
Gardendale Nazarene Daycare Policy

2024-25 Handbook



A Ministry of Gardendale Church of the Nazarene

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Gardendale Nazarene Ministries

School Forum

Gardendale Nazarene Daycare is a non-profit Nazarene daycare. Our emphasis is placed on helping families raise their children to have a Christian-based education that supports their Christian values and beliefs.

The ultimate authority for governing and operating the daycare is the Church Board of the Gardendale Church of the Nazarene.

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

Nondiscriminatory Statement

Gardendale Nazarene Daycare admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the daycare. The daycare does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its admissions policies, educational policies, and/or other daycare-administered programs.

Statement of Purpose

Gardendale Nazarene Daycare exists to provide quality childcare within a Christian environment.

Statement of Belief

Gardendale Church of the Nazarene is a member of the global Church of the Nazarene. In our denomination's constitution, we have a Shared Statement of Belief. This statement is:

- In one God—the Father, Son, and Holy Spirit.
- The Old and New Testament Scriptures, given by plenary [full] inspiration, contain all truth necessary to faith and Christian living.

- Human beings are born with a fallen nature, and are, therefore, inclined to evil, and that continually.
- The eternally impenitent are hopelessly and eternally lost.
- The atonement through Jesus Christ is for the whole human race, and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
- That believers are to be sanctified wholly, after regeneration, through faith in the Lord Jesus Christ.
- The Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
- Our Lord will return, the dead will be raised, and the final judgment will take place.

Daycare History

Gardendale Nazarene Daycare was founded under the sponsorship of Gardendale Church of the Nazarene, Gardendale, Alabama. The daycare was opened in 1977. The church property encompasses 14 acres.

Policies

Policy Handbook

The policies outlined in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the spring before the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, Gardendale Nazarene Daycare reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the year without notice.

Gardendale Nazarene Daycare reserves the right to inspect any package, book bag, etc. that is brought on campus.

Services Offered

Gardendale Nazarene Daycare 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, nap-time, physical activity time, and social interaction as appropriate for their age.

Admissions Policy

1. Admission to the daycare is open to any child, provided conditions of this policy are met.
2. Each child may visit the daycare 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 daycare 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 – must be kept current
 - Current, original Record of Immunization is required. This document must be kept current.
 - Copy of birth certificate
5. Children with physical and/or mental disabilities will be considered for admission to the daycare, if it is felt that the child will be able to participate in and benefit from the type of care and daily program the daycare offers.

Finances

Financial Contract

- Registration fees are nonrefundable and are paid annually.
- The first week's tuition is due upon registration or no later than the first day of daycare.
- All tuition fees are due each Monday for that week.
- Payments are considered late on Tuesday after 10:00 a.m. with a \$15 late fee added.
- 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.
- Part-time fees are not available.
- Full fees will be due for weeks in which holidays are given.
- After the first 52 weeks of enrollment, each child is allowed a one-week no-fee required absence from daycare.
- 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.
- Payments may be made online after notifying the bookkeeper. Payment may also be made by cash, check, debit, or credit card with a 3% surcharge on debit/credit transactions.

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.

Discounts

Only one discount per family. If you qualify for more than one discount, the daycare will choose the discount that is best for you. Accounts must remain current to keep your discount. Some discounts require proof in order to obtain the discount.

- Sibling Discount - youngest child pays full price and discounts apply to older children
- Church Member Discount (10%) - for active members of Gardendale Church of the Nazarene
- Pastor's Discount (10%) - for active pastors with proper documentation
- Military Discount (10%) - for current military with an unexpired copy of military ID

Rates

Weekly rates, annual registration fees, supplies and discounts:

6 Weeks to 12 Months	Registration	\$150
	Weekly Rate	\$165
	Supply Fee	\$100
Toddler II Room 103 <i>(includes snack)</i>	Registration	\$150
	Weekly Rate	\$165
	Supply Fee	\$100
Toddler II Room 104 <i>(includes snack)</i>	Registration	\$150
	Weekly Rate	\$165
	Supply Fee	\$100

Two-Year-Old (includes snack)	Registration	\$150
	Weekly Rate	\$165
	Supply Fee	\$100
Three-Year-Old (includes snack)	Registration	\$150
	Weekly Rate	\$155
	Supply Fee	\$100
Multiple Child Discounts	2nd Child (per week)	\$10
	3rd Child (per week)	\$10

Late Pick-Up Charge

- 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:
 - \$2.00 per child per minute if picked up after 6:00 p.m.
- Parents will be asked to sign a late pick-up sheet and the amount will be charged to their account.

