

Gardendale Nazarene Daycare

HANDBOOK Operating Policy



www.gdalekids.org

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Gardendale Christian Academy
Gardendale Nazarene Day Care



1800 Decatur Highway • Gardendale, Alabama 35071

Phone (205) 631-5452 • Fax (205) 631-5476

Dear Parents,

Welcome to Gardendale Nazarene Day Care! We are so glad that you have chosen us to provide care for your child. We consider your trust a great privilege and a serious responsibility.

Our goal is to provide excellent care for your child in a safe, loving, and Christian environment. Our Christian teachers and staff will not only care for your child, but we will also pray with them and teach them godly principles from the Bible.

Please read carefully the information contained in this handbook. It is provided to answer many of the questions commonly asked by parents about our program. If at any time you need additional information or assistance, please contact the day care office.

Again, we sincerely appreciate the opportunity to serve your family.

May God bless you!

John Parrish
Administrator

Connie R. Thompson
Day Care Director

Gardendale Christian Academy
Gardendale Nazarene Day Care



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Dear Parents,

It is my pleasure to welcome you to our day care family. We have a loving and Christ-centered environment for your children. We employ 25 employees with more than 200 years of experience. You have my promise that we will love and respect your children as if they were our own.

Our responsibility is to care for, nurture, and love your children and be your eyes and ears while you are away from them. We want you to feel secure about entrusting your child to us.

It is our privilege to serve you and your family. It is our desire to show Jesus to you and your family. If you don't have a church family we invite you to join us here at Gardendale Church of the Nazarene.

My office is always open if you want to stop by with any questions or concerns.

Sincerely,

Connie R. Thompson
Day Care Director

DAY CARE FORUM

Gardendale Nazarene Day Care (GNDC) is a non-profit Nazarene day care. Our emphasis is placed on helping families care for their child(ren) in a Christian environment.

The ultimate authority for governing and operating the day care is the church board of the Gardendale church of the Nazarene.

GNDC is a member of the Alabama Christian Education Association (ACEA). Our website is gdalekids.org.

NONDISCRIMINATORY STATEMENT

GNDC admits children of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the day care.

STATEMENT OF PURPOSE

GNDC exists to provide quality childcare within an evangelical, Christian environment.

STATEMENT OF FAITH

We believe:

...in one God-the Father, Son, and Holy Spirit.

...that the Bible is God's inspired Word and holds the answer for man's needs.

...that all men have sinned and come short of the glory of God.

...that God offers forgiveness, salvation, and eternal life through faith in Jesus Christ.

...that the believer, through the infilling of the Holy Spirit, can live a holy, radiant, useful Christian life.

...that the Church exists for the purpose of evangelizing the world and helping the Christian grow in grace and knowledge of our Lord and Savior, Jesus Christ.

...that the Lord will return, the dead will be raised, and the final judgment will take place.

DAY CARE HISTORY

Gardendale Nazarene Day Care was founded under the sponsorship of Gardendale Church of the Nazarene, Gardendale, Alabama. The day care was opened in 1977. The church property encompasses 14 acres.

SERVICES OFFERED

GNDC provides a safe and happy environment where children, ages 6 weeks through 4 years, can receive developmental care during the hours of 7:00 a.m. through 6:00 p.m. All age groups have a daily routine, which includes educational

time, naptime, physical activity time, and social interaction as appropriate for their age.

ADMISSIONS

1. Admission to the day care is open to any child, provided conditions of this policy are met.
2. Each child may visit the day care at least once immediately prior to his/her first regular attendance. Arrangements for this visit should be made with the director during the pre-admission conference.
3. All required forms must be completed and returned to the director, along with the registration fee, prior to the child's first day.
4. Registration for day care requires:
 - Enrollment Application - completed in its entirety to be accepted
 - Medical and background information - signed
 - Signed acknowledgement of weekly payments, inclement weather, and sickness policies.
 - Curriculum and student-teacher ratio form - form must be notarized
 - Teacher information card
 - current, original Record of Immunization is required. The record must be kept current.
 - Copy of birth certificate
 - Social Security Number
5. Children with physical and/or mental disabilities will be considered for admission to the day care, if it is felt that the child will be able to participate in and benefit from the type of care and daily program the day care offers.

