



**POLICIES AND PROCEDURES
OF
GILLIAM SPRINGS BAPTIST CHURCH
CHILD DEVELOPMENT CENTER**

2020-2021

**1351 N Brindlee Mountain Parkway
Arab, AL 35016**

Office Number: 256-586-3121

**Director: Shannon Godfrey
Email: sgodfrey@gilliamsprings.org**

<https://www.gilliamsprings.org/about-us/child-development-center>

Effective March 1, 2020

TABLE OF CONTENTS

Mission Statement	pg. 4
Licensing Status	pg. 5
School Closing and Important Dates	pg. 6
• Early Dismissal	
• Delayed Openings	
• School Closing	
Medical	pg. 7
• Sickness and Health Policies	
Fees and Tuition	pg. 8-9
Registration	pg. 10
Nutrition	pg. 11
• Allergies	
• Infants and Toddlers	
• Breakfast	
• Beverages	
Personal Items	pg. 11-12
• Labels	
• Clothing	
• Bedrolls	
• Classroom Cubby	
• Toys	
Policies and Procedures	pg. 12-16
• Security	
• Curriculum	
• Daily Activities	
• Resource Classes	
• Birthday Parties	
• Naps	
• Illness	
• Medication	
• Injury Reports	
• Behavior Reports	
• Biting Policy	
• DHR Reporting	
• DHR Affidavit	
• Custody Issues	
• Potty-Training	

- **Diaper Changing**
- **Pacifier**
- **Sippy Cups**
- **School Pictures**
- **Open Door Policy**
- **Meet the Teacher**

Parents of Nursery Children

pg. 17

Communication

pg. 17-18

Enrichment Classes

pg. 18

Arrival and Departure

pg. 18

Discipline

pg. 19

Attachments

1. Consent/Release Form

- **Photography**
- **Student Information**

2. Parent/Legal Guardian Policy Agreement

3. Financial Policy Agreement

Our Purpose and Mission

The CDC is an outreach ministry of Gilliam Springs Baptist Church. We are committed to instruct and guide each child spiritually, cognitively, socially and emotionally in a safe nurturing environment. Our goal is to provide the spiritual and academic foundation on which each child can become a life-long learner.

Statement of Faith

Because the CDC is a ministry of Gilliam Springs Baptist Church, everything we do is guided by Christian Principles of God's love, his care for us and creation of our world. Our program will have daily prayers, use a Christian based curriculum and will provide Chapel two times a month for the children. Our Christian principles guide us in how we discipline, how we resolve conflict and will be at the core of all of our interactions with teachers, students, parents and the community.

Program Goals

To offer quality care in a developmentally appropriate environment where children are encouraged to learn according to their individual needs and interests.

To foster each child's sense of self, self-worth and confidence.

To provide an environment for children that will serve to enrich their understanding and appreciation of their family, community and world around them.

To facilitate a partnership with parents through effective and open communications concerning the welfare and development of their child.

LICENSING STATUS

Our church/school meets the definition of a local church ministry under the terms of Code of Alabama 1975, Section 38-7-3 and is exempt from regulation by DHR. Under Code of Alabama, 1975 as amended by Act 81-310; a Church has the option to be licensed by the state or file exemption with the state.

Gilliam Springs Baptist Church chooses to file for exemption with the state which exercises our right as a church to keep the separation of church and state in accordance with the law. By filing for exemption, we are required to provide quality care and guidance for your child. Parents are required every year to sign a statement of notification of the exemption.

The following records are being maintained by our church and CDC office's: Fire Inspection records, Health inspection records, Immunization records for all children, Medical reports for all staff, and Medical History forms for all children.

