PENTECOSTAL LIGHTHOUSE

Child Development Center

**2014-2015**



**PARENT HANDBOOK**

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 **“Train up a child in the way he should go;**

 **And when he is old, he will not depart from it.” Proverbs 22:6**

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**PHILOSOPHY AND CURRICULUM**

 The staff at Pentecostal Lighthouse Child Development Center bases its philosophy on each child's total development. We provide an enriching atmosphere which enables the child to develop socially, emotionally, physically and cognitively. We offer a learning environment which provides developmental appropriate experiences designed to stimulate these areas of growth. The children are involved in first hand experiences and opportunities for self-exploration and discovery. The children are encouraged to explore the world around them through free play and directed activities. Learning through play is the heart of our curriculum. Daily lesson plans are introduced through structured themes with the children's interests in mind. Through play children learn about themselves, others and the world around them. Children develop and learn on an individual basis. Working with children in groups enables them to receive the personalized attention they need to excel. Also, it allows our staff the opportunity to observe and meet the individual needs of each child. Our program offers each child the individual care, attention, nurturing and love, which is necessary for healthy growth. We value the individuality of each child by recognizing these differences and offering personal care and attention in a group setting.

  Involving families in our program is a top priority. This helps children, parents, and our staff to make the strong connection between home and center. We are an extension of the family, developing a partnership where sharing support, ideas and genuine love for children is of the utmost importance. We encourage parents to visit and participate in school activities. Here at Pentecostal Lighthouse Child Development Center we have an open door policy; but we ask that you do not visit during rest period. This time is vital to your child’s day as well. You are also welcome to come visit, eat lunch, and go on field trips with your child's class.

If you would like to review information in your child's file at any time please speak with the Director and make an appointment.

**CURRICULUM GUIDELINES FOR DEVELOPMENTALLY APPROPRIATE PRACTICE**

     The curriculum provides for all areas of a child's development including physical, social, emotional and cognitive.  Curriculum planning is based on teacher's observations and recordings of each child's special needs, interests and developmental abilities.  Classroom environments are designed for the children to learn through active exploration and interaction with adults, peers and materials.   Learning activities and materials are concrete, real and relevant to the lives of children. Multicultural and nonsexist experiences, materials, activities and equipment are provided for children of all ages. If at any time a concern arises pertaining to your child’s educational development; feel free to contact the Director. At that time we will seek outside sources that are available to meet the need of your child.

**Vision Statement**

 Pentecostal Lighthouse Child Development Center is striving to be the best developmental childcare in Alabama, by consistently providing a quality, affordable service for families with

children.

**HISTORY, SERVICES, AND PROGRAMS**

 Pentecostal Lighthouse Child Development Center has provided a quality program in Huntsville, Alabama to the community since 1999. The center is licensed exempt by the State of Alabama Department of Human Resources.

We provide services to children ages 6 weeks through 12 years of age.

Hours of operation are 6:00a-6:00p M-F.

\*\*\*(Children are not allowed more than 9 hours as fulltime daily)

**Tuition is billed on 9 hours time after 9 hours an additional fee per child.(See Director)**

**SCHOOL ADMISSION POLICY**

    Pentecostal Lighthouse Child Development Center is a non-profit childcare center. We accept all children regardless of race, sex, creed or color. Upon enrollment, several forms must be completed, a one-time registration fee of $45.00, and the first week of tuition is due which is **non-refundable** .Also, during the enrollment interview if a parent expresses the need for the child to have physical or emotional care beyond our staff training At any time a parent may request to see a copy of DHR Rules for childcare centers in Alabama.