FINANCIAL

1. Registration fees are nonrefundable and are paid annually.
2. The first week's tuition is due upon registration or no later than the first day of day care.
3. All tuition fees are due each Monday for that week.
4. Payments are considered late on Tuesday after 10:00 a.m. with a \$15 late fee added.
5. No reductions of fees will be made for absences, except in extreme situations such as extended illness, serious health conditions or hospitalization of the child (one week or more). This must be verified with written documentation from the child's doctor.
6. Part-time fees are not available.
7. Full fees will be due for weeks in which holidays are given.
8. After the first 52 weeks of enrollment, each child is allowed a one-week no-fee required absence from day care.
9. Due to the potential impact of additional energy costs and/or health insurance and taxes, rates are subject to change during the fiscal

year. If such an eventuality does happen, advance notice will be given.

Discounts *(only one discount per family, choose one of the four)*

1. Multiple Child Family Discount - is applicable when a family has more than one child attending GNDC or GCA. A discount will be given for each additional child.
2. Pastor's Discount - Full time pastors/ministers receive tuition discount of 10%.
3. Active Military Discount - 10% off of tuition for a parent on active duty.
4. Church members of Gardendale Church of the Nazarene receive a tuition discount of 10%.

Rates

Weekly rates (includes breakfast, lunch and snack), annual registration fees, supplies and discounts:

Infants to Toddler VII	registration	\$100
	weekly	\$135
Two Year Olds	supply fee	\$50
Three Year Olds	registration	\$100
	weekly	\$125
	supply fee	\$50
Discount	2nd child per week	\$10
	3rd child per week	\$10

Late pick-up charge:

1. Children are to be picked up by 5:45 p.m. A 15-minute grace period will be given from 5:45 to 6:00 p.m. for traffic congestion and emergencies. After 6 p.m., the following charges will apply: \$1.00 per child per minute if picked up after 6:00 p.m.
2. Parents will be asked to sign a late pick-up sheet and the amount will be charged to their account.

Slow Payment Procedures

1. Weekly fees are due on Monday and are late Tuesday at 10:00 a.m.; late fees of \$15 per week will be assessed at the end of the month.
2. All payments are to be made in the office or placed in one of the payment boxes located by the day care office and outside the gym doors. Please do not leave money or checks with teachers. Teachers are not responsible for money left in the room.

3. The day care does not accept post-dated checks and we do not hold checks. Checks are deposited, as they are received.
4. Once an account is two weeks past due and payment is not made or acceptable arrangements made with the administration in five business days, a drop slip will be issued. This applies to both monthly and weekly fees.
5. Classroom and/or day care attendance will not be permitted until any late balance is paid in full. If the child is present on the following day, the police will be called for child abandonment.
6. Habitual late payments may result in permanent dismissal.
7. A 1.5% monthly finance charge will be added to all unpaid balances once a child is dropped from enrollment.

RETURNED CHECK FEE

A \$30.00 returned check fee will be charged for each returned check. If a check is returned, the person who wrote the check will be contacted and a date agreed upon to replace the check. The time for replacement will not exceed one week. If a second check is returned for any reason, that family will be placed on a cash-only basis.

CHECK ACCEPTANCE POLICY

In the event that your check is returned unpaid for insufficient or uncollected funds:

- We may re-present your check electronically or by paper-draft.
- A service charge for the maximum amount allowed by state law will be assessed, along with any other allowable state fees.
- Your check will not be provided to you with your bank statement, but a copy can be retrieved by contacting your financial institution.
- Signature of your check constitutes acceptance of these terms.

Checks Verified Through



800.559.2938

www.northstargt.com



CAMPUS HOURS

The day care is open from 7:00 a.m. - 6:00 p.m. Monday through Friday. Children are not to be brought earlier except by prior arrangements. A form must be filled out and approved by the director in order for a child to be left early.

ARRIVAL AND DEPARTURE OF CHILDREN

1. Upon arriving, the child must be accompanied into the day care and must be left in the care of a teacher. The day care cannot be responsible for the child's safety if this policy is not adhered to.
2. Children will be released only to properly identified persons who have been listed on the pick-up list in the registration papers and the teacher information card. Everyone must show identification.

The names of persons who may pick up the child and other information must be kept current by the parent(s). If someone is picking up your child that is not on the pick-up list, please call the day care that day to let us know. That person should be prepared to show photo identification when they come to pick up the child.

