically, and spiritually. We want all children to feel safe and loved while in our care. Our goal is for each child to leave here ready to begin a great future and know that Jesus loves them.

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Dear Parents,

Welcome to Fairview Child Development Center! We are grateful for the opportunity to minister to you and your child through our center. We trust that your child's experiences here will make a significant contribution to his or her total growth and development.

This handbook was prepared to help you understand our program and policies. Please read it carefully, and initial the highlighted areas, then sign and date the last page. The handbook will be turned in with the registration paperwork. If you would like a copy to keep, please request and one will be printed for you.

Blessings,

Kaitlyn Fincher

## **FCDC's Program**

Our goal is for children to become eager learners who are prepared for not only pre-kindergarten but also long-term school success. Activities in each class are geared to help the child develop skills appropriate to his or her stage of development. We believe that children learn through play so most of our activities are hands-on.

Most importantly, each child should leave our facility with the knowledge that God made them, God loves them, and He wants to be their friend forever. These concepts are introduced during Chapel Time once a week, with a volunteer from the church's Children's Ministry. Throughout the week your child's teacher will do purposeful activities that focus on the main idea from the Chapel lesson.

## **Standards of Conduct**

Staff members will ensure that they:

- Set a good Christian example for the children
- Act in a professional manner
- Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, disability, or income level
- Follow program confidentiality policies concerning information about children, families, and other staff members (including social media postings)
- Keep all staff and children's records confidential
- Ensure that no child is left alone or unsupervised while under their care
- Use positive methods of child guidance and will not engage in corporal punishment, humiliation, emotional, verbal, or physical abuse (included but not limited to restraints)
- Will not employ methods of discipline that involve isolation, the use of food as punishment, or the denial of basic needs

## **Adult Behavior Policy**

FCDC expects that all family members will interact with staff in a mature manner and will work to resolve any problems, conflicts, or issues in a way that expresses mutual respect.

This policy is extended to include visitors working in the center or helping with center-related activities, and staff.

This policy is always in effect on and off-center property, i.e., during field trips, or during activities where parents are invited to our facility.

Unreasonable and/or disorderly conduct, language, or mannerisms that: threaten, intimidate, demean, harass, provoke staff or other parents, or are generally considered vulgar or offensive are not acceptable. These will be addressed appropriately and in the best interest of our program.

## **Parent Involvement**

Parents are welcome to visit the center at any time during the hours of operation, please inform the child's teacher or the director if you plan to make a visit. We try to limit visits as this is usually hard for the child.

We love to recognize each child on their birthday. Arrangements should be made with the teacher, in advance, if you want to bring a snack for your child to share with the class. If you have a birthday party outside of the classroom and would like to bring invitations for your child's classmates, please bring enough for all children in their class.

The director relies on and encourages your engagement with your child's teacher to be sure we are always on the same page when it comes to your child and their care/ well-being. Communication is key.

Each child is provided with a cubby and/or folder. Please check these DAILY for notes, newsletters, and other information we may send home.

**Brightwheel** is the software we use for all communication purposes. You can download the app from your device's app store. You will check your child in and out each day. We log all activities for the child in their profile. All communication is done through **Brightwheel**, please do not ask for a teacher's personal cell phone number. We understand that you may have a personal relationship with your child's teacher, but all communication related to the care of the child is expected to be in Brightwheel. Please make sure your push notifications are on for this app. We will communicate here first for non-emergencies.

## **Enrollment, Tuition and Fees**

Children between the ages of 6 weeks and 3K are eligible for enrollment at Fairview Child Development Center. Our hours of operation are 7 a.m. to 5:00 p.m., Monday - Friday. Upon acceptance, FCDC requires that an information packet be completed for our files (medical consent forms, allergy information, immunization records, emergency phone numbers, etc.). **These forms must be on file before the child can attend Fairview Child Development Center.**

Tuition is charged each Monday for the current week of care; please be sure to count the Mondays so you are aware if there are 4 or 5 weeks in each month.

Tuition can be paid through the Brightwheel App. If you link your bank account it is a standard 60 cent fee per transaction. For a debit or credit card you will be charged a 3% fee.

**There is a \$20 discount given if you are paying for the month in full before the 8th day. If payment is made after the 8th, the \$20 discount will be charged back to the account along with a \$10 late fee.**

If payment is not received by Tuesday at mid-night, for those paying weekly, there will be a \$10 late fee added to the account on Wednesday.

There is an annual registration fee of \$65 for each child that is not included in the tuition. A \$100 supply fee is also charged at the beginning of each semester (August/January). Registration and supply fees are non-refundable and non-transferable. Your registration fee is due upon registration and supply fees are charged each August (or at the time of enrollment, if enrolling during the school year).

Accounts two weeks past due may result in suspension of the child's attendance until payment is made.

