



## **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.

Marla Mauroner  
Director

Miranda Plant  
Assistant Director

Rev. Josh Hobbs  
Lead Pastor, FOL Church

# 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, while providing basic Bible and educational teachings.

# Staff

A Christian staff has been carefully selected. All staff members 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. We use the A Beka curriculum beginning at age 18 months and up.
- **Developmental play**-The outside playground equipment has a variety of age appropriate equipment. We also have an indoor gym for rainy days.
- **Infants (6 weeks-up)**- Our teachers nurture and make sure to attend to the child's every need. We sing songs and play on the floor.
- **Crawlers**- The teachers work on basic skills: standing, walking, social skills, sharing, and much more. They have movie and music time.
- **Movers (16-24 months)**- 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 years thru 3 years**- This is when our curriculum begins to follow as more structured learning setting. They will also work with them on potty training, standing in a straight line, and other skills to equip them for K3.

### 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 |

# Payment Policies

- A Registration Fee of \$75.00 is due at the time of enrollment and in August of each year. 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. **This fee is non-refundable.**
- A Building Fee of \$75.00 is due at the time of enrollment. The fee helps to cover maintenance costs to our building throughout the year. This fee will be due in August of each year **and is non-refundable.**
- Book Fees are required in some classes and are due in August each year. Movers (16-24 months) have one A Beka book, and the fee is \$10. Both the younger twos and older twos have 4 A Beka curriculum books, and the fee is \$50.
- 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.
- Late Pick-up Fee– There is a \$15.00 per quarter hour fee for any pick-ups after 6:00PM. This fee is due on the next week's regularly scheduled payment.
- Summer Holding Fee- There will be a \$100 fee for holding a child's place in the daycare should the parent decide to pull the student out for the summer.
- **Tuition is due every Monday.** Tuition not paid by Wednesday at 6:00 pm is considered late, and a \$15.00 late fee will be assessed.
- 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. Payments may be made on a weekly, bi-weekly, or monthly basis as arranged with the Director. Please place all payments in an envelope with payment information clearly marked. Please do not leave payments in the diaper bags.
- Delinquent accounts- If an account becomes 2 weeks past due, parents will be contacted to make arrangements for payment. If the payment is not made as agreed upon, the child must be withdrawn until the account is made current.
- Absences- There will be no refunds in tuition for absences, holidays, bad weather, or any other emergency closings.

# 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

- New Year's Eve and Day
- 2 Family Holidays (Mardi Gras)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Thanksgiving Friday
- Christmas Eve, Christmas day, and the day after

## 2013-2014 Calendar

|                |  |
|----------------|--|
| August 1       | Open House                             |
| August 19      | New Classes for those moving up        |
| September 2    | Labor Day (Daycare closed)             |
| November 28-29 | Thanksgiving Holidays (Daycare closed) |
| December 24-26 | Christmas Holidays (Daycare closed)    |
| Dec 31-Jan 1   | New Year's Holidays (Daycare closed)   |
| March 3-4      | Family Holidays (Daycare closed)       |
| April 18       | Good Friday (Daycare closed)           |
| May 26         | Memorial Day (Daycare closed)          |
| July 4         | Independence Day (Daycare closed)      |

## Emergency Closings

- In the event of any inclement weather including hurricanes, tornado 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 every effort to contact every parent 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 are no openings at the time, you may choose to put your child on our waiting list. When a position comes available, we will contact you.

# Withdrawal

- Parents may 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 your child's tuition past the two weeks, you will be reimbursed for the difference.
- Children who 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, new registration fees will be required.
- Fountain of Life Daycare reserves the right to dismiss a child from the center for extreme behavioral 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 Fountain of Life Daycare.

# Vacation

- All children attending Fountain of Life Daycare are allowed one vacation week per year at no charge with a two weeks' notice in writing. The vacation must be taken Monday through Friday. All vacations must be taken Monday through Friday. This time cannot be accumulated.

# 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, which 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 .**

# 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)
- A room supply list will also be provided to the parents of each room. Supplies are due each August, and include items like facial tissues, Clorox wipes, room deodorizer, hand soap, dish soap, etc.

# 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.
- Misappropriate behavior will be re-directed. When necessary, children will be placed in time-out.
- Parents will be called by the Director in cases of 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.
- **Biting is not tolerated.** 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. (Tuition for that week will still be required.) If the biting continues to be an issue, the child will then be expelled from the daycare.

## Arrival and Departure

- Upon arriving, the child must be accompanied by an adult into the center and taken directly to his/her teacher. The adult must sign in the child.
- Upon enrolling, the parents must list names of individuals who may and may not pick up their children. There will be a place on the registration form to do so. Children will ONLY be released to those designated on the registration form. Changes to the form must be received in writing.
- Anyone who picks up the child that the teacher doesn't know must show identification.