Slow Payment Procedures

- 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.
- All payments are to be made in the office or placed in one of the payment boxes located by the daycare 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.
- The daycare 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 daycare 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.

Payment Drop Box

A payment drop box is located in both the daycare and gym lobby for your convenience. Please make sure that your payment is marked with your name, child's name, and amount of the payment.

Online Payments

Contact the bookkeeper, Jenny Curtis for access to online payments. You can call her at extension 120 or email at jcurtis_gca@bellsouth.net. You will receive emailed information from Shelby Systems detailing how to access the online portal.

Returned Check Fee

A \$30.00 returned check fee would 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.

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.

Daily Procedures

Daily Schedule

No students may be on campus before 7:00 a.m. or after 6:00 p.m. without supervision and approval. 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

Upon arriving, the child must be accompanied into the daycare and must be left in the care of a teacher. The daycare cannot be responsible for the child's safety if this policy is not adhered to.

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 daycare that day to let us know. That person should be prepared to show photo identification when they come to pick up the child.

Staff will log 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.

The Daycare & Family Relationship

Class Promotion

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.

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. 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 Gardendale Nazarene Daycare 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 daycare.

Attire

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.

All children one year of age and older must come to the daycare fully dressed, including shoes. Each child should have a marked set of seasonal clothing (outfit, underwear, and socks) at the daycare at all times in case of accidents. All coats, hats, etc., must be marked with the child's name.

Please see the section on Conduct & Dress Code for more information.

Personal Items

Items of significant importance to your child or family should not be brought to daycare. Items could be misplaced, and we do not want that to be upsetting to you or your child.

Children may not bring toys from home for playtime. Toys cause confusion and misunderstanding for children and teachers. Toys are often broken, and the daycare cannot be responsible.

Age-Level Classroom Needs

Six-Weeks to One-Year

- Sleeve of diapers
- Wipes in a plastic container
- Breastmilk, Ready to Feed Formula, or Pre-Mixed Bottles, capped and labeled
- Pacifier, gas drops, and diaper cream, if needed
- Baby food (at appropriate age)
- Change of clothes (including socks) labeled with child's name (2-3 outfits)
- Small bag to hold empty bottles

One-Year to Two-Years

- Diapers
- Pull-Ups (with reusable tabs) when the child begins potty training
- Wipes on a monthly basis
- Diaper cream
- Nap mat (can be purchased at front office)
- Change of clothes (including socks) labeled with child's name

Three-Years

- Must be potty trained
- Nap mat (can be purchased at front office)
- Change of clothes (including socks) labeled with child's name
- Wipes on a monthly basis

Bottle Feeding Policies

- Bottles must be capped and labeled.
- All bottles will be rinsed and sent home daily (including breast milk bottles).
 - The daycare is not allowed to mix bottles.

- Concentrated formula is unacceptable. Parents must therefore provide ready to feed formula or mix bottles at home to support your child's daily needs.
- Breastmilk may be brought daily or frozen to be stored in our freezer.
 - Breastmilk must be labeled with child's name, date, and amount of milk.
 - A breast milk plan of action must be completed in the event breast milk is unsuitable for serving, unavailable or parent cannot be reached by phone.
 - Leftover breast milk may not be held over from one feeding to another.
 - These actions are enforced by the Jefferson County Health Department.

Nap Mat Information

- Nap mats can be purchased at the front office. Nap mat required for children over 12 months.
- Children may bring a blanket or toy if he/she needs it for security at nap-time.
- In accordance with Jefferson County Department of Health, nap mats must be laundered weekly.

Divorce and Separation

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

Ordinarily, the daycare will not resist or interfere with a noncustodial parent's involvement in daycare - related affairs, or access to a child's records, unless the daycare is presented with court orders or comparable legal documents that restricts such involvement or access. The daycare will not otherwise "choose sides" between parents.

In cases where legal documents restricting access have been presented, the daycare will not permit the noncustodial parent to take custody of a child or remove the child from the daycare premises unless the parent presents a written court order or written authorization signed by and presented by the custodial parent permitting such custody.

If the actions of parents, custodial or noncustodial, become disruptive to the operation of the daycare, the daycare has the right to restrict access by such parent(s) and to take other reasonable necessary action.

Conduct & Dress Code

Dress Code

Gardendale Nazarene Daycare'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.

