



Fountain of Life Daycare

1277 Jubilee Drive
Saraland Al, 36571
251-679-0975

Parent Handbook

This handbook has been prepared for the parent of the child enrolled in Fountain of Life Daycare. Inside are the procedures and policies that govern our center, and information, which will enable you as parents, to work with the Fountain of Life Daycare staff on behalf of your child. We hope you will read it carefully. If you have any questions please feel free to ask.



Origin

Fountain of Life Daycare was organized in September 2008 as a ministry of Fountain of Life church.

Purpose

The purpose of Fountain of Life Daycare is to provide a safe Christian atmosphere for all children, with basic bible and educational teachings.

Payment Policies

- A Registration Fee of \$75.00 is due at the time of enrollment. This will secure your child's position for up to 2 weeks. If you choose to withdraw your child at any time you must pay the registration fee again to ensure a spot. **There is no refund with this fee.**
- A Supply Fee of \$75.00 is due at the time of enrollment. The supply fee covers all supplies that the center uses through out the year. The supply fee will be due every September of each year. **There is no refunds with this fee.**
- Tuition is due every Monday. After Wednesday at 6:00 PM, tuition will be past due. There will be \$15.00 late fee.
- A 10% discount is applied to the second child in the same family who attends our center.
- A 10% discount is applied to each member of Fountain of Life church. You must tithe regularly and fill out the proper paper work.
- Methods of Payments are by check, money order, or cash and can be made on a weekly, biweekly, or monthly basis as arranged by the Director. Please put all payments in the envelopes that are sent out every Friday. Do not leave payments in the diaper bags.
- Delinquent accounts- If an account becomes 2 weeks past due the parents are contacted to make arrangements for payment. If the payment is not made as agreed the child must be withdrawn until the account is made current.
- Return check fee – There will be a \$25.00 service charge for the first returned check. If there is a second returned check you will then be required to pay by money order or cash.
- Over time charge – There is a \$10.00 per quarter hour fee for any pick-ups after 6:00 PM. With this fee being assessed to your account and payment due on the next weeks scheduled payment.
- Absences- there will be no refunds in tuition for absences, holidays or bad weather or any other emergency closings.
- Vacation- Each child enrolled at Fountain of Life Daycare is allowed on vacation week a year with no charge. You are required to give the Director a two - week's notice in writing. All vacations must be taken Monday through Friday. This time cannot be accumulated.



Staff

A Christian staff has been carefully selected. All staff member must be over the age of 18 and must agree to a background check, which includes professional, personal, and criminal backgrounds. We allow God to guide us in choosing the right person to nurture and teach your child.

Program

- Our program begins with infants 6 weeks old and goes through the age of 3 years old.
- We believe that each child is a blessing from God, with their own personalities that make them who they are. Our job is to provide a safe, fun and educational environment for your child to thrive in.
- Our curriculum covers Bible, phonics, colors, shapes, art and music. We have a wide variety of toys, movies, and crafts for inside play.
- The outside playground equipment has a variety of equipment. We also have an indoor gym for rainy days.
- **Bed babies**- Our teachers nurture and make sure to attend to the child's every need. We sing songs and play on the floor.
- **Creepers**- The teachers work on basic skills standing, walking, social skills, sharing, and much more. They have movie and music time.
- **15 month thru 2-** In this class the teacher can begin teaching potty training, coloring and other basic skills. They have story time and learn to say the blessing before eating their food.
- **2 year thru 3 years-** This is when our curriculum begins. They will also work with them on potty training, standing in a straight line and other skills to equip them for k-3.

Child/ Teacher Ratios (Established by Alabama State DHR)

6 weeks to 12 months	1/5
12 months to 18 months	1/5
18months to 2 years	1/7
24 months to 36 months	1/8
2 ½ years to 4 years	1/11

Hours of Operations

Our center is opened from 6:30 a.m. to 6:00 p.m. Monday through Friday. Fountain of Life Daycare closes promptly at 6:00 p.m. Children must be picked up before we close.

Observed Holidays (closed)

New Year's Eve and Day
Family Holidays (February the 23rd and the 24th)
Memorial Day
July the 4th
Labor Day
Thanksgiving Day and Thanksgiving Friday
Christmas Eve, Christmas day, and the day after



Emergency Closings

- In the event of any inclement of weather including hurricanes, tornadoes warnings, severe flooding, or snow, Fountain of Life Daycare will close the same as public schools.
- Normal fees will apply during temporary closing
- We will make sure to try to give every parent a call if we are going to have a weather day, but also stay tuned to your televisions for closings.