**Before a child may attend class, the following information must be completed and on file:**

* **1. PLC Pre-Enrollment DHR Pre- Application**
* **2. Parent(s) Valid Photo ID (copy)**
* **3. Immunization record (blue card)**
* **4. Medical Record (signed by a physician children under 4years)**
* **5. Notarized Affidavit for each child (by appt. Tuesday-Friday)**
* **6. Tuition agreement /One week tuition in advance CMA approval, transfer form**
* **7. Developmental Checklist completed by parent (+,-) updated every 3 mo.**
* **8. Supply List Book Fee are due at enrollment**
* **9. LABEL ALL YOUR CHILDS ITEMS please**

**\*\*Tuition is billed on 9hrs time after98hrs is additional fee per child.(See Director)**

**MULTICULTURAL AND GENDER FREE ENVIRONMENT**

Pentecostal Lighthouse Child Development Center encourages diversity within our program. We offer an anti-bias, gender-free curriculum and encourage families to share their cultural background with the children. Books, dolls, posters and foods provide the children with a chance to experience different cultures. The teachers include multicultural materials and activities naturally within the curriculum so it does not appear to be "different"

**TUITION and ATTENDANCE:**

    Tuition is due weekly on time schedule; however, other arrangements can be made with the Director. If you a bi-weekly payment schedule would serve you better, you must pay two weeks in advance. Your account must always carry a credit balance or late fees will apply. Our center is funded solely by tuition so it is imperative that tuition payments be made on time. Pentecostal Lighthouse Child Development Center has a late tuition fee, which is as follows: tuition not paid to Pentecostal Lighthouse Child Development Center business by scheduled days of the due date will begin incurring a $10 per day late fee for every day thereafter that payment is late for each child enrolled. The due dates are as follows:

**Payment Schedule: Due Date: Methods of Payment:
Weekly Mondays by 5:30p Check, Debit card, Money Order,**      If payment is not received within a week of due date; your entrance code is deactivated, and non-payment within two weeks past due may result in the childcare termination. Once the bill is paid in full the child may return if his/her spot is still available.

**\*\* No child will be allowed to attend more than 8 ½ hours (9) with travel daily.**

**Tuition is billed on 8 ½ hrs time after 8 ½ hrs is additional fee per child.(See Director)**

     Childcare Management and other subsidies for childcare are allowed. Co-payments for CMA subsidized care must be paid on time as scheduled.

\*\*\*\*\* If your child is sick or stays home for any reason there will be no credit given and he/she will not be allowed to "make-up" the days missed. We must plan to have all staff here even if your child does not attend. CMA parents are responsible for payments not paid by CMA, this is daily absences without original doctor excuses to submit to CMA within 3days of absences. CMA accounts with absences must submit forms to Central Office within 30days of occurrence, in order to avoid C.D.C fees.

**Part-time care** must be approved by CDC Director with same tuition payment terms. If part time care is given with a beginning and ending date, you must abide by signed agreement of the dates/times.

**WITHDRAWAL OF YOUR CHILD FROM OUR CARE:**

**Two weeks**’ written notice to Director is required prior to withdrawal of your child from our center. If we do not receive the proper notification, the family leaving is responsible for two weeks tuition to account for the neglect of notification.

**DISCOUNT**:

     We offer discounts for families with more than one child enrolled at our center.

**Sibling:** The discount is $5 off the second child's tuition rate. If you are receiving subsidized care, additional discounts will not be available to you. The account cannot have multiply discounts credits.

**Church member:** A member of Pentecostal Lighthouse Church and active recorded tithe payer to church, discount is $5. This pertains to the sole parent or legal guardian of enrolled child.

**Employee:** A full time employee’s child enrolled at Pentecostal Lighthouse Development Center, discount is ½ price.

**Board member:** A member of Pentecostal Lighthouse Development Center official board, discount is $5

**Advertising Discount:** The discount at the present time. Discounts do not renew.

**SUMMER ACTIVITY FEE:**

     If your child is enrolled in the preschool summer program, you will be responsible for a $140 activity fee due by 1st day starting summer program. This fee will help offset the cost of the many field trips taken by these two classes which include bowling, water play, nature trips, ice cream, pizza party, McDonald's fun Day, movies, skating, etc. Fees are Non- refundable

**VACATION POLICY:**

     Each family is given one week per year for vacation or sick time. The time can be used after the child has been enrolled for one year. If your child attends three days per week you will receive three days of vacation, after being enrolled for one year.

**Children enrolled only for the summer are not eligible for vacation.**

   Please request to use your vacation time one month prior to your child's absence. The week you take vacation your child should be absent from Pentecostal Lighthouse Child Development Center. Your account must be paid in full before vacation time can be used.