Staff Qualifications

Our staff qualifications are as follows: 1) Christians of like faith 2) At least 19 years of age 3) Required to attend In-Service training, workshops and/or classes on child care and development every year 4) Love for children, be responsible, caring people with a regard for Christian convictions and 5) Pass a Criminal History Background Check

Student to Teacher Ratios

0 – 18 months	1 to 5
18 months up to 2 ½ years	1 to 7
24 months up to 36 months	1 to 8
2 ½ years up to 4 years	1 to 11
4 years up to school age	1 to 18

***** These are DHR guidelines. Gilliam Springs Baptist Church CDC will strive to remain below these Minimum Standards**

2020-2021 Important Days and School Closings (A Spring calendar was provided at the beginning of 2020)

2020

January 1 st	New Year's Day	CDC Closed
February 17 th	President's Day	CDC Closed
April 10 th	Good Friday	CDC Closed
May 25 th	Memorial Day	CDC Closed
May 26 th	Summer Session Starts	
July 3 rd	Fourth of July	CDC Closes 2PM
July 31 st	Teacher Work Day	CDC Closed
August 3 rd	Fall 2020 Session Begins	
September 7 th	Labor Day	CDC Closed
November 26 th & 27 th	Thanksgiving Holiday	CDC Closed
December 21 st -25 th	Christmas Break	CDC Closed
December 31 st	New Year's Eve	CDC Closes 2 PM

2021

January 1 st	New Year's Day	School Closed
February 15 th	President's Day	School Closed
April 2 nd	Good Friday	School Closed
May 31 st	Memorial Day	School Closed

Early Dismissal

- **If Arab City Schools dismiss early due to inclement/severe weather, we will follow suit. Please be mindful that our teacher's safety must be considered as well.**

Delayed Opening

- **If Arab City Schools has a delayed opening (ex. 2-hour delay) the CDC will open at 8:00 AM.**

School Closing

- **In the event of inclement weather school closing (snow, ice, tornado, severe weather threat) the CDC will follow Arab City Schools closing protocol. Tuition will be pro-rated in the event of the CDC being closed all day.**

Updates for the above information will be emailed, posted to Facebook and Instagram, as well as texted to you by your teacher.

Medical

- **If emergency medical attention should ever be needed, the parent or guardians will be notified and the child will be taken immediately by ambulance to Marshall Medical Center North. A staff member will go with the child and stay at the hospital until parents or guardians arrive.**
- **Gilliam Springs CDC will not be responsible for payment of any medical treatment for injuries that are a result of normal daily activities.**
- **Minor injuries will be treated at the CDC with TLC. All staff is CPR certified.**

SICKNESS and HEALTH POLICIES

Please do not bring your child to the CDC if they have any of the below:

- ** Fever: Defined as 100 degrees or higher**
- ** Vomiting: Defined as two or more times in a 24-hour period**
- ** Diarrhea: Two or more loose bowels in a 24-hour period (unprompted by a side effect of antibiotics)**
- ** Rash with fever**
- ** Sore throat with fever**
- ** Eye discharge: Thick mucus or pus draining from the eye**
 - **** Pinkeye, which can only be diagnosed by a doctor must have a doctor note before returning to school along with two rounds of eye drops administered**
- ** If he/she has had a contagious virus or bacterial infection such as strep throat, measles, chicken pox or etc.- return only accepted if a doctor's note has been provided**

Fees & Tuition

Fall: A non-refundable registration fee is required for enrollment. The registration fee is \$50 per child for New Families and \$30 per child for Current Families.

Summer: A non-refundable registration fee of \$20 per child is required for currently enrolled families and \$30 for new families.

Supply Fee: Supply fees are due two times a year- February and September. Supply fee is \$35 per child.

Tuition: Rates Effective August 3, 2020

Nursery 1 and Nursery 2
(FULL TIME) - \$135 a Week for 1 child

Nursery 3 – Pre-K
(FULL TIME) -\$125 a Week for 1 Child

(PART TIME)- \$28 a day – 2 DAY MINIMUM – only those in our Younger Two’s, Older Two’s, Three’s and Pre-K are eligible for part time enrollment

Sibling Discount

A discount is offered when two or more children are enrolled Full Time at the CDC. The cost is \$105 for the oldest sibling – discount not applied to those in our Nursery 1 & Nursery 2.

Tuition will be reduced in the event school is closed all day due to severe weather. Tuition will not be reduced due to absences, holidays or teacher in-service days, early closings, delayed openings, etc.