3. When picking up your child, you will be asked to sign your child out.
4. Staff will log in each child when he/she arrives. It is crucial for accountability, especially in an emergency or evacuation situation. The daily tracking sheet, which is with the teacher at all times, will be used throughout the day in order to track and record the child's coming and going from the classroom.

DRESS CODE

GNDC's goal is to create a comfortable, positive atmosphere for children. Simple play clothes and shoes (including appropriate clothing for the weather conditions and outdoor play) are recommended. Clothes with convenient fastenings are recommended and encourage self-help. A complete change of clothing (appropriate for the season) including underwear and socks should be kept at the day care at all times in case of accidents. Please label each piece of clothing with the child's name. All children are required to wear tennis shoes or casual shoes with closed toes and backs. Flip-flops and slides are not allowed at day care. Girls who wear dresses to day care will need to wear a pair of shorts underneath the dress; this will help with modesty on the playground.

Your child will go outside to play, even on cold days. The director will use discretion on bitterly cold days. This means your child should have a coat if the weather is cold.

GNDC discourages children from wearing jewelry, which could become a choking hazard to your child or others.

INSURANCE

Each student has accidental school insurance through his/her registration fees. However, the parent's insurance and/or student insurance is primary (pays first) and the school insurance is secondary (pays only after primary insurance has paid all considered by them to be eligible.). Student insurance may take care of some or all of the deductible from family insurance.

HEALTH AND SAFETY

Exposure to a new group of children may cause more illness during the first few weeks of day care until immunity is developed. Keep in mind you may need an alternate plan for childcare in case of illness. GNDC takes every precaution to safeguard your child against illness.

Children will be observed daily for their health status. Staff will evaluate signs of illness. Sick children are not to be brought to the day care and shall not be allowed to remain. Children in attendance must be well enough to participate in all program activities, both inside and outside. This regulation is not intended to require the exclusion of children in violation of the Americans with Disabilities Act (ADA).

When contacted by the day car staff regarding your child's illness, please make every effort to pick your child up within an hour of the call. It is suggested that you have an alternate plan for someone to pick up your child in the event that you are unable to come immediately.

Determination of illness may be based on the child's inability to participate in the day's activities, including outdoor play. If a child cannot go outside with the rest of the children the child cannot attend day care.

To protect the health of the children and staff at GNDC, we will abide by Jefferson County Health Department guidelines. Following is a partial exclusion list of certain illnesses that will make temporary removal of a child from day care necessary, such as but not limited to:

- **Fever** - Child must not attend or remain at day care if fever is 100 or higher. May return when fever-free for 24 hours without the aid of medication.
- **Diarrhea** - Child may not attend or remain at day care if diarrhea has occurred twice in one hour. May return 24 hours after last occurrence.
- **Vomiting** - Child may not attend if vomiting has occurred twice in 24 hours. May return 24 hours after last vomiting occurrence.
- **Unexplained rash** - Staff will notify parent when rash is observed. If rash spreads or is accompanied by another symptom. The child must leave day care.
- **Head lice** - Child may not attend day care. May only return when nit free. GNDC maintains a nit-free policy. Although lice are not a disease, it is a health concern. Any child found with lice or nits will not be permitted in the classroom until it is remedied and the student is inspected and approved by a minimum of two members of the administrative staff.
- **Conjunctivitis (pink eye)** - Child may not attend with white, yellow or green discharge. May return 24 hours after beginning medical treatment.
- **Respiratory infection** - Child may not attend with uncontrolled cough, difficulty breathing, or wheezing.
- **Strep** - Child may return 48 hours after beginning antibiotic treatment as long as fever-free. Child may return 24 hours after antibiotic injection as long as fever free.
- **A physician's diagnosis** requiring that the child be separated from the other children.00

Parents must keep the name of the child's doctor and the name of other adults to contact current, in the event a parent cannot be reached.

Parents will be required to sign the following statement: "To my knowledge, my child does not have a communicable disease, including hepatitis, tuberculosis, or HIV virus."

Contagious Disease - Please do not bring your child with a contagious disease. Keep your child home for at least 24 hours or until symptoms subside. We require parents to notify the day care if their children contract and are diagnosed with a contagious disease or illness. GNDC reserves the right to require a physician's note for the child to return to day care at any time after an illness.

GNDC will notify parents of illness, injury, and exposure to a communicable disease or a noticeable adverse reaction to medication.