     **Vacation days not used will not be carried over to the next year. If payment arrangements are given within the year vacation time is forfeited. It is the parent’s responsibility to inquire about vacation time availability.**

**LATE FEE POLICY:**

     There will be a late charge of $1.00 per minute if your child is picked up after 6:00pm. This includes but not limited to Holiday and inclement weather closings. The late fee will be paid directly to the teacher who stayed late with your child after being clocked out at 6:00. If there is an emergency and you cannot pick up your child before closing; you need to contact us immediately. The late fee then may be waived at the discretion of the Director. Things such as running errands, going to the bank, over sleeping or running late will incur late fees .Late fees must be paid before child can return on the following school day.

**DELIQUENT ACCOUNT:**

\*\*We reserve the right to hire a collection agency for unpaid balances past 30days. We also reserve the right to withhold end of the year childcare statements if you have a past due or an existing balance.\*\*\*

**RETURNED CHECK FEE:**

**Any tuition checks returned for insufficient funds will incur a $35 fee. You will not be allowed to pay by check for a year of the anniversary concerning insufficient tender.**

Tuition must be paid weekly regardless if child is in attendance or not. It is up the Director to waive this at her discretion. Tuition must be paid by 5:30 pm Monday to avoid a $10.00 late fee per child daily. Bi-weekly tuition must be paid by 5:30 pm Monday to avoid a $10.00 late fee per child each day. In order to pay bi-weekly you must pay two weeks in advance, maintaining a credit balance. At any time your account falls two weeks behind your child will not be allowed to attend school until balance is cleared.

 **FULL TIME STUDENTS (weekly tuition)**

 Annual enrollment fee per child...$45.00

 Infants and Toddlers ………...…$120.00

 Preschool-Pre-K …………………...…..$110.00

 **DROP IN STUDENTS (upon availability)**

 Infants and Toddlers ………..…..$30.00 a day

 Pre-School- Pre-K………………..$25.00 a day

**CLASSROOMS**

**INFANTS AND TODDLERS**: 6 weeks - 2 years of age, Fulltime care only

    Your Baby Can Read Program is our teaching tool but not limited to hands on training from other teaching methods. We also use ABEKA arts and crafts for our 2 year olds. Infants and toddlers begin to develop an understanding of the world around them through their senses and physical actions. To develop these skills our infant/toddler program is designed with various age appropriate experiences and exercises which will help your child develop at his/her own speed. These areas include sensorimotor, psychomotor, language development, cognitive development, large and small motor skills and social and emotional development. The children are spoken, sung and read to frequently. There are many different objects in their environment to see and touch. There are many opportunities to develop their fine and gross motor skills. Regrettably, we are unable to toilet train children in the classroom. Potty training begins in the toddler classroom (2yrs) old.

**Infant I:** Parent provides all items. See supply list

**Infant II:** Parent provides all items. See supply list

**Toddlers:** Parent provides all items with the exception of breakfast, lunch, and afternoon snack. The center will provide these meals from the cafeteria.

Parents must provide the morning snack. Please see your child’s teacher.

If at any time in the Infant 1 classroom the child is ready to try soft table foods, parent must provide this in writing along with what child can/cannot have.

**TWO YEAR OLDS**: 2 ½ -3 years of age, Full-time and some part-time care is available based on enrollment

     Two ½ year olds are beginning to develop social skills, enlarge their vocabulary and test their independence. To develop these skills, our program for this age group offers a group experience in a private classroom setting, which recognizes the special needs of each child. The children have many opportunities to explore and learn about the environment. The children are encouraged to participate daily in individual and group conversations. We help the parent reinforce potty training in the 2 year old program. Toilet training, dealing with frustration, encouraging self-help skills and providing successful age appropriate experiences to enhance the child's self-concept is part of the two-year-old curriculum. Abeka book fees are to be paid annually.

**Beginner Preschool:** Parent provides breakfast after 7:55 and must stay with child until finished, CDC provides all items lunch, and afternoon snack meal from cafeteria.