There will be no charge for the week of Christmas break.

Payment: Monthly payments are due on the 1st of the month and will be considered late after the 5th. A late fee of \$25 per week will be charged if monthly payment is not paid by the 5th. Weekly or bi-

weekly payments are due the Friday before the following week. A \$25 late fee will be charged if weekly or bi-weekly tuition is not paid by 5PM on Mondays

Cash or check can be brought to the front desk when making a tuition payment. You must hand any cash payments to the front desk assistant or the Director so a receipt can be given in return.

Checks can be placed in the drop box located inside the Resource Room door or brought to the front desk.

A \$30 Returned Check fee will be charged upon the return of a check for payment. After two returned checks the CDC has the right to refuse payment by check.

The option to pay online with ProCare is available. There is a 3% service charge when using a debit or credit card online.

If you wish to have your tuition automatically withdrawn from your checking or saving account you will need to pick up the authorization form from the front desk. There is a \$1 charge when using this option.

If you would like to have your tuition automatically charged to a credit card you will need to pick up the authorization form from the front desk. There is a 3% service charge when using this option.

Should a parent wish to withdraw his or her child from the Center, two weeks written notice is required and your account must have a zero balance

Gilliam Springs Child Development Center reserves the right to increase tuition rates, supply fees, etc. during a program year on an as needed basis.

Registration

Enrollment Enrollment is open to children six weeks to five years of age. All children must be registered and have all required forms on file before enrollment

- 1) Registration Application
- 2) Non-Refundable Registration Fee (See page 2 for amounts)
- 3) Birth Certificate
- 4) Blue Immunization Form (exemptions are not accepted)
- 5) Medical History
- 6) Medical Treatment Authorization
- 7) Medical Report
- 8) Financial Policy Agreement
- 9) Affidavit

Registration Summer and Fall Registration will take place in March. If you are currently enrolled, your child and any siblings will have first priority placement for the following school year

After registration takes place for the upcoming school year, the CDC fills any student openings from the waiting list.

Dismissal Gilliam Springs CDC reserves the right to dismiss children from the program for any of the following reasons:

- 1) Tuition or fees not paid
- 2) Excessive behavioral problems persist with child
- 3) Parents or guardians fail to follow policies of the CDC
- 4) Parents or guardians display inappropriate behavior
- 5) Management of the CDC feels that the needs of the child or the needs of the program are not being met
- 6) See "Discipline"

The CDC reserves the right to de-enroll any child whose social, physical, and/or emotional needs are beyond the resources and training of the current staff

NUTRITION

Allergies Please alert the teachers and director in writing of any food allergies or diet needs which may require special dietary control. A letter from the doctor is required for life threatening food allergies or special dietary needs. A monthly menu is provided online at <https://www.gilliamsprings.org/about-us/child-development-center> monthly newsletter and in the classrooms.

Food brought to the CDC for special events must be store bought and unopened.

Infants & Toddlers Infants and Toddlers who are not on table food need to bring snacks, juice, formula, etc. Parents are responsible for providing an adequate supply for the day. Label all bottles and food with first name and last initial. All bottles will be sent home daily. Please do not send glass bottles. No previously opened baby food jars shall be accepted. All opened jars shall be sent home or discarded at the end of the day. Parents are responsible for putting bottles and food in the refrigerator. Please provide your child's teacher with specific feeding instructions. We recognize that infants may not always eat on a schedule.

Breakfast Breakfast is available from 6:00 AM to 7:45 AM. Please have your child here during this time if you wish for them to have breakfast. The children will then go to their classroom for the day.

Snacks are served around 9:00 AM and 2:00 PM. If you would like to bring a snack for your child's class, these are the best times.

Lunch is served between 10:45 AM and 12:00 PM, according to class schedule.

Beverages Milk is offered at Breakfast times. Water is provided throughout the day and at snack times. Juice is provided for special occasions.