Registration

Parents interested in enrolling their child at Fountain of Life Daycare are always welcome to come by and take a look at the center. If we have any openings at the time they can enroll by filling out the proper paper work. If there is no openings at the time you can choose to put your child on your waiting list and when a position comes available we will contact you.

Special Needs Children

When enrolling your child in Fountain of Life Daycare the parent needs to notify the director of any special needs, such as medical problems, physical limitations, special diets, or developmental conditions, that may require special attention. When feasible we may be able to accommodate these special needs. **However, our program is not designed to meet the needs of every child .**

Withdrawal

- Parents can withdraw their child from Fountain of Life Daycare upon submission of a two weeks notice to the Director. There will be no refunds for any registration or supply fees. If you have already paid for your child past the two weeks you will be reimbursed for the difference.
- Children that are absent for more than two weeks without any notification from the parent will be considered withdrawn. If the parent chooses to bring the child back a registration fee and supply will be required.
- Fountain of Life Daycare reserves the right to dismiss a child from the center for extreme behavior problems. In the event that this should happen the parent will be given sufficient notice. Fountain of Life Daycare also reserves the right to dismiss a child due to nonpayment of fees. If it becomes necessary to dismiss a child for this reason, the parent will still be required to settle all debts with the daycare.
- Aggressive behavior will have only 3 warnings; the 4th report will be automatic termination.

Vacation

All children attending Fountain of Life Daycare are allowed one vacation week per year with a two weeks notice. The vacation must be taken Monday through Friday.



Discipline /Behavior Guidance

- It is important for parents to know that a teacher's time is not to be consumed with behavior problems.
- Corporal punishment is not an option for this daycare.
- "Time Out" is being used. Parents will be called by the Director in extreme behavioral problems.
- If the behavior cannot be resolved and the child receives a fourth warning they will be dismissed from the daycare.
- Our goal is to work with the parents to eliminate behavioral problems.
- **We do not except biting.** The first time that your child bites, we will send a note home. The second time, there will be a parent director conference to discuss the issue. The third time, there will be a three day suspension. Parents you will still be required to pay tuition for that week. If we still continue to have any issues after that the child will then be expelled from the daycare.

Supplies

- Parents must provide disposable diapers and pull-ups. They must also provide diaper wipes, ointments, formula, baby food and at least one change of clothes. (Socks, underwear, shirt and pants)

Arrival and Departure

- Upon arriving, the child must be accompanied by an adult into the center and directly to his/her teacher. The adult must sign in the child.
- Upon enrolling the parents must list names of individuals who can and cannot pick up their children. There will be a place on the registration form to do so.
- Anyone who picks up the child that the teacher doesn't know must show identification. If your name is not on the list you cannot pick up the child.

Health Information

- Fountain of Life Daycare will make every effort to provide a healthy germ -free environment. We are equipped to provide care for only well children.
- If a child is sick at night or wakes up sick we ask that you make other arrangements for him/her that day.
- If an illness occurs while your child is at daycare---fever 100 degrees or above, vomiting, diarrhea, or suspected contagious diseases, including rashes--- the child will be isolated from the group and the parent will be called to come and pick him/her up.
- The child must be completely symptom free of any sicknesses before returning to the daycare for at least 24 to 48 hours.
- Tuition payment is still required for all days a child misses due to illness. If the child is hospitalized for a week or more and has a doctor's excuse tuition will not be owed for that week.



Guidelines from the U.S. Department of Health and Human Services regarding common illnesses and recommended isolation periods:

<u>Illness</u>	<u>May return to daycare</u>
Chicken pox	24 hours after sores have crusted <u>w/Dr. release</u>
Conjunctivitis (pickeye)	24 hours after start of treatment <u>w/Dr. release</u>
Diarrhea	24 hours after one normal bowel movement
Fever	24 hours after temp is normal <u>without</u> medication
Influenza	24 hour after symptoms have subsided
Head lice	24 hours after treatment, <u>hair must be nit-free</u>
Strep Throat	48 hours after start of treatment <u>w/Dr. release</u>
Impetigo or Ringworm	After treatment, wounds must be covered
Pin Worms or Giandhea	After treatment is complete & <u>w/ Dr. release</u>
Teething w/fever over 100	when fever is down without use of med.
Croup	After illness has subsided <u>w/Dr. release</u>
Rubella	At least 8 days after symptoms end <u>w/Dr. release</u>
Hepatitis A	At least 7 days after the onset of jaundice <u>w/Dr. release</u>
Measles	At least 4 days after onset of rash <u>w/Dr. release</u>
Whooping Cough	At least 7 days after therapy has begun <u>Dr release</u>
Roseola	After illness has subsided <u>w/Dr. release</u>
Scabies	24 hours after the start of treatment <u>w/Dr. release</u>
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from Physician <u>w/Dr. release</u> (If due to H- flu, Health Dept must give order)
Bacterial (Spinal) Meningitis	When health Dept. gives OK <u>w/Dr. excuse</u>
RSV (Respiratory Syncytial Virus)	After illness has subsided <u>w/Dr. release</u>
Mumps	14 days after swelling begins <u>w/Dr. excuse</u>