Attire

- All children are required to wear shoes, tennis or casual shoes with closed toes and backs work best. Flip-flops and slides are not allowed at daycare for safety reasons.
- Gardendale Nazarene Daycare discourages children from wearing jewelry (including earrings, bows, or headbands), which could become a choking hazard to your child or others. Gardendale Nazarene Daycare is not responsible for lost items.
- Girls who wear dresses to daycare 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.
 - The director will use discretion on bitterly cold days or extremely hot. This means your child should have a coat and hat if the weather is cold.
 - We will not go outside if the temperature is below 50 degrees or above 100 degrees.

Change of Clothes

A complete change of clothing (appropriate for the season) including underwear and socks should be kept at the daycare at all times in case of accidents. Please label each piece of clothing with the child's name.

Health and Safety

New Student Immunity

Exposure to a new group of children may cause more illness during the first few weeks of daycare until immunity is developed. This is common for children new to a daycare environment. Keep in mind you may need an alternate plan for childcare in case of illness. Gardendale Nazarene Daycare takes every precaution to safeguard your child against illness.

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 daycare 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.

When contacted by the daycare 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 daycare.

To protect the health of the children and staff at Gardendale Nazarene Daycare, 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 daycare necessary, such as but not limited to:

- **Fever** - A child must not attend or remain at daycare if fever is 100.4 or higher. The child may return when fever-free for 24 hours without the aid of medication (*per Jefferson County Health Department*).
- **Diarrhea** - A child may not attend or remain at daycare if diarrhea has occurred two times in one hour. The child may return 24 hours after last occurrence.

- **Vomiting** - A child may not attend after one occurrence of vomiting. The child 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 daycare.
- **Head Lice** - A child may not attend daycare. May only return when nit free. Gardendale Nazarene Daycare 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)** - A child may not attend with white, yellow or green discharge. May return 24 hours after beginning medical treatment. Treat both eyes, as conjunctivitis spreads quickly.
- **Respiratory Infection** - A child may not attend with uncontrolled cough, difficulty breathing, or wheezing.
- **Strep** - A child may return 48 hours after beginning antibiotic treatment as long as fever-free. The child may return 24 hours after antibiotic injection as long as fever free.
- **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 daycare if their children contract and are diagnosed with a contagious disease or illness. Gardendale Nazarene Daycare reserves the right to require a physician's note for the child to return to daycare at any time after an illness.
- A physician's diagnosis requiring that the child be separated from the other children.

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."

Gardendale Nazarene Daycare 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, Gardendale Nazarene Daycare 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 daycare 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 daycare kitchen.
- The daycare provides over-the-counter medicines such as Children's Tylenol, Motrin, Benadryl, and cough syrup for emergencies 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 daycare 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

Medical Emergency Procedures

- 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.
- Gardendale Nazarene Daycare 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 Gardendale Nazarene Daycare will ride to the hospital with your child and stay with your child until you arrive.

Biting

We at Gardendale Nazarene Daycare 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 daycare.

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 Gardendale Nazarene Daycare. We practice the time-out method. Discipline is viewed as a basic developmental process. To help children with this process, Gardendale Nazarene Daycare 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 hurt 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 the behavior continues a conference will be scheduled with the parents and the director.

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

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

Emergency Preparedness

Security

Our number one priority is the safety of your child. Should situations arise 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 daycare children, enter and exit using only the glass doors at the main entrance and at the daycare entrance. The daycare door will be open from 7:00 - 8:00 a.m. and closed between 8:00 a.m. and 6:00 p.m. The daycare 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.

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.

Other Security Measures

- Restricted access- For added security we have included space on the registration form to list any person(s) not allowed to pick up your child.
- Intercom system- Each classroom is equipped with an intercom/phone.
- Employees- All employees go through an extensive state-mandated background check. Employees are fingerprinted and their name is run through the Child Abuse and Neglect Registry.
- ParentAlert- ParentAlert is a rapid notification system which will be activated to alert parents of daycare closings.
- Safe Spot- Should children and staff need to evacuate the daycare premises, children may be picked up at the church pavilion, located behind the ball field.

Emergency Operations Plan

- **Fire and Fire Drills-** Fire drills are done on a monthly basis. The building is evacuated in accordance with the evacuation plan posted in each room. 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 backside of building (close to playground area). Staff will check all areas of the building to ensure everyone is out.
- **Severe Weather Threats** (*thunderstorms, tornadoes, and tornado drills*)- In the event of bad weather, the daycare director keeps track of the weather on the Internet and TV stations. Children and staff will move to designated location per safety plan.
- **Utility Outage-** Utility company will be contacted and administration will determine daycare closure dependent upon findings.
- **Lockdown-** Staff is trained and aware of lockdown procedures and will implement when the code is given. No one enters or exits room or building until the all clear code is given.