MEDICATION

In order for over-the-counter or prescription medications to be given to a child, GNDC must have a written, signed, and dated parental request as mandated by the Jefferson County Health Department. Medications may only be given to the child for whom it is labeled and shall not be given in excess of its recommended dose. All medications must be kept in their original labeled containers. Medicine slips are available in all classrooms as well as the day care office. These slips **MUST** be filled out completely in order for your child to receive medication. Parents are not to leave medication in the child's cubby or backpack.

Asthma inhalers, EpiPens, and nebulizer treatments are subject to the same procedure. Breathing treatments must be accompanied by written instructions from the child's physician.

All prescription medicines are kept in the medicine cabinet in the day care kitchen.

The day care provides over-the-counter medicines such as Children and Infant's Tylenol, Motrin, Benadryl, and cough syrup for emergency situations only.

Food Allergies - Be sure to notify your child's teacher and the director of any allergies i.e., food, environment, or drug. An allergy form must be on file in the day care office as well as the kitchen.

PLAYGROUND ACCIDENTS

If any minor playground injury should occur, the parent will be called to determine the parent's wishes for further medical attention.

Medical Emergencies

Medical emergencies that would require immediate medical care by a health care professional may include but not limited to the conditions listed below.

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to be getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

Steps followed in a medical emergency:

- Staff is trained to recognize signs and symptoms of conditions that require immediate medical attention.
- 911 will immediately be called upon recognizing signs and symptoms that require immediate medical attention.
- Child's parent/guardian will be called after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
- GNDC staff will provide first aid as trained in an approved first Aid training course until emergency personnel arrive.
- Child's emergency medical information form will be transported to the hospital with your child.
- A staff member from GNDC will ride to the hospital with your child and stay with your child until you arrive.

SECURITY

Our No. 1 priority is the safety of your child. Should situations that include homeland security, we will respond as directed by the community emergency authorities. Children will be kept in a safe and secure area of the facility unless directed by emergency authorities to evacuate the building.

For the safety and security of all day care children, enter and exit using only the glass doors at the main entrance and at the day care entrance. The day care door will be open from 7:00 - 8:30 a.m. and closed between 8:30 and 4:00. The day care door will not be opened for parents or visitors during this time. All entries and exits will be made through the school door by the receptionist desk during this time. Parents and visitors will be required to sign in. The day care door reopens at 4:00 p.m.

For the safety and security of all day care children, enter, and exit using the day care door or the school door. Please do not exit through any side doors.

This may seem to cause inconveniences at times. We thank you for cooperating with our regulations. We must strive to enforce this rule 100% of the time, even when we know you. The security system will apply to everyone at all times or it can quickly become faulty and compromise the safety of your children and our staff.

Intercom system - Each classroom is equipped with an intercom/phone.

Employees - All employees go through an extensive state-mandated background check.

Fire, Tornado and Lockdown Safety

Fire and Fire Drills

Fire drills are done on a monthly basis. There are evacuation cribs in each infant room. Toddlers are passed through the windows on the driveway side of the building to teachers. Three year olds are walked out of the building on the back side (close to playground area).

Thunderstorms, Tornadoes, and Tornado Drills

In the event of bad weather, the day care director keeps track of the weather on the Internet and TV stations. Children are moved from outside wall rooms to inside rooms during tornado warnings.

Lockdown Procedures

Staff is aware of lockdown procedures and will implement them when the code is given. Classes will be paged when the lockdown is over.

TOILET TRAINING

Our staff will work with you on potty training your child when they are moved into a two year old room. We ask that you start this process with pull-ups first, preferably with the closable tabs. When your child potties with few accidents and is able to tell you when he or she needs to use the restroom, he or she may wear underwear or panties. The success of this training process will be aided if children wear clothes that they can get off and on easily and quickly. Children will not be promoted to the three year old class until they are potty trained. Parental partnership with GNDC is

vital for your child's potty success. Any child who is not potty trained by 3½ years of age will be dismissed from the day care.