Parents are required to report any illnesses or exposures to daycare director.

Immunizations

- Immunizations must be up to date. Health records must be on file when each child is enrolled.
- Each month the director will look through the files, and letters will be sent home for those needing immunizations or are past due.
- You will be required to send an updated record within a month of the notice.

Medication Policies

- All medication must be signed in on a weekly basis.
- Medication can only be administered when the parent gives written authorization.
- Each week the child needs the medication a new form must be filled out.
- Only prescription, issued in the child's name and having a current date, may be administered.
- Children who require breathing treatment must fill out a form everyday.
- Over the counter medication may not be administered unless the parent gives written consent.



Accident/Incidents

If your child is injured during the day, an incident report will be filled out and presented to the parent. When necessary the parent will be notified. If your child causes the incident, you will also receive an incident report explaining what he or she did to the other child. If your child get's hurt you are not to know which child causes the incident.

Safety/Emergency plan

- **Power failure-** Placed in every classroom are battery-powered lanterns that will be used until power is restored. If the power company doesn't expect to restore power for several hours the parents will be contacted to make arrangements.
- **Storms-** Lock down will be in effect and know one will be allowed in or out of the building until the storm is over (hurricane or tornado)
- **Fire-** We have fire evacuations posted in every room and do routine fire drills.

Food

- Fountain of Life Daycare provides nutritionally balanced lunch for all children 9 months to 3 years.
- Food allergies must be listed on child's enrollment form. All allergies will be posted in the kitchen were the food is being prepared.
- Menus will be sent home each month. If your child does not like what we are having that day, they can choose to bring their lunch.
- Parents of infants must provide their food.
- Each child who eats lunch will also receive two snacks a day. A morning snack and an afternoon snack.

Naptime

- Fountain of Life Daycare provides cribs, cots, and sheets for the children who are two and under. Children who are two and up are required to bring their own mat for them to sleep on during nap time.
- Children who are 16 months through 3 have one nap time that is form 12:00 until 2:15.
- Children who are under 16 months do not have set nap time and can sleep whenever they feel the need.
- Each time a new child sleeps in a crib the crib sheets will be changed and disinfected.

Toilet training

- Toilet training is most effective between 24 months and 30 months. We will do our best to work with you to get your child potty trained.
- When teaching the child how to use the potty make sure to tell your child's teacher if there are any special methods you use at home that we can use here.
- Remember parents children must be potty trained before they can enter Evangel Christian School K-3 program.



Fountain of Life Daycare

Registration	\$ 75.00 (due upon registration)
Supplies	\$ 75.00 (due upon registration and every September)
Book Fee	\$ 40.00 (2-3 years old per year)

- Tuition is due each Monday. Any tuition due after Wednesday afternoon at 6:00p.m. will be considered late.
- 10% off tuition for next child
- One weeks vacation
- Lunch is included in tuition (except formula, baby food, ect.)
- Late pick up fee is applied after 6:00 p.m. at a rate of \$10.00 per every 15 minutes interval
- If your child is pulled out for the summer, registration and supply fee will be required to enroll again.
- Return check fee.....\$25.00
- Past Due account charge after Wednesday 6:00p.m. \$15.00
- Full tuition is due regardless of attendance including Holidays.
- If late fees are not paid by Monday of the next week your child is not to return until paid or arrangements have been made with the director. Your child's position will not be held if arrangements are not made
- If you withdraw your child a two weeks notice is required.

All payments are to be given to Paige Montgomery (Director)
Or Heather Abston (Assistant Director)

Child's name _____
Parent's signature _____

Parent's please read everything in the handbook carefully. If you have any questions please let me know.



**Parents,
Please detach and return this statement to the Fountain of Life
Daycare Director as soon as possible.**

I have received, read and understand the Fountain of Life Daycare
Parent Handbook.

Child: _____

Parent: _____

Date: _____