Jefferson County Health Department Policies

Nutrition Policy

All food served at Gardendale Nazarene Daycare shall comply with USDA recommendations snacks.

- Water shall be available at snack times.
- No sugar-sweetened beverages shall be served to children.
- Children 2 years and older will be served milk at snack time (milk with 1% or less milk fat), unless medical documentation is provided for child.
- 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 2¹/₂ 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.

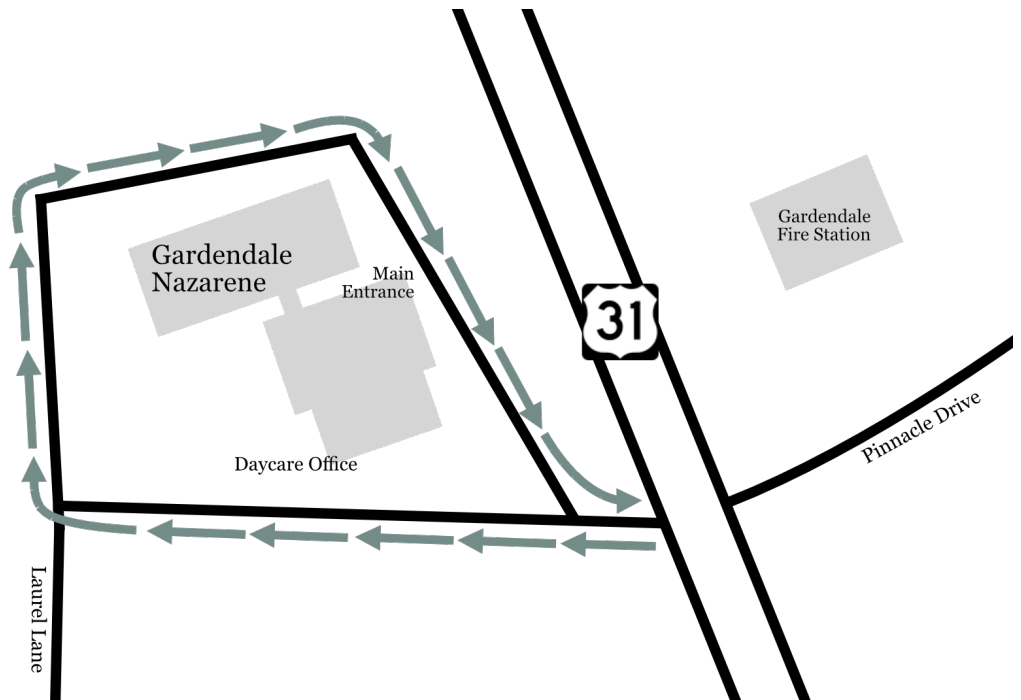
Campus Policies

Traffic Flow and Parking

For you, your child, and our employees, the traffic flow around the building is **one-way at all times**. Please do not park at the curb outside the school office as this disrupts the flow of traffic.

Parking is available at the daycare entrance and at 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.



Campus Visitors

Gardendale Nazarene Daycare has an open door policy. Parents may visit the daycare at any time. Certain periods of the day may be restricted to ensure smooth operation of the daycare (i.e. nap-time). Please arrange with the director before your visit.

Birthdays

Each child's birthday will be celebrated at the daycare 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 Jefferson County Health Department approved facility. **Treats must be store bought. Check with teacher for potential allergies.**
- Party invitations may be given out, but the invitations must be given to each child in the classroom.

Smoke-Free Campus

Gardendale Christian Academy abides by the State of Alabama's Tobacco-Use Policy. We are a smoke free campus.

For the purposes of this policy "tobacco" is defined to include any lighted and unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product. This definition also includes electronic nicotine delivery systems, and spit tobacco, also known as smokeless, dip chew, and snuff, in any form.

No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented, or chartered by the school
- on school grounds, athletic grounds, or parking lots; or
- at any school-sponsored event off campus.

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 employment by Gardendale Nazarene Ministries. Gardendale Nazarene Ministries employs 100% nonsmokers.

Daycare Closure Information

Holiday Closures

The daycare will be closed on the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- 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.

Emergency Daycare Closings

Gardendale Nazarene Daycare 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 daycare does close, the director will initialize ParentAlert, which is a rapid notification system. The message will be sent by phone and/or email. It is imperative that parents keep all contact information (phone numbers and emails) updated in the daycare office.

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