



# All God's Children Parent Handbook

All God's Children Daycare  
2540 Pulaski Hwy  
Columbia Tn 38401  
931-548-2305

(revised January 20, 2022)

## **PURPOSE**

To Provide loving and safe care to the children in our facility. Our goal is to help your child have an exciting time of learning and growing.

## **OUR MISSION STATEMENT**

To help your child develop mentally, physically, spiritually, socially and emotionally. We will teach each child through developmentally appropriate practice. Staff will be a good role model to the children. We will learn through hands-on activities and in learning centers.

## **REGISTRATION**

Children will be enrolled on a first-come, first-serve basis. A registration fee of \$75 per family is to be included in the registration application(s).

## **SAFETY**

All God's Children exercises reasonable care and judgment in all matters related to safety. In emergency situations, we will take measures necessary to ensure the welfare and safety of your child(ren),

**Tobacco, Alcohol, Drugs or firearms are not allowed in the building. Any person listed on a Sexual Offender Register is not allowed on the premise.**

**Tuition is due on or before Monday of each week.**

Infants & Creepers	\$200.00
Toddlers	\$185.00
2 Years	\$175.00
3 Years – K	\$155.00
K-12 years	\$100.00

## **CASH PAYMENTS**

Envelopes are provided for cash payments and are located above the tuition drop box. Please include your **CHILD'S NAME(S)**, and the **TIME PERIOD** for which the payment is covering on the envelope. Please insert in tuition drop box on or before Monday of each week. Email receipts will be provided.

### **CHECK PAYMENTS**

For payment by check, please include your **CHILD'S NAME(S)** and the **TIME PERIOD** for which the payment is covering in the **MEMO LINE** of the check. An envelope is not necessary. Please insert in tuition drop box on or before Monday of each week. Email receipts will be provided.

### **RETURNED CHECK for NSF**

Returned check fee: \$50.00. If two checks are returned as a result of "insufficient funds" you will be required to make future payments in cash.

### **ACH DEBIT PAYMENTS**

ACH Direct Debit is preferred for tuition payments. The form is included in the registration packet. Tuition is debited from your account each Friday for the upcoming week.

### **TAX STATEMENTS**

End of year statements will be provided by January 31st for the previous year. Please do not request prior to this date. Tax Statements will be held for past due accounts until brought current.

### **LATE PAYMENT**

There will be a \$25.00 late fee for **EACH** late payment. A past due balance of more than 2 weeks, will be assessed a 1.5% monthly interest charge until paid in full. **IF PAYMENT IS NOT RECEIVED BY THE SECOND DELINQUENT WEEK, DAYCARE SERVICES WILL BE DISCONTINUED UNTIL BALANCE IS PAID IN FULL.**

**AGC reserves the right to dismiss any child if fees are not current and will pursue collection of the outstanding balance. If collection proceedings must be initiated in order to collect for past due services, legal fees of \$500 dollars and court costs will also be added to balance.**

### **LATE PICK-UP (after 5:30)**

Please arrive before 5:30 pm to pick up your child(ren) from daycare! Fees for late pick up are as follows: **\$2 per minute until 5:45 pm, \$3 per minute until 6:00, and \$5 per minute until pick-up.** Late pick-up fees must be paid within 2 business days. If not, late fee + \$25.00 will be added to your account.



## **SIGN-IN/SIGN-OUT**

All God's Children utilizes the Tadpoles program. All students must be checked in each morning upon entering the building and checked out each afternoon prior to exiting the building with the PIN number assigned to your child(ren). The cut off time for morning drop off is 10:00 AM. The morning hours are very important for your children as the teachers do most of the curriculum/daily lessons during these hours. Also, our staffing is based on number of children present and we adjust accordingly at 10:00am. Please avoid pick-ups between 11:00 am-2:00 pm if at all possible as this disrupts nap time. Exceptions such as doctor visits, etc will be made with prior notification.

## **WITHDRAWAL**

**A two week written notice for permanent withdrawal must be provided to the front office staff. Tuition is due through the full notification period.** Temporary withdrawal for any reason requires continued payment of tuition in order to maintain your child's space.

## **PERMISSION TO LEAVE**

To ensure your child's safety, written permission will be required for your child to leave school with someone that is not listed on the application. We reserve the right to ask to see a valid photo ID from anyone other than a parent or guardian picking up a child.

## **DISCIPLINE**

We are committed to providing a positive and safe learning environment for each child in our program. Our teachers will handle the discipline in their room by using either redirection or time-out. Time-out is defined by removing the child from the situation while remaining in the sight of the caregiver. The length of time-out session is based on the age of the child using one minute per each year of the age of the child. Teachers will also explain to the child, why they are in time-out and the positive behavior expected from the child.

If a child does not respond to the correction of the teacher, a note will be sent home informing you as to your child's behavior.

We understand that children are learning at all times and accidents may happen resulting in a child being hurt. However, if a child in our care intentionally hurts another

child, they may be expelled for a defined period time. In this event, pick up should be immediate.

Management will contact the parents and try to work out a plan to correct the problem. If the child or the parent is unwilling to correct the problem or the behavior of the child does not change after an allotted time, the child will be dismissed permanently.

Our teachers work very hard to ensure a fun and safe environment for each child. Misbehavior by one child demands the teachers constant attention which is unfair to the other children.