**Uniform Mon-Thurs: Red Polo shirt; khaki, blue jean or black pants daily; White Polo on Wednesday’s for Devotion. Friday is Casual Day**

**PRESCHOOL**: 3-4 years of age, Full-time and some part-time care is available based on enrollment

     Our preschool program offers a balance of free play and structured individual and group activities which gives the child a well-balanced preschool education. At this age children are developing close and personal peer relationships, asking questions about the world around them and developing self-discipline and control. To enhance these skills our program offers activities and experiences in the areas of science, math, beginning reading and writing experiences, large and small motor skills, dramatic play, block play, creative and movement activities. Each child is viewed as a unique person with an individual pattern and timing of growth and development. Children all have different levels of ability; therefore, development and learning styles are considered when developing appropriate activities for this class. Abeka book fees annually.

**Preschool:** Parent provides breakfast after 7:55, CDC provides all items lunch, and afternoon snack meal from cafeteria.

**Uniform Mon-Thurs: Red Polo shirt; khaki, blue jean or black pants daily; White Polo on Wednesday’s for Devotion. Friday is Casual Day**

**Pre K**: 4-5 years old by September 1, part-time care is available based on enrollment

     Like our preschool class, our five year old program offers a balance of free play and structured group activities. Experiences are provided that meet children's needs and stimulate learning in all developmental areas - physical, social, emotional and intellectual. Each child is viewed as a unique person and activities are designed to develop children's self-esteem and positive feelings toward learning. Children are allowed to select many of their own activities from among a variety of learning areas prepared by the teachers. This classroom continues to enhance reading and writing skills to prepare each child for kindergarten. Children are provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with each other to solve problems. Abeka book fees annually.

**Pre- K:** Parent provides breakfast after 7:55, CDC provides all items lunch, and afternoon snack meal from cafeteria.

**Uniform Mon-Thurs: Blue, White Polo shirt; khaki, blue jean or black pants daily; White Polo on Wednesday’s for Devotion. Friday is Casual Day**

**SCHOOL AGE**:  6 -12 years of age (After-School Pick Up only) If your child will not ride the van on a specific day(s), please call the office no later than 1pm. A $5 fee will be applied to account for no call.

     As children enter elementary school they are beginning to develop close relationships in peer groups. This allows communication to be more effective with peers and adults. Thus the children are better with problem solving skills and use abstract thinking. To develop these skills we offer a very small and personalized before and after school program to balance with the more structured public setting. Children in this program are provided with a large variety of stimulating hands-on learning experiences to suit their needs. Prices are adjusted accordingly for times when school is out for holidays, holiday breaks, and Summer Camp.

    \*\* The programs offered at Pentecostal Lighthouse Child Development Center are child oriented with hands on, developmentally appropriate activities. Much of the learning is child initiated with the teachers facilitating the children's interest into learning objectives and goals.

\*\*Transition week- The week before your child's start date we can set a day and time for you and your child to visit the center. This helps you and your child get to know the center, teachers, and routines.

**School age:** Afternoon snack meal will come from cafeteria and a healthy sack lunch on fulltime days.

**To have an effective learning environment, children need to attend on a consistent basis.**

**DISCIPLINE POLICY**

     Our staff uses only constructive and positive techniques when disciplining. These include redirection, modeling, consequences, elimination of potential problems and teaching children to resolve conflicts on their own in an appropriate way. It is our staff's responsibility to teach children the proper behavior and give discipline to the child for undesirable behavior. Removal from the group will be used in severe situations (hurting someone, persistent disruptiveness) or when the child needs to gain control and observe the positive interactions of others. If a child displays unprovoked acts of aggression (biting, hitting, kicking, inappropriate touching, etc.) towards another child or staff member, s/he must be picked up within 30 minutes of our phone call. Upon returning to school a parent conference is required with the Director.

All discipline will be consistent and fair. Our goal is to assist the children in developing self-control and to assume responsibility for their behavior. There will be no corporal/physical punishment (spanking, shaking, slapping, etc.). Acceptable behavior standards and rules will be taught so as to be understandable to the children. Discipline will **not** be associated with food, naptime or playground time. Methods of discipline will not be humiliating or frightening to the children.