PERSONAL ITEMS

Labels All clothing and other personal belongings need to be labeled to help insure the return of all personal items. Please label all items- including bottles, pacifiers, sleep toys, blankets, etc. The CDC is not responsible for lost or stolen items.

Clothing

An extra set of clothes and socks is needed for each child. These should be placed in a Ziploc bag and will be kept in the child's cubby at all times. Please remember to change out the clothes as the seasons change.

When selecting clothing for the day try to find items that are comfortable, washable and easy for the child and teacher to manage. This is especially helpful when potty training.

All children will go outdoors when weather permits. Please send in appropriate outerwear depending on the season. Please make sure a jacket is sent with your children on the cooler days as we will make every effort to go outside if temperatures permit.

Sandals, clogs, flip flops and cowboy boots are difficult and can be dangerous for school play. Sneakers and socks should be worn for safety, comfort and hygiene purposes.

Bedrolls

A bedroll is needed daily for naptime. These are sent home at the end of each week to be laundered.

Classroom Cubby

Each child is assigned their own cubby in their classroom for their personal items to be stored. Please check this daily for any special notes or items to be taken home.

Toys

Children are allowed to bring a special comfort toy that will be kept in their cubby until nap time. Please do not allow your child to bring toy knives, guns, money or candy. A teacher may designate a special "share day" for the class and will inform you a head of time of that day.

POLICIES OF GILLIAM SPRINGS BAPTIST CHILD DEVELOPMENT CENTER**Security**

All doors to the CDC are to remain locked during the hours of 6:00 AM to 5:30 PM. Parents and authorized pick up persons only will be allowed to enter the CDC. Access is given by the CDC office staff unlocking the door from behind the front desk

Please be mindful that we do share our facility with Gilliam Springs Baptist Church and there will be times that On-Campus activities will be taking place. Parents will be notified ahead of time of these activities and any changes to drop- off or pick- up routine.

We have classroom cameras in all of our classrooms. These cameras can be viewed at all times by stopping at the desk located next to our Nursery room.

Curriculum **The Abeka Curriculum, Footsteps for Fours as well as Bible lessons are used daily.**

Daily Activities **A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors and outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of activities every day.**

- **Large and Small group activities**
- **Self-directed play**
- **Learning Center activities**
- **Music and Singing activities**
- **Story time (minimum of 30 minutes of reading for every class)**
- **Individual activities**
- **Outdoor and Indoor free play**

Our daily activities/class schedule will begin at 8:00 AM. If you will be arriving at the CDC after this time please contact the CDC or your child's teacher. We try our best to limit class disruptions due to the structured environment created.

Resource Classes **Music and Library are offered for our Nursery 3 – 4K classes. Missions/ Chapel is offered two times a month for our 3K- 4K classes.**

Birthday Parties **You may only send in unopened, store bought treats to share with your child's class on his or her birthday. Balloons, goody bags or presents are not allowed to be brought in.**

Naps **All children will have a scheduled rest period each day. Infants will rest according to their own schedule. Toddlers through five years old will rest according to their class schedule. Quiet music will play while children rest. Children are not required to sleep, but resting quietly is encouraged.**

Illness **If your child becomes ill at school, we will call immediately. If your child develops a fever of 100 degrees or higher, we will call for them to be picked up. If your child has two loose bowel movements**

while at the CDC, we will call for you to pick them up. If your child begins vomiting while at the CDC, we will call for you to pick them up.

If your child has been prescribed an antibiotic the CDC Director and your child's teacher must be made aware of any possible side effects related to that medicine. This can include upset stomach, rash, anything that could alter their normal routine we must be made aware of.

Children must be picked up within an hour of the CDC calling. Arrangements must be made to pick up your child within the hour. We will call/email/text the authorized contacts from your registration form in the order listed. PLEASE KEEP US UPDATED ON CONTACT INFORMATION CHANGES

When your child has been ill, your child must be free from vomiting, diarrhea and/or fever for 24 hours without the use of fever reducing medications before returning to school.

When your child is ill with a contagious illness, please notify us of the illness. This courtesy keeps us informed about anything contagious about which other children might be exposed.

See Health Policy on page 7.