**Full tuition is due for weeks that include holidays and bad weather days observed by the center.**

Tuition is required for days your child may be absent due to illness, family emergencies, doctor appointments, vacations, or any other reason.

A \$50 non-refundable secure spot fee will hold a child's spot for three months in the nursery and 30 days for all other ages.

Receipts of payment can be accessed through the Brightwheel app.

Tax statements are available through Brightwheel for currently enrolled children and/or accounts with a zero balance.

## Holidays

The center will be closed on the following days:

- New Year's Day (January 1)
- Good Friday (The Friday prior to Easter)
- Memorial Day (Last Monday of May)
- Independence Day (July 4)
- Summer Break (July 21-25, 2025)(July 27-July 31, 2026)
- Labor Day (First Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (Wednesday-Friday of Thanksgiving week)
- Christmas Eve and Christmas Day (this will be observed December 24-25, 2025)
- Winter Break (December 29, 2025-January 2, 2026)

**There are only two weeks tuition is not due: Winter Break and Summer Break. Tuition is due for all other holidays listed above.**

## Inclement weather policy

We follow Hartselle City Schools for closings due to inclement weather. We also observe their late openings and early releases due to weather. We will communicate ANY and ALL closings or delays through Brightwheel. Payment is still due for these days.

## Withdrawal and Dismissal Policy

A two-week notice is required before withdrawing a child from our center. Accounts must be paid in full before withdrawing, **including** your child's tuition for that two-week period. Any account past due at time of un-enrollment will be billed.

The director reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees
- Not observing the rules of the center
- Child has special needs that the center cannot adequately meet
- Physical and/or verbal abuse of staff or children by parent or child
- Noncompliance with required paperwork

# Drop-off and Pick-up Policy

When picking up and dropping off your child, please park in front parking lot or under the awning if it is raining. **DO NOT LEAVE YOUR CAR RUNNING.** Please make sure your car is in park and turned off before entering the building.

Each child will have a unique door code assigned to them for entry into the building. Please do not share this code with people who are not on your child's pick-up list.

All families must use the main daycare entrance and sign their child/children in and out for the day using our Brightwheel software (available on your phone). Please make the staff aware if you have questions or need assistance using the software.

Please do not let older siblings enter the classrooms, playground, or gym when picking up or dropping off. This is for the safety of our younger children. Siblings are welcome to stay in the hall or outside of the playground fence to wait.

Parents/Guardians are expected to accompany their child inside the center and into a teacher's care. Please remember that short, quick goodbyes are easier. Although teachers are available to assist at drop-off, they will not assume direct responsibility for your child until you are ready to leave. Please notify the teacher when you are ready to go, and they will assume care of your child.

Children are scheduled to eat breakfast from 7-7:30 a.m. If your child will be arriving after 7:30 a.m. please allow them to eat breakfast before entering the building.

To make the most of your child's education at FCDC, **your child is expected to be checked in by 9:00 am. If arriving late due to an appointment, your child is expected to be here by lunch (11:00am) in order to check in for the day.** If your child will not be coming due to sickness or a change in plans, please let your child's teacher know. Teachers can only release children to the people who you provided on your child's registration form. Let whoever will be picking up your child know that they will need to provide their I.D. to your child's teacher. Children will not be released to siblings under the age of 16.

**Late Pick-Up Fee:** \$15 will be charged at 4:00pm/5:00pm (based on enrollment), plus \$1 per minute after 4:05/5:05 respectively. This will be charged to your account the next day. **\*\*Please know if you are late picking up your child and you do not sign them out, we will base fees off of the time the teacher checks them out.**



# **Wellness Policy**

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if your child becomes ill while in our care (displays an unknown rash or acts out of character) your child's teacher will consult the Director and you may be called to take your child home. When called, you (or an alternate emergency person) are expected to pick up within 30 minutes. Your child will sit in the office until someone arrives to pick them up. This is to protect the health of your child and his/her classmates. Your cooperation with this policy is greatly appreciated. If you have more than one child enrolled, we ask that you keep all children home if one is sick. This is to prevent the spread of any sickness into other age groups. If you bring your child to school and have given the child fever reducer beforehand your child's enrollment at FCDC will be terminated.

## **Children will not be permitted at school with any of the following conditions:**

- Fever of 100.4 degrees or higher (checked in ear)
- Vomiting - immediately
- Diarrhea (more than two watery stools)
- Draining or undiagnosed rash
- Eye discharge or pink eye
- Fatigue that prevents participation in regular activities
- Open, oozing sores and scabs unless properly covered and 24 hours on antibiotic treatment
- Head lice or nits are present

## **A child may return to school:**

- When no fever is present for 24 hours, WITHOUT use of medication
- After 24 hours with no vomiting
- After 24 hours of no diarrhea
- 24 hours after treatment for a rash, or with a doctor's note

**Please note: if a child is sent home during the school day, they will not be allowed back the following day since this still falls within the 24 hour mark.**

## **Medication Policy**

If your child requires medication during school hours or has a rescue medication (Epi-pen, Inhaler, Insulin, etc.), contact your child's teacher for a medication form. We will need a completed Prescriber/ Parent Authorization form to be able to administer any of these medications. All medications will be stored securely in the office.