\*\* Parents are encouraged to discuss their child’s behavior with their teacher(s) or the Director. If the child continues to exhibit unacceptable or inappropriate behavior, the case will be reviewed. If in the opinion of the board and staff, we reserve the right to suspend or discontinue service.

     When child is given a third warning and suspension will result in termination. This behavior we will require a parent-teacher conference to discuss the situation and/or behavior. At that time there will be a follow-up meeting set for two weeks later to discuss any progress, alternatives, etc. A referral is made; the family will be given one week to seek professional help. This will be done only after we have exhausted all options, and it is in the best interest of the child to receive outside help. If professional help is not sought during that time, alternative childcare arrangements must be made. If professional help is sought and no improvement in the child's behavior is observed, then alternative childcare arrangements must be made available to the parent to make their own choice.

* **5 referrals to office = 1 day suspension, behavior monitoring (2wks) not limited to termination of childcare**

**HOLIDAYS**

     Our center is open year round except for the following holidays, which are paid unless you use vacation time.

* **New Year’s Day, and the day after January 1st & 2nd (If New Year's Day falls on Saturday, we will be closed on that Friday and Monday. If New Year's Day falls on Sunday, we will be closed on Monday.)**
* **Martin Luther King Jr. Day**
* **Memorial Day**
* **Fourth of July (If the fourth falls on Saturday, we will be closed on Monday. If the fourth falls on Sunday, we will be closed on Monday.)**
* **Labor Day**
* **Thanksgiving (Thursday and Friday)**
* **Christmas Day& the day after (If Christmas Day falls on Saturday, we will be closed on Friday. If Christmas Day falls on Sunday, we will be closed on Monday.)**
* **Teacher In-service Training**

**\*\*\*Please be advised to check all postings concerning Holiday Schedules. They are subject to change\*\*\***

**SNOW DAYS or INCLEMENT WEATHER**:

We follow Huntsville City weather alerts. Our center will be open if at all possible during inclement [weather](http://ie.surfcanyon.com/search?f=sl&q=weather&partner=wtiieusi) conditions, however, in the case of severe weather call the center and there will be instructions on voicemail. The decision to close early or all day will be at the discretion of the Director with the safety of the children, parents and staff in mind.

**GRIEVANCE PROCEDURES**:

     If you have a comment or concern about any Pentecostal Lighthouse Child Development Center policies or procedures, please notify Director as soon as possible. Feel free to call or leave a note at your convenience. The Director takes all comments and concerns very seriously and will strive to explain or rectify the situation. Our staff is here to work with the parents in an effort to improve our center thus creating a better environment for your children.

**ARRIVAL AND PICK-UP**:

     We do not allow any child to leave the center with anyone other than the child's parent or persons listed on the enrollment release form. If others are to pick-up your child the center must be notified in writing from parent with date and proper picture ID, also must be a least 18 years. If an emergency occurs and someone not listed on release form has to pick up child, a phone call must be made to the center by parent. This call will must be verified by two staff members; and the following day parent must provide written notice of event. When dropping off your child, personally bring him/her into the building, sign him/her in and make contact with a teacher. Likewise, when picking up your child let the teacher know that you and your child are leaving and sign him/her out. Also, do not lift your child over the playground fence but rather go through the building. The center discourages parents/release persons to pick up child while under the influence of any alcohol of drug substance .If parent /pick up persons are suspected of being under the influence, the proper authorities will be contacted. The safety of our children is our top priority. Please check your child's cubby every day. Information from teachers, the director, newsletters and child’s work are placed in the cubby. Please take this home daily**. No child will be allowed to attend more than 8 ½ hours (9) with travel daily.**

**If your child will not be in attendance please call and let your child's teacher know.**

**Pentecostal Lighthouse Child Development Center**

***Daily Schedule***

6:00…………..Childcare Opens

8:00-8:30……..Christian Devotion

9:00…………..No Drop Off (unless for medical appointments, documentation is required)

9:00…………..Curriculum Begins each class

10:15-11:30…..Lunch (includes 1st & 2nd lunch)

12:00-2:00……….Nap

1:30-3:30………...Snack (includes 1st, 2nd, and After-School)

3:45-5:45……..Free Play, Outside time and Review/Departure

\*\*\* This schedule varies depending on the child's age and class; detailed schedules are posted by classroom**.**

 **\*\*\*\*\*Do not give DOOR CODE to anyone approved adults only, children are not allowed to enter the code for safety reasons. Do not let strangers in building. \*\*\*\*\*\***

**HEALTH POLICY:**

     Our center is kept clean and sanitized on a daily basis to help control germs and bacteria. Our staff practices good hygiene as well as teaching this to the children. To help us maintain a healthy environment for your children, please follow the health rules listed below which are in the best interests of all children.