## 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 for at least 24 to 48 hours before returning to the daycare.
- 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.

## Accidents/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 gets hurt, you are not to know which child causes the incident.

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

## **Illness**                      **May return to daycare**

|                                   |   |
|-----------------------------------|---|
| Chicken pox                       | 24 hours after sores have crusted; <b><u>with physician's release statement</u></b>           |
| Conjunctivitis (pinkeye)          | 24 hours after start of treatment; <b><u>with physician's release statement</u></b>           |
| 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                         | After treatment and <b><u>hair must be nit-free</u></b>                                       |
| Strep Throat                      | 48 hours after start of treatment; <b><u>with physician's release statement</u></b>           |
| Impetigo or Ringworm              | After treatment, wounds must be covered   |
| Pin Worms                         | After treatment is complete; <b><u>with physician's release statement</u></b>                 |
| Teething w/fever over 100         | When fever is down without use of medication  |
| Croup                             | After illness has subsided; <b><u>with physician's release statement</u></b>                  |
| Rubella                           | At least 8 days after symptoms end; <b><u>with physician's release statement</u></b>          |
| Hepatitis A                       | At least 7 days after the onset of jaundice; <b><u>with physician's release statement</u></b> |
| Measles                           | At least 4 days after onset of rash; <b><u>with physician's release statement</u></b>         |
| Whooping Cough                    | At least 7 days after therapy has begun; <b><u>with physician's release statement</u></b>     |
| Roseola                           | After illness has subsided; <b><u>with physician's release statement</u></b>                  |
| Scabies                           | 24 hours after the start of treatment; <b><u>with physician's release statement</u></b>       |
| Poison Ivy                        | After lesions have dried up   |
| Pneumonia or Epiglottitis         | Written note from Physician (If due to H- flu, Health Dept. must give order.)                 |
| Bacterial (Spinal) Meningitis     | When Health Dept. gives OK; <b><u>with physician's release statement</u></b>                  |
| RSV (Respiratory Syncytial Virus) | After illness has subsided; <b><u>with physician's release statement</u></b>                  |
| Mumps                             | 14 days after swelling begins; <b><u>with physician's release statement</u></b>               |

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

## **Medication Policy**

- Medication may only be administered when the parent gives **written authorization.**
- All medication must be signed in on a weekly basis.
- Each week the child needs the medication, a new form must be filled out.
- Only prescriptions, issued in the child's name and having a current date, may be administered.
- Children who require breathing treatment must fill out a form each week treatment is required.
- Over the counter medication will only be administered when the parent gives **written consent.**

## **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.

# Safety/Emergency plan

- **Power failure-** Battery-powered lanterns, located in every classroom, 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 no 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 Service

- Fountain of Life Daycare provides nutritionally balanced lunches 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 where the food is being prepared.
- Menus will be sent home each month. If your child does not like what we are having on a particular day, they may choose to bring their lunch.
- Parents of infants must provide their food & formula.
- Each child who eats lunch will also receive two snacks a day-- morning snack and afternoon snack.

## Naptime

- Fountain of Life Daycare provides cribs, cots, and sheets for the children who are under 2. Children who are two and older 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 from 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 different for each child. Many experts will agree that most children are ready to begin toilet training at 24 months. Therefore, we begin our training at that age as well.
- 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.
- Please note Evangel Christian School K-3 program requires that all students be completely toilet trained before entering their program.



# Fee List

- Registration Fee \$ 75 due upon registration and every August
- Building Fee \$ 75 due upon registration and every August
- Book Fee \$10 ( 16-24 months) / \$ 50.00 (2-3 years old) due every August
- Return Check Fee \$25 per occurrence
- Past Due Fee \$15 per week (assessed if payment is not received by Wednesday @ 6:00pm)
- Late Pick-up Fee \$15 per every 15 minutes interval after 6:00 pm
- Summer Holding Fee \$100 (This fee is assessed if you will be taking your child out for the summer)

# Reminders

- Tuition is due each Monday. Any tuition rendered after Wednesday afternoon at 6:00pm will be considered late. Late charges will be assessed.
- Tuition is to be placed in the payment box located in the hallway.
- 10% off tuition for additional children & tithing church members
- One week's vacation per year with two weeks' notice
- Lunch & snack is included in tuition for table fed children
- Full tuition is due regardless of attendance including holidays & illness.
- 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.

# Parent Handbook Statement

## 2013-2014

Please detach and return this statement to the Fountain of Life Daycare Director by Monday, August 19, 2013.

I have received, read, and understand the Fountain of Life Daycare Parent Handbook. I agree to adhere to the policies set forth in this handbook.

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