Medication

We will dispense ONLY pre-measured prescription medications with written parental consent, signed and dated by the parent. These can be picked up at the front desk. The original form will be returned to the parent with the time the medicine was given with the teacher's initials.

The CDC will not give prescription medication within the first 24 hours after prescribed due to any possible allergic reactions.

Medication must be clearly labeled with the child's name, dosage and directions for administering.

No over the counter fever reducing medication will be given. If your child needs non-prescription medicine for non-contagious symptoms related to teething, shots or injury, you as the parent, can come to the CDC and give your child the medication.

- Child Injury Reports** **If your child is injured at school, a “Child Injury Report” will be sent home that day. Your teacher will treat the accident appropriately. Antibiotic ointment, soap and water, sanitizer, band-aids, etc. will be applied when appropriate. (per signed permission form completed at the time of Registration)**
- Behavior Reports** **A “Behavior Report” may be sent home with your child if the teacher feels it necessary to re-direct or use a time-out to correct negative behavior.**
- Biting** **Occasionally, we will have a child who repeatedly bites. We will work with these children and their parents on an individual basis. Names of children who bite or who are bit will not be disclosed. If biting continues you may be asked to pick up your child immediately and he will not be able to return without Director approval. See separate Biting Policy attached.**
- DHR Affidavit** **Each school year, DHR requires each family to acknowledge that they are aware that Gilliam Springs Baptist Church Child Development Center is exempt from DHR inspection and regulation. The form is part of our registration process and is to be notarized. A copy is kept annually in the student’s file and the original is mailed to DHR in Montgomery. The CDC will adhere to DHR policies and guidelines whenever possible.**
- Child Abuse & Neglect** **We are required by law to report any suspected neglect or abuse to the Alabama Department of Human Resources.**
- Custody Issues** **The custodial parent has the responsibility to keep the teacher and director informed of any changes or pertinent information. Non-custodial parents will not be permitted to use the school/center for child visitation, nor as a drop off or pick up station between custodial and non-custodial parents. A copy of a legal document stating the custodial arrangement between families must be kept on file in your child’s personal file at the CDC.**
- Potty-Training** **Teachers will assist with potty-training. Our Two’s – Pre-K classes have designated potty time built into their class schedule. Please talk to your child’s teacher when beginning toilet training. It is imperative that teachers and families all agree to the same toilet training plan.**
- All children who are potty trained or training must be dressed in clothing items that can be easily removed by the child. Pants with elastic waists are best. No belts please. We encourage independence as much as possible, which includes wiping their**

own bottom. If you send your child in pull-ups, please send the pull-ups that have the closable sides.

Although we strongly believe that underwear is best when toilet training, we recommend that your child be accident free in pull-ups for TWO WEEKS before wearing underwear every day at the CDC. It takes an enormous amount of time to change and clean a child after potty accidents especially after bowel movements. Also, it is extremely unsanitary to have a child eliminate on our carpets, toys, playground and furniture.

All children must have at least one extra set of seasonal appropriate, labeled clothing (including socks) for the occasional accident at school.

We require your 3K child to be potty-trained after the Christmas Break.

Diaper Changing Children should have sufficient diapers for the entire day. Due to limited storage space we do not have the ability to stock pile diapers.

Pacifier Pacifiers must be on a “leash” with the child’s name on both the pacifier and leash. In N3 pacifiers are discouraged unless it is naptime. 2K children will be asked to put their pacifier and blanket in their cubby until naptime.

Sippy Cups Check that leak guard is properly inserted. Cups should not leak when tilted sideways or upside down. Please make sure to label all cups.

Small plastic cups are provided during the day for our children in 2K – 4K.

School Pictures You are under no obligation to purchase school pictures. Individual pictures will be made in the Fall and Spring. 4K Cap and Gown pictures will be made in the Spring. Children must arrive at school dressed for their picture. We will not be able to change your child’s clothing. Ten percent of picture sales benefit the CDC to be used towards providing better resources for our school.