### **MEDICATION**

Staff may administer certain medication to children. All medications must have the pharmacy label and the original packaging. A medication form must be completed, giving us permission for the child to be given medication. All medication is kept in a locked box at all times.

### **ILLNESS**

Do not bring your child to Daycare when he/she is sick. Children with a temperature of 100 degrees or more and/or acting like they do not feel well will be sent home immediately. When a child is sent home for fever, Diarrhea, Vomiting or any other illness, they must remain out for a minimum of one (1) day to make sure they are not contagious.

Before returning to school your child must be:

1. Be on doctor prescribed medications for 24 hours (if prescribed).
2. Be fever free for 24 hours without medication such tylenol, ibuprofen, advil.
3. Have NO diarrhea or vomited for 24 hours.

We strictly enforce this policy for the well being of all the children and staff. We reserve the right to ask for a doctor's note to return to daycare.

If your child gets head lice, you must treat the child and bring in the box showing they have been treated. All nits must be gone before returning to daycare.

## **BIRTHDAYS**

If you would like to celebrate your child's birthday at daycare, please talk to your child's teacher prior to that day to make arrangements. We suggest a simple party such as cookies and juice. **Candles are not allowed.** Cupcakes are not preferred.

## **DIAPERING**

Diapers and wipes must be provided by parent/guardian and restocked making sure there is an ample supply at all times. We require disposable diapers and wipes only. No cloth diapers or wipes allowed.

## **POTTY TRAINING**

Although we do not have an age requirement for potty training, children older than two should be in the process of potty training and must wear pull-ups until fully trained.

## **CLOTHING**

Please allow your child to wear clothes in which he/she will feel comfortable. An extra set of clothing is REQUIRED to be left at the center at all times and should be changed seasonally. If your child has an accident, we will use the extra clothes and the soiled clothing will be send home with your child. Please label ALL your child's belongings.

## **OUTSIDE**

The state requires outdoor play when weather permits. Please provide a hat and a variety of outerwear for differing weather as well as sunscreen.

## **TOYS**

Please do not allow your child(ren) to bring their toys to the center. Children may check with their teacher if they have a special book they would like to share with their class. We provide toys and equipment and cannot be responsible if a personal toy is lost or broken, if brought to the center.

**Absolutely no toy or real guns, bullets, knives or war games are allowed! This will be grounds for immediate dismissal from the center.**



## **STAFF CHANGES**

In the event that your child's teacher is replaced by a new staff member, we will take the following steps to ensure the easiest transition possible:

Before assuming full teaching responsibilities, the new teacher will:

1. Be trained by AGC following State Guidelines.
2. Observe and participate in the classroom.
3. Be introduced to children and parents.

## **Ways Parents/Guardians Can Help**

1. Read each month's newsletter and keep it in a place where it can be referenced.
2. Please share with your child's teacher any experiences that might help her to better understand your child.
3. Please say good-bye to your child and leave quickly. This makes the separation process easier.
4. Discuss with your child that appropriate behavior is expected. Persistent fighting, biting, bad language, or hurtful behavior to others will result in expulsion.
5. Please keep open communication with administration about any concerns or questions you may have.
6. Register immediately upon enrollment of your child(ren) to use the Tadpoles program.

## **INCLEMENT WEATHER AND CLOSURE POLICY**

AGC utilizes Tadpoles for alerts to announce closures. Please check your text messages on days of inclement weather. Please make arrangements to promptly pick up your child(ren) upon the announcement of early closure.

## **HOLIDAYS THE CENTER IS CLOSED**

New Year's Day  
Inservice Day (Last Friday of March)  
Good Friday (Friday before Easter)  
Independence Day (July 4th)  
Labor Day (First Monday in September)  
Thanksgiving and Friday after Thanksgiving  
Christmas Eve and Christmas Day  
New Years Eve

## GOLD SNEAKER POLICIES

The list of Gold Sneaker policies must be added to the child care provider's policies or parent handbook.

### Policy 1:

Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules

Physical activity for children ages three years and older must be a balance of **structured and unstructured play**, both **indoors and outdoors** (weather permitting) utilizing age appropriate activities

### Policy 2

Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of **limiting screen time** according to current American Academy of Pediatrics policy and the development of a Family Media Plan

### Policy 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

Child care director shall take **Go NAP SACC Self Assessments** (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards

### Policy 4:

Child care providers must ensure physical activity is a **positive experience** for children and that it is never used negatively or to control behavior



### Policy 5

Providers shall ensure appropriate infant and child feeding patterns, including **breastfeeding**. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly

Providers shall publically **display their support for breastfeeding infants and mothers by posting signage** or other publically facing information (i.e., participate in *Breastfeeding Welcomed Here* through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding)

### Policy 6

Child care educators shall ensure appropriate infant and child feeding patterns, including **adequate time for snack and meal consumption** and age-appropriate portion size

Child care educators shall **provide education to families** twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size

All eating opportunities shall consist of a respect for the child and promotion of a **positive attitude toward food**

Child care educators shall apply evidence-based **early food preference learning strategies** such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods

### Policy 7

The child care provider **campus shall be free of all tobacco and tobacco-related products**, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Child care employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities)

Employees who use tobacco products while off campus are required to **change clothes and wash hands** thoroughly prior to interacting with children

**"No Smoking" signs** shall be posted conspicuously at each child care provider entrance, as required by state law

REVISED NOVEMBER 2018