**We require children with the following symptoms remain at home 24hours:**

**1. Fever over 100 degrees by mouth or 99 degrees under the arm**

**2. Diarrhea**

**3. Bad colds: discolored nasal discharge, persistent cough**

**4. Vomiting, stomach flu**

**5. Ear infections or discharge from the ear**

**6. Eye discharge, bloodshot or swollen eyes**

**7. Skin rashes (unknown)**

**8. Head lice**

 **HEALTH POLICY: (cont)**

  Children exhibiting any of the symptoms are required under DHR regulations to stay home and may not return until symptoms have been absent for a full 24 hours free of meds. An ill child needs to be kept at home where rest and the necessary attention can be given. This is strictly enforced. Parents are to practice good hygiene, proper clothing daily for the child.

      All children enrolled must have an up-to-date immunization record on file at the center. Children two and under must have an Infant/Toddler form on file and children not enrolled in public school must have a physical examination by a doctor on file.

      Please notify the center if your child has a contagious illness so other parents can be notified. If your child is too sick to participate in our full program, including going outside, please keep him/her home. It is much better for your child to be fully recovered before returning. If your child becomes ill at our center you will be contacted immediately. You will need to pick-up your child or arrange for another person to pick up your child within one hour of our call.

**CHILD ABUSE, SEXUAL HARRASMENT AND NEGLECT POLICY:**

    If Pentecostal Lighthouse Child Development Center staff member suspects a child in his/her care has been the victim of child abuse, sexual harassment or neglect we are required by law to report our suspicions. All child development teachers in the state of Alabama are mandated reporters. Sexual harassment is subject to but not limited to just the children, parents or staff. No child will be allowed to attend more than 8 ½ hours (9) with travel daily.

**MEDICINE:**

     The Director/Assistant Director at Pentecostal Lighthouse Child Development Center will administer asthmatic medications only. It must be labeled and stored in the **original container**. A medication **authorization form needs to be filled out weekly,** indicating the dosage amount, time of administration. It is imperative that this be filled out or medicine will not be given to the child. The Director/Assistant Director will initial the document and indicate the time the medicine was given. If your child has any type of allergies (food ,seasonal, etc..) there needs to be a note from child’s primary physician / family doctor stating the type of allergy ,and what needs to take place if child is affected by stated allergy. If there any medical attention requirements; this should be in writing as well with other specific instructions.

**EMERGENCY MEDICAL PLAN**:

     If your child needs immediate medical assistance Pentecostal Lighthouse Child Development Center will call 911. If possible, we will request your child be taken to the hospital listed on his/her enrollment form, however, the final decision will be made by the paramedics.

If your child is injured at the center the teacher who is supervising your child will fill out an accident report in detail about what happened, the first aid received (ice pack, Band-Aid) and you will receive a phone call when it is necessary. If you receive an injury report please be sure to sign it so we can keep it on file and you will receive a copy as well.

**CLOTHING and JEWLRY:**

     Children should be dressed comfortably, in easy to care for [clothing](http://ie.surfcanyon.com/search?f=sl&q=clothes&partner=wtiieusi). The outfits should be easy to play in and appropriate for the particular weather conditions. We do provide paint smocks for activities which are messy; however, children will get dirty. Tennis [shoes](http://ie.surfcanyon.com/search?f=sl&q=shoes&partner=wtiieusi) are recommended. Open sandals expose the child to unnecessary feet injuries. Do not send child in sandals of this type. No flip flops, or clogs. No dangling earrings or bracelets. Children wearing hair beads must not tamper with the beading or you will be asked to remove them for safety purposes.