Home Day Care Cooperation

1. Promotion of children to the next age-appropriate class will depend on space availability. You will be notified when your child is ready to move to the next classroom.
2. Children should wear comfortable clothing suitable for indoor and outdoor play. Children are encouraged to help themselves as much as possible; therefore clothing should be easy to get on and off.
3. Items of significant importance to your child or family should not be brought to day care. Items could be misplaced, and we do not want that to be upsetting to you or your child.
4. All children one year of age and older must come to the day care fully dressed, including shoes. Each child should have a marked set of seasonal clothing (outfit, underwear, and socks) at the day care at all times in case of accidents. All coats, hats, etc., must be marked with the child's name.
5. Children may not bring toys from home for playtime. Toys cause confusion and misunderstanding for children and teachers. Toys are often broken, and the day care cannot be responsible.
6. Parents must provide a nap mat for their children 1 year and older. In accordance with Jefferson County Department of Health, nap mats must be laundered weekly. If bedding is not taken home at the end of the week to be laundered your account will be charged \$5.00 for our laundry service on Monday. If a child does not have bedding, GNDC has a limited supply of bedding that will be utilized for your child's use, and your account will be charged \$2.00 per day user fee and \$5.00 laundry fee.
7. 6 weeks - 1 year: Parent/guardian will provide diapers, wipes, formula/breast milk, baby food at appropriate time and/or table food until the child moves into a toddler room, 2 to 3 bottles, extra clothes including labeled socks, pacifier if needed, Mylicon drops if needed, and diaper cream as needed. Rice and oatmeal cereal will be provided by the day care.
8. 1 year - 2 year: Parent/guardian will provide diapers, pull-ups with reusable tabs if child is in a potty-training class, wipes on a monthly basis, a complete set of clothes including socks, all items labeled, and a nap mat. Nap mats are available for purchase at the day care office.
9. 3 years old: Parent/guardian will provide a complete change of clothes and nap mat.
10. A monthly menu of meals will be posted on the day care bulletin board and one will be put in each child's cubby. Breakfast, lunch, and snack will be provided by the day care but may be brought from home if the parent desires. Milk will be served with meals.

11. The serving time for breakfast is **7:30-8:00 a.m.**, lunch is served at **10:30 a.m.** and snack is served after the child's nap. Food exceptions are not made for individual children except in case of medical necessity.
12. Children may bring a blanket or toy if he/she needs it for security at naptime.
13. Absolutely **no gum** is to be brought to the day care.
14. GNDC has an open door policy. Parents may visit the day care at any time. Certain periods of the day may be restricted to ensure smooth operation of the day care (i.e. naptime). Please make arrangements with the director before your visit.
15. Each child's birthday will be celebrated at the day care when parents wish to provide refreshments and/or party favors. Arrangements should be made in advance with your child's teacher. All food items must come from a JCHD-approved facility. Party invitations may be given out, but the invitations must be given to each child in the classroom.

BITING

We at GNDC know that children may bite or try to bite another child. If your child bites another child we will discipline in the form of a time out or by contacting you to help with the problem.

The teacher reports all biting to the director. If your child bites 3 times in one day, your child will be dismissed for the remainder of that day. After excessive biting, parents will be notified and asked to meet with the director to establish a plan of corrective action. If these measures are not successful, the child may be suspended or dismissed from the day care.

DISCIPLINE

Discipline methods are intended to help each child develop self-control and assume responsibility for his or her actions. Corporal punishment (spanking) is not administered at GNDC. We practice the time-out method. Discipline is viewed as a basic developmental process. To help children with this process, GNDC will:

- develop and enforce clear, concise rules and limits that are age-appropriate and promote safety.
- anticipate and redirect inappropriate behaviors.
- remind children of expectations, rules and limits.
- assist children in verbalizing the conflict resolution process.
- speak to children in a friendly-never angry, firm voice as a role model and disciplinarian.
- remove the child from an activity when inappropriate behaviors persist and redirect the child to appropriate activities.

If a child physically hurts another child, he/she will be removed from the activity, the child will be comforted, and the children will then be assisted with the conflict and resolution process. Parents will be informed about the incident. If multiple inappropriate behaviors of a disruptive or physical nature occur within a two-week period, the teacher will file a recommendation with the day care director to begin a behavior intervention review.

It is the express desire of GNDC to focus on meeting the needs of our children. As such, the administration and the supporting staff of GNDC are committed to providing impartial, loving instruction in a wholesome, safe, and nurturing environment.

GNDC feels that behavioral issues that remain unresolved jeopardize our ability to meet the needs of other children. Therefore, recommendation for dismissal from GNDC is not a personal reflection on parents or children, but an acknowledgement that GNDC is unable to meet the special needs of the child. GNDC will continue to support your family in prayer as you seek the best educational solution for your child's needs.

DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life that affect the day care's responsibilities to its children. The following policies have been adopted to assist the day care in situations where a noncustodial parent wishes to become involved in day care-related activities of a child or wishes to have contact with or take custody of the child while at day care.

1. Ordinarily, the day care will not resist or interfere with a noncustodial parent's involvement in daycare - related affairs, or access to a child's records, unless the day care is presented with a court order or comparable legal document that restricts such involvement or access. The day care will not otherwise "choose sides" between parents.
2. In cases where legal documents restricting access have been presented, the day care will not permit the noncustodial parent to take custody of a child or remove the child from the day care premises unless the parent presents a written court order or a written authorization signed by and presented by the custodial parent permitting such custody.
3. If the actions of parents, custodial or noncustodial, become disruptive to the operation of the day care, the day care has the right to restrict access by such parent(s) and to take other reasonable necessary action.

JEFFERSON COUNTY HEALTH DEPARTMENT POLICIES

Nutrition Policy

- All food served at Gardendale Nazarene Day Care shall comply with USDA recommendations for meals and snacks.
- Water shall be available at all meals and snacks.
- No sugar-sweetened beverages shall be served to children.
- Only 100% juice will be served.
 - ◆ no more than 6 ounces per day
 - ◆ only served at meal or snack
 - ◆ only for children over 12 months
 - ◆ children 2 years and older (milk with 1% or less milk fat)
 - ◆ unless medical documentation is provided for child
- Food items that shall be served at least once a week
 - ◆ orange vegetable for vitamin A
 - ◆ dark green vegetable for iron, vitamins A and C, and fiber
 - ◆ legume for protein, iron, vitamins
- At least half of grains served each week shall be whole grains
- Menus and receipts shall be retained for at least 90 days and shall be organized and maintained.
- Special diet needs and food allergies shall be kept on file in food preparation areas and in the children's eating area.
- Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

Physical Activity Policy

Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when the weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.

- 3 years and older (preschool children) - at least 90 minutes per day
- 12 months to 3 years - at least 60 minutes per day
- infants to 12 months - caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development

Children who exhibit out-of-control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

Screen Time Policy

Screen time is the use of television, videos, video games, and computers. Screen time shall be:

- offered as a free choice

- limited to no more than a total of 2½ hours per week
- prohibited during meal or snack time
- prohibited for children younger than 2 years

Computer use shall be limited to no more than 15-minute increments, except for school age children completing homework.

Smoking Policy

Smoking is prohibited:

- at all times in Gardendale Nazarene Day Care including before and after hours of operation
- within 10 feet of any entrance or exit
- in any vehicle used by Gardendale Christian Academy to transport children
- within sight of the children

It is against our personnel policy for an employee to smoke. Each employee must sign a statement stating they have read and understand the Standards of Conduct expected by Gardendale Nazarene Ministries, and they agree to act in accord with the /standards of Conduct as a condition of their employment by Gardendale Nazarene Ministries. Gardendale Nazarene Ministries employs !00% nonsmokers.

TRAFFIC

The traffic pattern is one way around the building at all times.

PARKING

Parking is available at the day care entrance and around the front of the church. Do not park along the curb, please park in a parking space. It is imperative to turn off your car engine before you enter the building.

DAY CARE CLOSURE INFORMATION

The day care will be closed on the following days:

- New Year's Day
- Good Friday
- Memorial Day
- July Fourth
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on a weekend, an alternate observation date will be assigned. Any week containing one of the above holidays is considered a full week and is payable as such.

If the day care is closed for inclement weather or emergency situations, credit will be given for day(s) closed. If the day care is closed after lunch is served, the day counts as a full day.

EMERGENCY DAY CARE CLOSINGS

GNDC may on occasion have an unscheduled closing due to providential or safety-related issues. The administration will attempt to inform parents in advance of such closings. If the day care does close, the director will initialize School Cast, which is a rapid notification system. The message will be sent by phone. It is imperative that parents keep all phone numbers updated in the day care office.