Open Door Policy We have an open-door policy. Please feel free to check on your child by calling the office at any time. If you choose to come observe your child, please do not let them see you. Often, a child will be come upset and confused when they cannot leave with you.

Meet the Teacher Prior to the beginning of the fall session the CDC will hold a Meet the Teacher. At this time, you will have the opportunity to meet your child's teacher, new friends and new parents. Information regarding your child's daily schedule will be available. Please make every effort to attend as important information about your child's year will be given out. Whether you are new to the school or part of the CDC for a while, please make every effort to be in attendance.

PARENTS OF NURSERY CHILDREN

Note the following recap

- **Label EVERYTHING!**
- **Make sure to send enough diapers and change of clothes daily.**
- **Sippy cups must not leak. Test the cup for leaking by turning it on its side as well as holding it upside down.**
- **Medicine forms need to be filled out before dropping off your child.**
- **Schedule changes for nursery children should be written down and given to the teachers.**
- **Babies with pacifiers must have a labeled "leash" attachment.**
- **Finger foods should already be cut up. For example, boiled eggs need to have the shell removed.**
- **Due to new DHR/ Health Department Regulations, we will be unable to swaddle your baby unless you have given written permission and it has been notarized by the CDC office.**
- **No glass bottles.**
- **No cloth diapers.**

COMMUNICATION

We want you to know about all the wonderful programs going on at the CDC, your child's classroom and Gilliam Springs Baptist Church. A monthly newsletter will be sent home at the start of a new month. We will also send e-mails and letters home with your child as needed, but realize papers don't always make it home to the parents.

Website <https://www.gilliamsprings.org/about-us/child-development-center>

Facebook "Like" the Gilliam Springs CDC page. We use this as another tool to communicate important information such as school closings/delays, fun dress-up days, etc.

Instagram Follow our Instagram page @gilliamspringscdc

Teacher to Parent N1-N3 will send home daily “Cuddlegrams” listing your child’s eating, sleeping and bathroom habits that day.

Take home folders will be sent home on Fridays in our 2K-4K classes. These will contain take home papers, artwork, notes from teacher, etc. Please remember to return these on the following Monday.

Parent to Teacher Your teacher will let you know the best way to reach them whether it is emails, notes, text or phone call.

Teachers are very limited on cell phone use during the day. Any important messages to be relayed to the teacher during school hours should be directed through the CDC phone line or by email to the Director.

We value our teachers time away from CDC and ask that you do as well.

Any change in your child’s schedule should be communicated to the teacher, verbally and written. Ex: your child woke up extremely early, changes in family situations or illness.

Parent to Director Parents are urged to communicate any questions or concerns with the CDC Director. The Director can be reached through phone at 256-586-3121 or e-mail at sgodfrey@gilliamsprings.org. Meetings with CDC Director should be scheduled Monday –Friday 8:30 AM – 3:30 PM.

ENRICHMENT CLASS

The CDC will be offering at our facility the following extra-curricular activity. This will take place either at 9:00 AM or 2:00 PM on a designated day. All registration and payments for participation in this class will be made directly to the organization.

Peak Performance Gymnastics (director Kevin Barksdale)

Peak Performance will be at the CDC Open House prior to the start of the new school year. This will be a great time to obtain information to see what they can offer here at the CDC for the upcoming school year.

ARRIVAL and DEPARTURE

- **Parents or legal guardians are required to check children in and out each day. There are two computers available at the front entrance to use for check in and check out. Your Personal ID Code and Password will be provided to you at the start of the school year. Front Desk assistants will be able to help with the process if needed.**
- **Under no circumstances should your child be allowed to enter or leave the center alone. Children will not be released to anyone other than the persons listed on the authorized to pick up form unless we have written permission from the parent or guardians. Please update your child's list as needed.**
- **Picture ID must be presented to CDC front desk staff before your child will be released to an unknown person. Children will not be released to anyone under the age of 16 years.**

DISCIPLINE

The discipline actions of the CDC will be positive in nature. The methods of discipline will vary with the age and the action of the child. The methods of discipline guidelines, individual teachers are given in discretion in how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline.