We **will not** administer any type of fever reducer/ pain reliever for any reason.

## **Minor Accident**

If your child has a minor accident while in our care, staff will send an incident form in Brightwheel for you to review. If you have any questions, please follow up with your child's teacher or the director.

Actions performed by your child that result in an accident involving another child will be documented.

## **Major Accident/ Emergency Policy**

In case of a medical emergency, an attempt will be made to notify the parent immediately. If the parent or an emergency contact cannot be reached or if the situation warrants immediate attention, action will be taken to have the child transported to the appropriate facility to receive medical assistance. Contacting the parent will continue to be a priority, but the safety and well-being of the child will come first. We do not provide accident insurance coverage. Parent/Guardian will be responsible for all medical expenses.

## **Behavior Policy**

FCDC reserves the right to dismiss any child from enrollment if the Director determines that the program is not meeting the needs of the child or if the child's presence poses a threat to the wellness of others.

In some cases, the Director, assistant Director, and Fairview's Pastor may come to the decision to have a parent meeting and schedule parent shadow days to help with behavioral issues.

Understanding that each child is loved by God, FCDC views discipline as a process of developing appropriate behaviors. Our discipline method consists of educating and redirecting children. It emphasizes and requires cooperation.

Please know we do not and will not use any form of corporal punishment at this facility.

## **Clothing and Belongings**

Children should wear comfortable and easily managed clothing. Children **MUST** wear closed toe shoes that either have a back or a back strap. This is for your child's safety. There is no jewelry allowed: rings, necklaces, dangle earrings, bracelets, hair accessories (nothing small enough to choke on).

Please provide at least **TWO** sets of seasonally appropriate clothing for your child to be kept at the facility for accidents. If any article of the extra clothing is sent home, please be sure to replace it.

Your child's name needs to be on **EVERYTHING**. Blankets, cups, lunchboxes, jackets, nap mats, extra clothing, etc. Sometimes we have subs in the classes, and it is exceedingly difficult if things are not labeled.

## Nap

Parents/Guardians will need to provide a nap mat for nap time. These will be sent home every Friday to be cleaned and expected to be brought back on Monday.

No stuffed animals or "loveys" are allowed in any class, but can be kept in nap mats for nap time. Pacifiers are only allowed in the nursery, wobbler and toddler class (in wobbler and toddler, these are only given during nap time). Once children enter the preschooler class we do not allow pacifiers.

If you are planning to pick up during nap time, please call or text to let us know so you do not disturb the other children.

### Nap Schedule

Nursery: Usually 9:00-10:30, 1:00-2:30

Of course, this looks different everyday, depending on the class dynamic and child's needs.

Wobblers, Toddlers, Preschoolers, 3K: 12:00-2:30

**All children are expected to have a quiet time during the scheduled nap time, if they start disrupting other sleeping children a parent/guardian will be notified.**

If, for some reason, your child does not nap during their designated time, please know that their teacher did everything they could to get them to sleep.

## **Food**

FCDC provides morning & afternoon snack. Parents/Guardians are responsible for providing their child's breakfast, if arriving before 7:30am, and lunch. **When packing your child's lunch, remember to include an ice pack if needed to keep items cold. Please do not send any food item that needs to be heated up. If you choose to send an item that is to be eaten warm please warm it at home and send it in a thermos.** We will refill cups with water, unless provided with something else. ONLY juice and milk are allowed at the center.

**All food will be provided by parent/guardian for children in the Nurseries, including snacks.**

### **Snack Times:**

Wobblers, Toddlers, Preschoolers and 3K: 9:00 am and 3:00 pm

### **Lunch Schedule:**

Wobblers, Toddlers, Preschoolers and 3K: 11:00 am

## **Teacher to Child Ratio Chart**

Class	Teacher/Child Ratio
Nursery 1 & 2	1-5
Wobbler	1-7
Toddler	1-9
Preschoolers & 3K	1-12

## Tuition Rates

**Monday-Friday**

**7 AM - 4:00 PM: \$165**

**7 AM- 5:00 PM: \$180**

I, \_\_\_\_\_(parent/guardian name),  
have read and agree to these policies and procedures  
that pertain to \_\_\_\_\_(child's name). I will  
return this handbook, signed and initialed, to the  
director before or on the first day of attendance.

Parent/legal guardian signature:

\_\_\_\_\_ Date: \_\_\_\_\_

(Revised 2025)