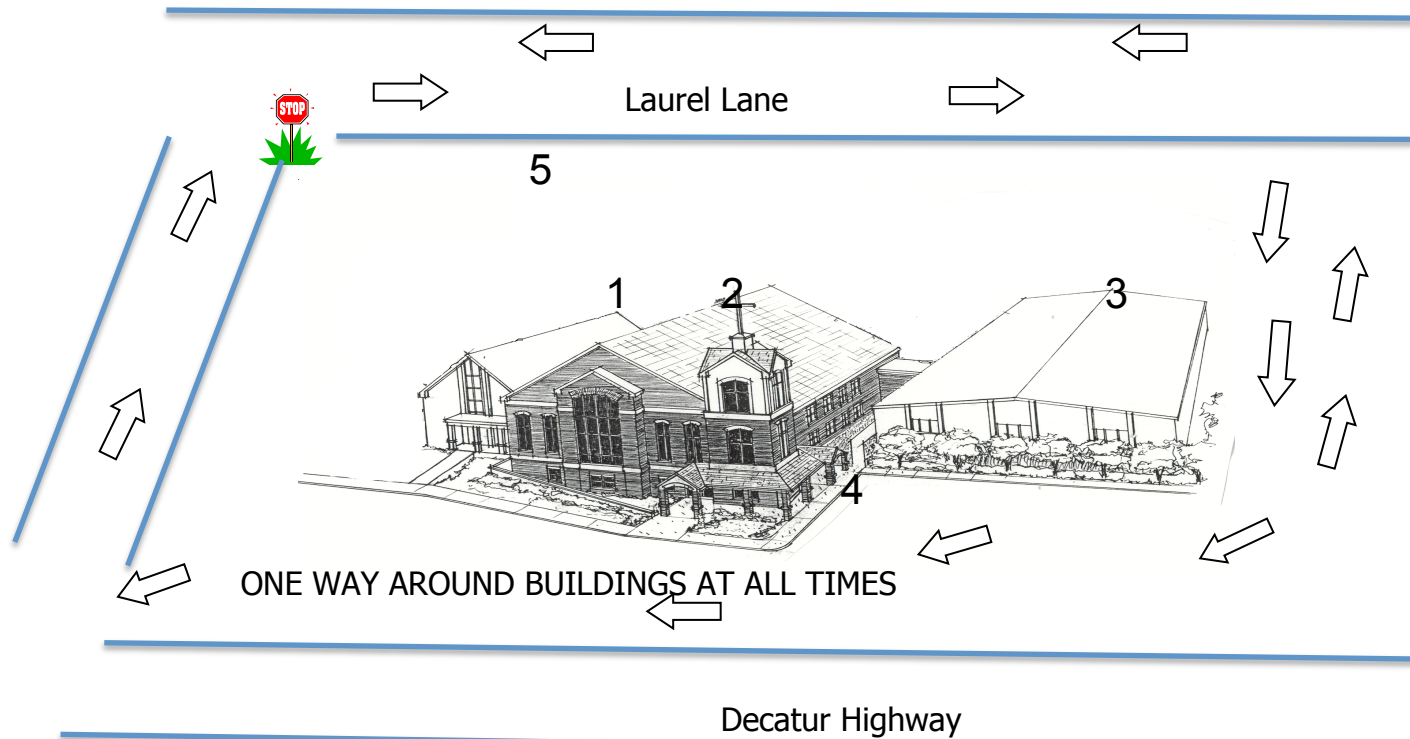
If you have any questions regarding the closing of the day care, you can call GNDC at 205-631-4090 or tune in to a local media station for information.

WITHDRAWAL OF A CHILD

Parents may withdraw their child from enrollment upon a two weeks' notice or upon payment of two weeks' additional fees. The parent, to serve as official notice of withdrawal, must fill out a drop slip. This form should be given to the director.

Revised 2/01/94 Approved by Day Care/School Board
Revised 2/15/98 Approved by Day Care/School Board
Revised 2/1/00 Approved by Day Care/School Board
Revised 2/5/09 Approved by Day Care/School Board
Revised 3/5/13 Approved by Day Care/School Board

CAMPUS MAP



① Church Building

Upstairs - Sanctuary

Ground Level - Day Care Office, Infants - 2 year-olds

② New Church Building

Upstairs - Sanctuary, Adult Sunday School Classes

Ground Level - Receptionist's Office, Bookkeeper Office, School Director Office

2 ½ - 3 year-old classes, K4 - 1st grade

③ Gym Building

Upstairs - Grades 2-5

Ground Level - Gym, Lobby, Kitchen, Lunchroom,

④ Drop off students in morning and pickup area at 11:30 and 3:00

⑤ Administrative Offices

Pastor, Youth Pastor, Church Secretary

Principal/Administrator