Redirection will be the first method in all age groups, explanation why the behavior is inappropriate, and then suggesting a behavior that would be acceptable. The second time the child will be warned that if the behavior happens again, he or she will have to sit in "time-out". "Time Out" means that the child is required to sit quietly and miss certain activities for a brief period of time. We will stick to the rule that a child will sit out for the length of their age. Ex. If a child is 3 years old, they will have to sit quietly in "time-out" for three minutes.

Classrooms will have a 'cozy corner' as an option for helping children who are having a hard time listening or needing a few extra minutes to regroup. This area will be a space where children can interact with hands on activities on their own, have a few moments away from the group, etc.

If unacceptable behavior continues, the last step may include one or more of the following courses of actions: the child may be given a note to take home to the parent, the child may be sent to the Director's office, or if it seems appropriate in the judgment of the Director, a conference may be scheduled with the parents, the teacher and Director.

In extreme cases, the CDC may choose to discontinue enrollment of the child.

The CDC reserves the right to discontinue enrollment at any time for any of the following reasons:

- 1) If all efforts by teachers and parents fail to correct the problem**
- 2) The other children in the class are being negatively affected**
- 3) The child becomes a danger to others**
- 4) The behavior is severe enough to disrupt a normal classroom environment**

CONSENT/RELEASE FORM

PHOTOGRAPHY

I, _____, give permission for my child _____ to be photographed by the teachers and director. These pictures will be used for craft projects, photograph displays in the hallway, private Instagram and Facebook page and slide show presentations.

Parent/Legal Guardian

Date

STUDENT INFORMATION

I give permission for my name and / or my child's name or email to be distributed to the parents of the CDC for use in the class or school activities

_____ Yes _____ No

Parent/Legal Guardian

Date

**Gilliam Springs Baptist Church
Child Development Center**

Parent Agreement

I/ We _____

The parent(s) of _____

I acknowledge that I /we have read the Parent Handbook of the Gilliam Springs Baptist CDC and agree to comply and cooperate with all policies and procedures within.

Parent/Legal Guardian _____ **Date** _____

Parent/Legal Guardian _____ **Date** _____

**GILLIAM SPRINGS BAPTIST CHURCH
CHILD DEVELOPMENT CENTER**

FINANCIAL POLICY AGREEMENT

- 1. These financial policies and guidelines will be followed as of March 1, 2020.**
- 2. All tuition must be paid in advance.**
- 3. Weekly or bi-weekly fees are due on Friday before the following week. A \$25 late fee will be applied if payment is not received by 5:30 PM Monday.**
- 4. Monthly payments are due by the 5th of each month and will be considered late if not paid by the 10th of the month. If payment is not received by the 10th for monthly payments a \$25 late fee will be applied.**
- 5. Semi Annual supply fees will be billed on September and February statements. The supply fee is \$35.**
- 6. Gilliam Springs Child Development Center would like to work with parents to keep accounts up to date. If there are circumstances for accounts to be delinquent, please let us know so we can work out a payment plan. It may be necessary to discontinue enrollment of your child if accounts are continually delinquent and arrangements have not been made.**
- 7. There is a \$30 fee for returned checks. We will then have the option to refuse future checks after two returned checks.**
- 8. Gilliam Springs reserves the right to take any legal action necessary to recover any unpaid tuition accounts. According to State Law, court costs, including lawyer fees and other incurred costs will be added to any outstanding balance and will be the responsibility of the parent/legal guardian.**
- 9. A written two-week notice is requested when withdrawing from the program.**
- 10. Parents are responsible for tuition on the days the center is closed for Holidays or Teacher In-Service days. Payment is not due during the week of Christmas Break.**
- 11. I agree to pay, in advance each week my tuition billed to my account with no deduction for partial absence.**
- 12. Parents will pay a late pick up fee of \$1.00 per minute for each minute after 5:30 PM.**

I, the undersigned, have read and agree to abide by the Financial Policies and Procedures outlined in this agreement.

Director Signature

Date

Parent/Legal Guardian

Date