     We are required by the state licensing rules to provide at least 30min. of outside time per day, weather permitting, even when it is cold. We will go outside when the temperature, including wind chill, is 20 degrees or above. Children will need boots when it is muddy or cold. Please label all boots, hats, and mittens should attach to child’s coat with mitten string or yarn.

     Your child will also needs 2 complete changes of clothing (that are inexpensive), which will be kept in a teacher’s class or in your child's cubby. All clothing should be labeled. We will not use another child’s clothing for another student. If an accident occurs and the child has no clothing, parent will be contacted immediately and asked to bring required items.

     All children have the opportunity to rest each day after lunch. Each child has his/her own cot therefore, 2 child size blankets are required daily. You may bring a kiddie napper, or sleeping bag at your preference. **Every Friday we will send blankets home to be laundered. They must be returned the following Monday. We encourage children to rest at least one hour each day.**

“I’ll be my best”

Mom and Dad I’ve had a long day

I’ve completed my assignments, and I got to play

So please put me to bed no later than by 8

To ensure that on tomorrow my day will be great

My brain is still growing and my body is too

So with plenty of rest

I’ll be my best!![C:\Users\Mrs. Morrow\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J2LV56XW\MC900433817[1].png]()

**MEALS:**

     Breakfast will be served each morning from 7:30am-7:55am. Please make the morning teacher aware if your child needs breakfast. No breakfast served after 7:55am.

     We serve daily lunch and snack. Our lunches and snacks are nutritious and are prepared with the children's tastes in mind. Menus are posted weekly and should be viewed. If your child has any food allergies please let us know. Also, if your child drinks certain type milk, the parent is welcome to purchase some for the week. We offer a variety of different foods; so if there is something on the menu that your child” does not like”; please provide a substitute meal for your child on that day.

**BIRTHDAY:**

     If desired, birthday treats may be provided by the parents for the child's birthday. Please speak with Director and your child's teacher about bringing treats. We have children with food allergies so please ask before bringing in party items. Snack time is the best time to plan a birthday party. **Please limit guest to parents and grandparents. This is a childcare center and we must respect the safety and confidentiality of our students.**

**TOYS BROUGHT FROM HOME:**

We ask that all children's toys be kept at home unless it’s on Fridays (Show-n-Tell). We will not be responsible for lost or broken toys. We do not allow toy guns, knives, swords or any type of destructive toys which encourage violence or aggressive play.

**PARKING:**

There is absolutely NO PARKING under the CANOPY or RESERVED,

 “Pastor Burrell, Pastor’s Wife, Assistant Pastor, Business Administrator, CDC Director, CDC Administrator”

 Help keep the parking lot safe and clean by no leaving, big oil spill, bottles, and paper.

**CONFERENCES:**

     Conferences will be held between the parents and the child's teacher and Director as needed. The teachers are available to discuss your child's progress on a daily and as needed basis. We enjoy letting the parents know how the day went, however, we ask you not to converse for long periods of time. This takes the attention of the teacher away from the students. It is our job to provide each student here with quality care and this includes supervision at all times. If you feel there is a problem which needs attention before a conference time, please feel free to contact the Director.

**Classroom Promotions:**

     When moving children from class to class we will notify the parents and provide the information of what the parents and children can expect from the new class. Parent-teacher information sessions may also be held by appointment. Class changes are not always made by a change in age (birthday), but also when developmental changes occur within the child; and advances occur and the child is comfortable developmentally and emotionally with the changes. This could occur any time within the school. Regular classroom promotions are held in May.

     If you have any question, comments or concerns, please feel free to bring them to our attention. It is our desire to keep in close contact with our families; and maintain a healthy relationship, to better serve you and your children.

Thank you,

Director and Staff of the Pentecostal Lighthouse Child Development Center

PARENT HANDBOOK

***Return this part to Office***

6107 Blue Spring Road

Huntsville, Alabama 35810

Phone: (256) 852-4386

Fax: (256) 852-4369

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

**By signing, I have read and understand that I am to comply to the Pentecostal Lighthouse Child Development Handbook rules.**

1. **Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Parent Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **1st Parent/Guardian Signature / Date 2nd Parent/Guardian Signature / Date**